



CHEROKEE ASSOCIATION OF REALTORS®
GAR CONFERENCE REPORT FORM

Committee/Class Attended: Property Management Date: February 5, 2018

State Director Name:
Dolores Wahl

Association Executive Report Submitted To: Karen Cunningham Date: February 9, 2018

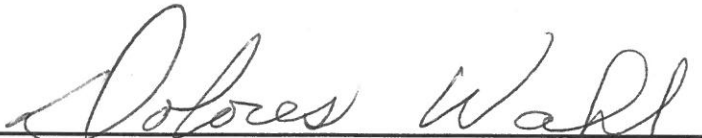
Items Discussed:

List of items a property manager should know.

1. **Finding and screening tenants**
2. **Managing property, budgeting, maintenance and repairs for the property.**
3. **Know the laws and what you can and cannot do(ex. Eviction notices.)**
4. **Have clear and precise procedures.**
5. **Manage your time effectively. Use digital reports for property inspections.**
6. **Stick to a routine. Example-Days for inspections and days for repairs.**

Thoughts (Relevancy to CAOR):

I learned a lot about the job description for a property manager.
You definitely need to be knowledgeable, organize, and consistent to be successful.



Signature