BOMA Baltimore Accelerated Review BOMI Class

The following BOMI course is being offered by BOMA Baltimore. Please complete the registration form below and mail or fax to BOMA Baltimore by December 4, 2013 to take advantage of the early discount. The registration deadline is December 18 as students must have time to read the text prior to the first class.

RPA – Law and Risk Management - Accelerated Review Format (4 Full Days)
Instructor: Tim O’Donald, RPA, CPM® – Harbor East Management Group, LLC
Dates: Wednesday, January 15 – Saturday, January 18, 2014
Time: 9:00 a.m. – 5:00 p.m. each day
Location: Harbor East, Baltimore, MD 21202 – Exact Location TBA

Full Legal Name (must match driver’s license for testing center):

BOMI Student # : ____________________________________________
Company: ___________________________________________________
Address: ____________________________________________________________________
Phone: __________________________ Email: ____________________________

Fees: In addition to the course fee, an enrollment fee must be paid. Individuals working toward a designation should pay the $175 designation fee when enrolling in the first class. Thereafter, only the course fee is required. Individuals who are not working toward the designation must pay a $75 course enrollment fee for a class.

| Course Fee: $945 on/before Dec 4, 2013 or $995 from Dec 5-18, 2013 | Includes textbook and testing fee. Textbooks will be mailed to students. Students are expected to read it prior to the first class. |
| Enrollment Fee: | Designation Fee: $175 (paid one time only per designation) or Per Course Enrollment Fee: $75 (per course) |

Please check payment information:

☐ Check to follow via mail payable to BOMA Baltimore
☐ Check enclosed - Payable to: BOMA Baltimore
☐ Please charge to credit card: VISA / MasterCard / AmEx

CC#: __________________________ Exp: ___/___
Signature: __________________________ Total Amount: _________

* Students must take their exam through Computer-Based Testing with Pearson VUE. Students may register for their exam by calling Pearson VUE at 866-998-2664 or visiting www.pearsonvue.com/bomi/. The testing fee is included in the course fee. Students will have six months from the date of the first class to take the exam.

* BOMA Baltimore reserves the right to cancel a course if the registration minimum is not met. To ensure BOMA has the correct number of class participants, please register as soon as possible.

Cancellations - Cancellations must be made by Dec 20, 2013 and a $200 cancellation fee will apply. No refund is available for books that have been opened. Refunds will not be given after Dec 20, 2013.

720 Light Street, Baltimore, MD 21230  Phone: 410-752-3318  Fax: 410-752-8295
Law and Risk Management

(Appplies to RPA designation program)

**Course Description:** In today’s complex business environment, it is increasingly important for property managers to know how to address legal and risk management issues. This course will provide you with a foundation in the basic principles of law and risk management, helping you deal with everyday legal and risk issues surrounding your business. In addition to addressing leasing and conveyance, the course covers important issues on torts, contracts, employer/employee relations, property rights, and environmental law.

**Key topic areas:**
- conveying and financing real estate
- contracts
- property interests
- premises liability
- environmental law and concerns
- employment relationships and agency
- introduction to risk management
- insurance company operations
- principles of insurance and insurable risk
- general liability insurance and employee benefit plans
- loss exposures

**Instructor:** Tim O’Donald RPA, CPM® is President of Harbor East Management Group, LLC. Tim oversees all of the operating property functions including Property Management, Maintenance Engineering, and Accounting for Harbor East. He brings 18 years of experience in the management of Class A commercial office and urban/mixed use projects. Prior to joining Harbor East Management, Mr. O’Donald was General Manager and Director for Struver Bros. Eccles & Rouse. Tim holds the RPA and CPM designations and is a graduate of Kennesaw State University.

*For more information on BOMA, please visit [www.bomabaltimore.org](http://www.bomabaltimore.org).*