



# CERTIFIED APARTMENT MANAGER®

Take your career to the next level by earning a nationally recognized designation!

**When:**

January 9-11 & February 13-15, 2018

8:00-5:00 Each Day

**Exam**

March 8 | 9:00-12:30

**Where:**

Highpointe Clubhouse | Brandon

**Cost: Due by 12/15/17**

Members: \$750

Non-Members \$900

**Requirements:**

Required industry experience of 1 year. Must attend all classes and pass exam within 12 months.

**Registration:**

Attendees must pre-register by 12/15/17 in order for materials to be ordered.

**CAM Key Performance Indicators**

- Occupancy Rates
- Closing Ratios
- Resident Satisfaction and Retention
- Apartment Turnover Management
- Service Request Fullfillment
- Energy Efficiencies
- Preventive Maintenance Management
- Development of Team Members
- Employee Retention
- Contractor and Vendor Management
- Revenue Management
- Income and Expense Control and Management of Cash Flow
- Budgeting and Monitoring Financial Performance to Achieve Owner's Investment Goals
- Net Operating Income

**\*Email registration form to [Meghan@msaptassoc.org](mailto:Meghan@msaptassoc.org) or Fax to 601-861-4933\***

**Please Circle One:      Member: \$750      Non- Member \$900**

Name: \_\_\_\_\_ Property/Mgm.t Co: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Payment Options: All Payments Due by December 15, 2017**

\_\_\_\_\_ Please Invoice Me For The Full Amount

\_\_\_\_\_ Please Invoice Me In 3 Monthly Installments (October, November & December)

\_\_\_\_\_ Charge My Credit Card (A 3.5% convenience fee will be charged)

Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ Security Code: \_\_\_\_\_

**Cancellation Policy:**

Cancellations must be made in writing by December 15, 2017 in order to receive a complete refund. Failure to cancel by December 15th or any no shows will be charged full amount plus a \$75 restocking fee.