

# Foundations of Real Estate Management

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## COURSES

### Course Description

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Gain a strong foundation in commercial real estate administration and property management with this entry-level, 7-module, 30-hour course. Designed for junior and assistant property managers, the program covers building systems, operations, accounting and financial reporting, contract management, and administrative best practices. It reinforces on-the-job training, fills skill gaps, and keeps learners up to date with the latest real estate management practices. This course is also an excellent refresher for experienced property managers, offering practical updates in operations, finance, and building systems to help professionals advance their careers in commercial real estate management.

Upon successful completion of this course, learners will be able to:

- Gain foundational knowledge of real estate management, industry standards, and the roles and responsibilities of property managers
- Build skills in maintaining building systems, overseeing daily operations, and ensuring compliance with safety and regulatory requirements.
- Apply fundamental accounting, budgeting, and reporting practices to support informed property management decisions.



## FOUNDATIONS OF REAL ESTATE MANAGEMENT

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## Key Topic Areas:

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- Introduction to Real Estate Management
- Property Types
- Creating Value: acquisitions and dispositions, leasing and marketing, tenant improvements, and tenant retention
- Protecting the Asset: insurance, risk-management, preparedness, and environmental compliance
- Financial Management: accounting, reporting, rent structures, budgets, and business plans
- Building Systems: HVAC, water, electrical, life safety, roofing, maintenance, and other key operational components
- Property Services: vendor contracting, waste management, landscaping, pest control, and security

## Applies To:

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After successful completion of your Foundations course through a BOMA Local, sign up for a BOMI certificate ([PAC](#), [PMFP](#), [FMC](#), [BEC](#), and [SMC](#)) and have your enrollment fee waived\*! It's easy:

- Complete your Foundations course through a BOMA Local
- Choose a course and BOMI certificate offered by your BOMA Local
- Submit your Foundations certificate and course selection to your BOMA Local, and the BOMI enrollment fee will be waived!

*\*This offer is only available to learners who take Foundations through their local*