

Leasing 101

An Introduction to Leasing and the Apartment Industry

From Fair Housing and the TAA lease paperwork to today's terminology and techniques, the industry's most seasoned and dynamic instructors are on hand to educate students on the boundless potential that awaits those who choose the apartment management industry as their career. This course is intended as an introduction to the apartment industry for new leasing professionals, as well as those individuals looking to learn more about the industry as a career.

Topics covered include:

- Greeting and qualifying the customer
- Executing the lease contract
- Telephone techniques and e-leasing
- Overcoming objections and closing techniques
- An overview of Fair Housing and more.

Students who complete the course will receive a certificate, as well as a listing of HAA member management companies.

Class Schedule:

Day One:

8:30 a.m. to 9 a.m. – Registration and continental breakfast

9 a.m. to 4 p.m. – Program

A complimentary lunch is provided.

Day Two:

8:30 a.m. to 9 a.m. – Registration and continental breakfast

9 a.m. to Noon – Program

Program Cost:

\$65 for students paying in advance

\$75 for students who provide payment at the door

Leasing 101 Course Dates:

January 18-19

March 14-15

April 11-12

May 24-25

June 13-14

July 11-12

August 15-16

September 19-20

November 29-30

Know the Lease

Class includes TAA Lease paperwork curriculum, brought to you by HAA Legal Counsel, Howard Bookstaff!



For more information and to register, visit us online at www.haaonline.org or email education@haaonline.org



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Registration Form

Enclosed is \$_____ to register for the Leasing 101 Seminar on the following dates:

- January 18-19 March 14-15 April 11-12 May 24-25 June 13-14 July 11-12
 August 15-16 September 19-20 November 29-30

Please make payment payable to the Houston Apartment Foundation.

- Mastercard Visa American Express Discover

Card Number _____

CSC# (Back of card V, MC, front of card Amex) _____ Name on card _____

Expiration Date: _____ Signature _____

Attendee Name(s) _____

Company Name _____

Attendee Email _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____ Fax (_____) _____

**Mail to the HAF Education & Meetings Department, 4810 Westway Park Blvd., Houston, Texas 77041
or fax to 281-582-1508. Phone: 713-595-0300 Email: education@haaonline.org Online: www.haaonline.org**

The schedule and fees are subject to change without prior notification. Notice of cancellation is required two days in advance to receive a refund less a \$15 administrative fee per registration; payment will be considered nontransferable at this time. The Houston Apartment Foundation does not discriminate on the basis of race, color, religion, sex or national origin in any of its education programs.