

# Advance your career from any location!

## Certified Apartment Portfolio Supervisor

**CAPS** 

CERTIFIED APARTMENT  
PORTFOLIO SUPERVISOR®

**WE RECOMMEND THIS COURSE** for multi-site supervisors with 24 months of multi-site supervision experience.

This **brand-new CAPS course** will help you rise to the next level in property management. It will prepare you to be an effective portfolio supervisor which may lead to increased earning potential.

### YOU'LL LEARN ABOUT:

- Achieving ethical excellence
- Understanding the management agreement and creating an owner's report
- Stakeholder relations with residents, communities, and municipalities
- Mortgage financing
- Overseeing the budget process across a portfolio
- Measuring portfolio performance and property valuation
- Investigating and troubleshooting an underperforming property
- Property acquisition and due diligence
- Market analysis and property inspections
- Operational and financial analysis inspections
- Property development feasibility analysis
- Investment strategies, including renovation, disposition, and refinancing
- Key content for the owner/company due diligence report
- Talent development and management throughout the employee cycle
- Managing staff during property sales or purchase
- Contemporary issues, including occupancy, emotional support animals, hoarding, criminal background checks, RUBS, cybersecurity, and music licensing



In person member price:  
\$1,350 October 24-28, 2022  
Columbus, OH

For more information, visit [www.naahq.org/CAPS](http://www.naahq.org/CAPS) or contact Elizabeth Zolotukhina at [ezolotukhina@naahq.org](mailto:ezolotukhina@naahq.org).

# Registration Form

Certified Apartment Portfolio Supervisor (CAPS) Training

October 24-28, 2022

**The course price is \$1350 for members and  
\$1450 for non-members**

All courses will be held 8:30 a.m. to 4:30 p.m. at  
Columbus Apartment Association  
1225 Dublin Rd., #120, Columbus OH 43215

### NAAEI Refund Policy

Absolutely no refunds will be issued. If for any reason you cannot attend the course, you or your company may send someone in your place. If you choose to drop the class and cannot replace your seat, you may receive a credit towards another National Training course.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date entered industry: \_\_\_\_\_

**Email your completed form to Elizabeth  
at [ezolotukhina@naahq.org](mailto:ezolotukhina@naahq.org).**

Make checks payable to CAA and mail to:  
CAA  
1225 Dublin Rd.  
Suite 120  
Columbus, OH 43215

