



The Secret 7: Best Strategies for Successful Property Management

Paul Dizmang is a 25-year REALTOR® veteran who works every day in the real world of property management and investment real estate. Interacting with hundreds of tenants and clients, Paul has created a simple way to help investors grow their wealth through single-family homes. In addition, Paul helps REALTORS® and property managers strengthen their skills and streamline processes for real estate investing, property management, and sales.

Paul purchased his first investment property at age 22, and quickly realized that property management can be a highly profitable endeavor, packed with unique challenges.

As an educator and speaker, Paul's high-energy presentation style and entertaining real-life illustrations have kept audiences across the country engaged and enlightened for over 15 years. Paul considers some of his highest honors to be speaking at the National Association of REALTORS® Annual Conference in 2009-2014. He is 2015 President of the Greater Springfield Board of REALTORS®, and the Board's only two-term president in recent history.

This course covers the basic components of property management and how best to manage properties. This is a nuts and bolts course that is designed to assist the property manager to have the essential tools needed to be profitable and avoid costly mistakes. It consists of interesting case studies and fun facts.

The 7 Secrets:

1) Working with the Right Investors

- Set the Stage
- Investor Booklet
- VIP Event
- Take Control

2) Systems & Checklists

- Policy
- Forms
- Checklists

3) Staffing—Choose Wisely

- Be Decisive
- Precise Job Descriptions
- Maintenance

4) Accounting & Software

- Escrows
- Programs in the Cloud
- Reporting

5) The Leaky Toilet

- Bankston Effect
- Everything's an Emergency
- 2:00 a.m.

6) Empty Units

- Advertising
- Promotion
- Showings

7) Passion for the Game

- Let It Show
- Attitude is Everything

Welcome an Audit:

- Know the Rules
- Document Everything
- Backup, Backup, Backup

Thursday, August 27

9:00 a.m. - 12:00 p.m.

Instructor: Paul Dizmang

GTAR Training Center, 11505 East 43rd Street, Tulsa, OK 74146

GTAR Members: \$15 (Pre-registered); \$20 (Day of)

Non-Members: \$30 (Pre-registered); \$35 (Day of)

**If you are a member of any NAR affiliated association, whether it's GTAR or another, you qualify for the member price.*

Pending OREC Approval: 3 hours CE credit



GTAR Members Register Online with Your Visa, MasterCard, Amex or Discover!

Log on to tulsarealtors.com → Main Menu → Associate Services tab → Register for Classes

Other Registration Methods:

Mail: Checks payable to GTAR can be mailed to: P.O. Box 470603, Tulsa, OK 74147. (Please reference the class for which you are registering.)

Phone: Call (918) 663-7500 and have your debit or credit card ready.

Cancellation/Refund Policy: A full refund will be issued on cancellations received by midnight before the day of class. No refund will be issued on cancellations received after. **Note:** If you charge a CE class to your GTAR account and fail to cancel the class by the stated deadline, you are still responsible for paying for the class!