

# Leasing 101 2019

## 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:

\$75 for students paying in advance

\$85 for students who provide payment at the door

### Leasing 101 Course Dates:

January 15-16

April 23-24

May 21-22

June 11-12

July 23-24

August 20-21

September 24-25

November 5-6

### 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](http://www.haaonline.org) or email [education@haaonline.org](mailto:education@haaonline.org)



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## Registration Form

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

- January 15-16     April 23-24     May 21-22     June 11-12     July 23-24  
 August 20-21     September 24-25     November 5-6

**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](mailto:education@haaonline.org) Online: [www.haaonline.org](http://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.*