



ADVANCED CERTIFICATE IN REAL PROPERTY MANAGEMENT

Most people view buildings simply in terms of their practical function – as homes, schools, offices, etc. But for businesses and investors, well-managed real estate can generate income and profits; to investors, it can protect and increase resale values and rents. Owners of apartments, office buildings, and retail or industrial properties who lack the time or knowledge necessary to directly manage their real estate investments or homeowners associations often hire property, real estate and community association managers. Managers work directly for the owner, or work through contracts with a property management firm or independently.

Well managed real estate can generate greater income and profits for the owner. The effective management of building operations is critical to the success of investment real estate projects. The purpose of the Advanced Certificate in Real Property Management is to add the technical skills required to critically analyze the primary building components of the investment for the client. This program was designed to give individuals interested in residential property management the skills needed to not only function as a property manager but to be able to perform basic inspection functions which is often part of the job but rarely taught.

Graduates of this program are able to specialize in either office or retail marketing and leasing in addition to the core program focussed on residential property management. The entire program consists of 336 hours work of training.

PREQUISITES

To be considered for admission to this program and to be awarded the various licenses from NY State that this Certificate will qualify you for, applicants must be high school graduates or possess a general equivalency diploma. In addition, you cannot have been convicted of any misdemeanor or felony here or anywhere without a Certificate of Relief from Disabilities or Certificate of Good Conduct.

CURRICULUM & FEES

In order to complete the program and be awarded the Advanced Certificate in Real Property Management, the student must complete the following coursework within TWO years of the start of their first course:

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| 1) NYS Salesperson Qualifying Course | 75 hours |
| 2) NYS Broker Qualifying Course | 45 hours |
| 3) Property Management Program Mandatory Day | 7.5 hours |
| 4) NYS Home/Building Inspection Program | 140 hours |
| 5) Pest/Wood Inspection Program | 30 hours |
| 6) Green Building Concepts Course | 7.5 hours |
| 7) Radon Technician Program | 16 hours |
| 8) Choose ONE 15 hour elective: 15 hours | |
| A) Marketing & Leasing Office Buildings <i>or</i> | |
| B) Marketing & Leasing Retail Properties | |

Your tuition of **\$5,900** includes all textbooks, CD's, DVD's, laptop, Internet access for review courses and miscellaneous materials as required, State exam & licensing fees are not included.



**CONTACT THE SCHOOL AT (716) 633-9009 OR EMAIL US AND A REPRESENTATIVE WILL GET BACK TO YOU AT:
wnyres@gmail.com**

SPECIAL NOTICE TO VETERAN QUALIFYING STUDENTS: The VA does not allow students to earn credit by working on-line. Therefore, students who are being reimbursed by the VA must take their courses at one of our New York State approved facilities. On-line courses are NOT an option for students who want to take advantage of their VA educational benefits.