

# 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: **\$1,299**  
[www.GoWithVisto.org](http://www.GoWithVisto.org)

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

# Registration Form

## Certified Apartment Portfolio Supervisor (CAPS) Training

January 7-10, 2019

### The course price is \$1250 per perons

All courses will be held 9:00 a.m. to 5:00 p.m. at the  
EPAA Headquarters located at  
5730 E. Paisano Drive, El Paso, TX 79925

### 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 Kim  
McCrosen [kmccrosen@naahq.org](mailto:kmccrosen@naahq.org).

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Make checks payable to NAAEI and mail to:  
Kim McCrosen  
NAAEI  
4300 Wilson Blvd.  
Suite 400  
Arlington, VA 22203

To pay over the phone by credit card, please contact  
Kim McCrosen at 703-797-0610.

