GAUTENG SAPOA-INTRODUCTION TO BROKING SEMINAR

Event Date 08/05/2020
Event Time 08:30
Event End Date 15/05/2020
Event End Time 12:30

Additional Information
The Introduction to Broking Seminar is in two parts and is aimed at newcomers to Commercial and Industrial Broking, Broker support staff and people working closely with Brokers. Anyone entering the Commercial Property Industry on the ground level could also benefit.

Topics covered over the two sessions include, but are not limited to, the property mix, dealing with the landlord, the offer to lease and agreement of lease, commercial property terminology, negotiables, basic town planning, sourcing of municipal information, legal documentation (FICA, CPA, sureties, bank guarantees, mandates, resolutions, introductions, confidentially agreements, debit orders), basic property sales, basic property finance, research, canvassing/prospecting, record keeping and Brokers’ commission. The industry codes of conduct and Broker etiquette will also be discussed.

Day 1
08 May 2020
08h30 - 13h30
Day 2
15 May 2020
08h30 - 13h30
(delegates are expected to attend both days)

Venue Name
SAPOA Offices
Address
SAPOA Offices Hunt’s End Office Park
Paddock View Building,36 Wierda Road West
Wierda Valley
Sandton

Speaker
Joan Goldswain
SAPOA National Brokers Committee
Joan Goldswain Commercial

Cost
Members R1 900.00 (Excl. Vat)
Non-members R3500.00(Excl. Vat)
(Once off payment for both days)

Cancellation Policy
Please note that payment is due on receipt of invoice.
Cancellation will only be accepted if done in writing and 3 full business days before the workshop. Unfortunately, delegates who do not cancel in time will be held liable for the amount outstanding, even if they have not attended. No-shows will be charged the full amount, unless cancellation has been received in due time.
Booking Essential
When booking online, kindly ensure you add each delegate who will be attending - click the ‘ADD DELEGATE’ tab AFTER adding each delegate, wait for the system to save the booking, then click ‘ACCEPT’ to confirm your registration. Once registered you will receive a confirmation email showing the number of delegates you have registered

Contact Info
Mafonti Morobi
Education Officer
T: +27 11 883 0679
F: +27 11 883 0684
E: eduofficer@sapoa.org.za

PERSON RESPONSIBLE FOR ACCOUNT
First Name
Last Name
Full Company Name

Telephone
Email
Company VAT No (If N/A, insert all 0's)
E.g. 0000000000
Company Postal Address
**ADD DELEGATES**

<table>
<thead>
<tr>
<th>Title</th>
<th>Delegate First Name</th>
<th>Delegate Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delegate Email</th>
<th>Delegate Telephone</th>
<th>Delegate Diet</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Select...</td>
</tr>
</tbody>
</table>

*Please add delegates before clicking accept*