

Turn Your Job Into A Career!



The mark of
**professional
housing
management.**

The Registered In Apartment
Management School®

Sponsored by the
Tidewater Multifamily Housing Council
of the Tidewater Builders Association

**Classes will be held
March 7 through May 9, 2012**

TBA Tidewater
Builders
Association
TIDEWATER MULTIFAMILY HOUSING COUNCIL

**Tidewater Builders Association
2117 Smith Avenue
Chesapeake, VA 23320**

2012 RAM School

Tuition (includes text, all handouts, Shopper's Report, final exam and RAM graduation, VRLTA/Fair Housing seminar):

\$375 each - TMHC members

\$475 each - non TMHC members

Enclosed is my check for \$_____ (made payable to Tidewater Multifamily Housing Council) for _____ individuals to register for the RAM course.

Name _____ Name _____

Name _____ Name _____

Company _____ Community _____

Community Address _____

City _____ State _____ Zip _____

Telephone(work) _____ (home) _____

_____ If you have a disability that may impact your participation, please check here and append a statement regarding your disability-related needs. We cannot assure appropriate accommodations without prior notification.

- Deadline for reservations is 5 p.m., March 2, 2012 or sixty (60) students registered, whichever is first. **No refunds after March 2, 2012.**
- Detach this form and mail it with your check to TMHC, 2117 Smith Avenue, Chesapeake, VA 23320-2515; telephone (757) 420-2434; fax 424-5954.

Make Your Mark Now.

The Basic RAM Course is the 40-hour entry-level training program in on-site management. Successful management principles and practices are conveyed through lectures and group interactions. The textbook, Residential Property Management, also serves as a handy reference on the job. Instructors include a variety of local and out-of-town experts. Successful completion of the Basic RAM Course is one of the requirements towards RAM certification.

Registration Fee/Tuition:

TMHC members \$375, non-TMHC members \$475. Payable in advance. Includes all lectures, required text materials, final exam, Shopper's Report form, Fair Housing/Landlord and Tenant Act seminar and cost of one reservation to attend the RAM graduation and banquet.

RAM Management School

The RAM Management School®, conducted by the TMHC, has been designed to prepare students pursuing certification for successful completion of the RAM examination and to further the professional advancement of on-site management through continuing education. The TMHC RAM School is under the direction of a NABO-certified RAM School Dean.

Please contact Maggie Rickard at (757) 305-9053 for more information.

Evening classes:

March 7, 12, 14, 19, 21, 26, 28

April 2, 4, 9, 12, 16, 18, 23, 25, 30

May 2, 7, (May 9 - make-up day, if required)

Classes will be held from 6:30 - 9:30 p.m. Monday and Wednesday evenings in the TBA boardroom.

One day seminar

April 12, 2012 (attendance required)

Featuring John G. "Chip" Dicks III, noted authority on the Virginia Residential Landlord and Tenant Act and fair housing (also counts toward Advanced RAM certification).

Advance Registration Required:

Enrollment limited to sixty (60) students. Deadline for registration is 5 p.m., March 2, 2012. Reservations are on a first-come, first-served basis with payment or the first sixty students, whichever is first.

RAM School Dean:

Sharon Hamilton-Taylor,

Advanced RAM, Lawson Realty Corp.

No refunds given after March 2, 2012

TOPICS

History of multifamily housing

The expanding role of professional multifamily management

Planning for multifamily management success

Multifamily management economics & finances

Processing application: move-in and move-out

Procedures and resident relations

HUD: history and overview

Managing the site office and the operations manual

Management of shared-interest association

Marketing rental housing and the marketing plan

Risk management and maintenance plans

The law and multifamily management

Management role during new construction and rent up

Property maintenance-energy and water conservation

Economics and finances

Fair housing

HUD: Low income public housing

HUD: Program management-requirements

The Basic Ram Certification Program

RAM's objectives are:

- To qualify managers for employment in private, federally assisted and public housing.
- To teach proven principles and practices of housing management and related disciplines — law, communications, personnel administration, business, marketing, maintenance and more.
- To recognize professionalism and raise management standards.
- To assure residents competent management service.
- To inform managers on news and industry developments.
- To provide continuing education.

Requirements for certification

1. A minimum of 2 years experience in multifamily property management. Application for RAM candidate status may be made prior to meeting this requirement.
2. Satisfactory completion of the RAM Professional Profile (minimum score of 300) and the national RAM examination (minimum score of 350 out of 500 points). The best preparation for the exam is the Basic RAM course, a 40-hour entry-level course which provides a comprehensive overview of multifamily housing management, covering basic skills including leasing, marketing, central office management, maintenance, legal and fair housing issues, and managing federally assisted housing programs. The course counts for 125 points on the professional profile.

NABO Certification

The National Associated Builders and Owners (NABO) has been approved as a certified organization for public housing management by the Department of Housing and Urban Development. Applicants who successfully complete the RAM certification requirements will also achieve the certification for public housing management.

Tidewater Multifamily Housing Council (TMHC)

The TMHC has been designated to administer the application, profile forms and national RAM examinations. Applications and profile forms will be processed through the TMHC and then forwarded to NABO. Examinations will be pre-scheduled and will be administered under the direction of NABO and the local RAM School Dean.