

Advance your career from any location!

Certified Apartment Portfolio Supervisor

CAPS 

CERTIFIED APARTMENT
PORTFOLIO SUPERVISOR®

WE RECOMMEND THIS COURSE for multi-site supervisors with 24 months of multi-site supervision experience.

This **brand-new CAPS course** will help you rise to the next level in property management. It will prepare you to be an effective portfolio supervisor which may lead to increased earning potential.

YOU'LL LEARN ABOUT:

- Achieving ethical excellence
- Understanding the management agreement and creating an owner's report
- Stakeholder relations with residents, communities, and municipalities
- Mortgage financing
- Overseeing the budget process across a portfolio
- Measuring portfolio performance and property valuation
- Investigating and troubleshooting an underperforming property
- Property acquisition and due diligence
- Market analysis and property inspections
- Operational and financial analysis inspections
- Property development feasibility analysis
- Investment strategies, including renovation, disposition, and refinancing
- Key content for the owner/company due diligence report
- Talent development and management throughout the employee cycle
- Managing staff during property sales or purchase
- Contemporary issues, including occupancy, emotional support animals, hoarding, criminal background checks, RUBS, cybersecurity, and music licensing



Available in person and online
Online member price: \$1,375
www.GoWithVisto.org

For more information, visit www.naahq.org/CAPS.
To locate an affiliate offering this course near you, visit
www.naahq.org/education-careers/find-a-course.

Registration Form

Certified Apartment Portfolio Supervisor (CAPS) Training

October 16-19, 2023

**The member course price is \$1375/person or
\$1650/person for a non-member**

All courses will be held 9:00 a.m. to 5:00 p.m. at
Balfour located at
30 N Plains Industrial Road Wallingford CT 06492

NAAEI Refund Policy

Absolutely no refunds will be issued. If for any reason you cannot attend the course, you or your company may send someone in your place. If you choose to drop the class and cannot replace your seat, you may receive a credit towards another National Training course.

Name: _____

**Email your completed form to Elizabeth
Zolotukhina ezolotukhina@naahq.org.**

Company: _____

Address: _____

Make checks payable to NAAEI and mail to:
Elizabeth Zolotukhina

Phone: _____

NAAEI
4300 Wilson Blvd.

E-mail: _____

Suite 800
Arlington, VA 22203

