



## Registration Form - 2019 ACM® Course 1

Name(s): \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

### ACM® Course 1 – Professional Community Management

#### Course Dates:

January 22-25, 2019

**Ameristar Casino/Resort, 111 Richman Street, Black Hawk, CO 80422**

Lodging available for \$119/night, reservations can be made by calling  
1-855-888-7282, use group code RMHK18B

Registration 7:30 am • Class 8:00 am to 5 pm

\_\_\_\_\_ number of registrants – Registration fee is \$350.00 per MHI or RMHA member registrant, \$450.00 per non-member registrant (fee includes Breakfast & Lunch Tuesday-Thursday and Breakfast on Friday)

#### More Info on the ACM® Course Series Offered

In ACM® Course 1 – Professional Community Management, you will be covering:

- Chapter 1 - Overview of Property Management
- Chapter 2 - Setting Community Management Policies
- Chapter 3 - Understanding Market Issues
- Chapter 4 - Leasing Homes/Home sites
- Chapter 5 - Resident Relations and Resident Policies
- Chapter 6 - Communications
- Chapter 7 - Rents: Payments, Collections, Increases
- Chapter 8 - Maintenance
- Chapter 9 - Personnel Policies and Procedures
- Chapter 10 - Federal Laws

#### **Course 1 consists of three days of instruction and an exam on the morning of the fourth day**

Enclosed is my check for \$\_\_\_\_\_ made payable to Rocky Mountain Home Association

Or Pay Online at <https://coloradohome.org/pay-online/>

Return your completed form (and payment if paying by check) to:

Rocky Mountain Home Association, PO Box 1196, Berthoud, CO 80513

or email to [tawny@coloradohome.org](mailto:tawny@coloradohome.org) or fax 800-998-3208

**Cancellation Policy:** Registration fee payment will be refunded if cancellation is made 7 days prior to the event date, 50% if made within 7 days of the event. Registration fee **WILL NOT** be refunded if the office is notified of cancellation after the event.