

CURRICULUM VITAE

ALLAN E. KLEIN

CERTIFIED PROPERTY MANAGER®

BUSINESS OFFICE

*Professional Management Services (Established 1989)
23371 Mulholland Drive, Suite 230
Woodland Hills, California 91364
818-372-0262 allaneklein@yahoo.com*

*Full-Service Property Management
Commercial / Residential Investments - Marketing & Management
Consultation & Expert Testimony*

PERSONAL DATA

Birthplace: London, England Citizenship: United States of America

EDUCATION

*California State University at Los Angeles
Bachelor of Science: Business Administration
Marketing, Advertising & Public Relations*

ACADEMIC HONORS

*Robert Renberg Scholastic Achievement Award
Pi Sigma Epsilon, National Business Fraternity*

PROFESSIONAL AWARDS

*First Place, Chamber of Commerce, 1986 Property Beautification Award
City of Downey, Large Properties; 460 unit apartment property*

*Certificate of Merit - Outstanding Achievement, Multi-Family Properties
Energy Conservation, Los Angeles Department of Water &
Power, 1989*

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INSTRUCTIONAL APPOINTMENTS

Resident Manager Marketing / Sales Seminars, 1985 - Present

*Introduction to Accredited Resident Manager Program,
Institute of Real Estate Management®, 1985*

Real Estate Management, Policies & Procedures, 1993

Ethical Practices and Property Management, 1987

CERTIFICATION & LICENSURE

*Certified Property Manager®, (CPM®), Emeritus
Institute of Real Estate Management®, 1985*

*Assisted Housing Manager (AHM) Occupancy Certification, Quadel
Consulting
Corporation/National Leased Housing Association , 2001*

Realtor® & California Real Estate Sales Associate Licensee, retired 2015

*Certified Assisted Housing Manager®
National Leased Housing Association, 2001*

MEMBERSHIPS / AFFILIATIONS

*Institute of Real Estate Management®; National & Los Angeles Chapters in
Association with the National Association of Realtors®, 1980-
present*

Southland Regional Association of Realtors®, Inc., retired 2015

National and California Association of Realtors®, retired 2015

CONTINUING EDUCATION

*“Principles of Condominium and Cooperative Association Management”,
IREM®, 1990*

“Long Range Management Plan for Residential Properties”, IREM®, 1985

“Slashing Energy Costs in Multi-Family Properties”, IREM®, 1994

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CONTINUING EDUCATION

“Beyond the Basics”, Frank Brasile, CPM®, 1985

“Motivational Training for Resident Managers”, Russ Sandlin, 1986

*“Fee Management”, Alan Alexander, CPM®,
Northwest Center for Professional Education, 1988*

*“Marketing Techniques for Resident Managers”,
Dorothy Gourley, 1989 & 1997*

“Managing the Management Office”, IREM, 1991

“Energy Management in Buildings”, New York University, 1992

*“Expert Examination of Expert Witnesses”, Master Series,
Los Angeles County Bar Association, 1996*

*“Risk Management: Protecting People, Property and Profits”,
Robert Robideaux, IREM®, 1998*

*“Occupancy Certification” (HUD Section 8), Quadel Consulting
Corporation,
National Leased Housing Association, 2001*

*“Fair Housing”
San Fernando Fair Housing Council, 2003*

*“What You Need to Know About Landlord-Tenant Law”
Kimbal, Tirey & St. John, 2003*

EMPLOYMENT HIGHLIGHTS

*The Casden Company / Mayer Management, Beverly Hills, California
Executive Vice-President & Director of Property Management*

*Profit and loss responsibilities for 3,056 apartment and condominium
units. Developed and monitored annual budgets totaling \$31.2 million.*

Hired and supervised administrative, management and maintenance personnel. Initiated all legal notices, interfaced with lawyers and represented corporation in court.

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*H. Bruce Hanes Property Management, Woodland Hills, California
Executive Director of Property Management*

Conducted expansion of fee-management property portfolio. Performed purchase and sale physical inspections and analyses for commercial and residential investment property clientele. Directed all legal actions, established budget forecasts and supervised regional property managers, administrative personnel and maintenance staffs.

*Mariani-Buss & Associates, Santa Monica, California
Regional Property Manager and Income/Expense Analyst*

Administered multi-family residential properties and commercial/retail space. Developed property management computer software program and corporation's "Resident Managers Policies and Procedure" manual. Designed and implemented energy conservation programs. Conducted annual reviews and recommendations for office, hotel and resort properties' operations.

LISTINGS

CPM/AMO Membership Directory, 2015
Institute of Real Estate Management®

Southern California Directory of Experts and Consultants, 2015
Los Angeles County Bar Association

JurisPro, 2015

ForensisGroup, 2015

ALM Legal Expert Pages, 2015

Jury Verdict Review & Analysis, 2015

ExpertPages, 2015

The Round Table Group, Washington, D.C.

T.A.S.A. (Technical Advisory Service for Attorneys)

Allan E. Klein, CPM®

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REAL ESTATE PROPERTY MANAGEMENT TESTIMONY EXPERIENCE

Residential & Commercial Property Management

Standards of Care

Industry Standards

Premises Liability

Personal Injury – Wrongful Death

Health & Safety – Slip/Trip & Falls

Habitability

Environmental Issues– Mold, Mildew, Fungus, Asbestos, Lead Paint, Infestation

Contracts/Leases/Rental Agreements

Policies & Procedures

Property & Preventative Maintenance

Security

Negligent Hiring/Supervision

Personnel Training & Education

Property Inspections

Financial Reporting

Fair Housing/Discrimination/Harassment/Retaliation

Tenant/Landlord Disputes, Unlawful Detainers, Constructive Evictions