

Real Property Management Outline

Compton College Winter Inter-Session Syllabus

January/February 2006 - 5:30 p.m. through 7:40 p.m.

Prudential of California Bixby Knolls - 3728 Atlantic Avenue, Long Beach, CA

RobertRooks@RobertRooks.Org (877)804-8326

Thursday January 4 Class 1	Introduction to Property Management -Examples of forms used – begin using a 10 unit apartment building as a project model Chapter 1
Friday January 5 Class 2	Economics of Real Estate Management - The Economics of a 10 Unit Apartment Building – Demographics transferred to Income Analysis Sheet. Basic analysis of an apartment building to determine value, create value, and maintain value. Chapter 2
Monday January 9 Class 3	Leases & Rental Agreements – Types of Rental Applications and Credit Reports. What to look for and avoid within the application. Chapter 3
Tuesday January 10 Class 4	The Management Client – The Management Client. Getting new accounts for management. Introduction to forms. 3 Day Notice to Quit – 3 Day Notice to Perform Covenants or Quit – 30 Day Notice to Quit – Chapter 4
Wednesday January 11 Class 5	Advertising That Works – How to write ads, where to place ads, how to take ad calls, how to get the rental client to the property, how to get the application to rent. Chapter 5
Thursday January 12 Class 6	The Life of A Tenant – The four phases of a tenant – Tenants and threats – handling problem tenants. Chapter 6
Monday January 16 Class 7	Credit Checks and Approvals – The rental application - Running a Credit Check – a real credit report is reviewed and a decision is made to rent or not to rent. What is UD Services?
Tuesday January 17 Holiday – No Class	Dr. Martin Luther King Jr. Birthday Celebration No Class today
Thursday January 18 Class (1) Class 8	Signing Up The Tenant – Going through the forms for the tenant, with the tenant. Presenting the rental arrangement in such a way that it will eliminate most of your future rental problems. Blue collar management as opposed to white collar management.
Friday January 19 Class 9	Maintenance - Chapter 12 – Finding contractors and repairmen – working with contractors – ordering repairs, following up on completion of repairs – paying for repairs – keeping good maintenance crews.
Monday January 23 Class 10	Unlawful Detainer – MID-TERM – Graded the Same Day - 3 Day Notice to Pay or Quit – Going to Court – Writ of Execution – Getting them out – The Lock Out, then what – Abandonment?
Tuesday January 24 Class 11	Evictions - Buyouts in Rent Controlled Areas. Tactfully handling the eviction – Restraining orders – Nuisance – Death in the Unit – Judgment Liens.
Wednesday January 25 Class 12	Income Approach To Value I – Capitalization Rates – Gross Rent Multipliers – Effect of interest rates on value - - continued tomorrow.
Thursday January 26 Class 13	Income Approach To Value II - \$10 Equals a \$1,000 – the 1% Rule – The Rule of 72 - Finding value immediately for purchase and economically feasible repairs – Curable vs. Incurable.
Monday January 30 Class 14	Income Taxes for Realtors I - Introduction to Income taxes for Realtors and Investors – before and after tax returns – before and after tax interest rates – before and after tax future dollar value. Continued Tomorrow

Tuesday January 31 Class 15	Income Taxes for Realtors II – Learning the after tax cash flow lines – finding the four values of the investment. Cash Flow – Tax Savings – Equity Build-Up - Appreciation
Wednesday February 1 Class 16	Tax Deferred Exchange – Taking the Mystery out of the 1031 Tax Deferred Exchange
Thursday February 2 Class 17	Installment Sale - Installment Sale Tax Dynamite – learning to save the seller 1,000’s of dollars in taxes and earned income by deferring taxes and collecting interest on the unpaid tax bill.
Monday February 6 Class 18	Refinance & Purchase - Never forget the re-finance purchase. Which is better the Tax Deferred Exchange or the Re-Finance Purchase?
Tuesday February 7 Class 19	Landlord Tenant Rights & Responsibilities - Current Landlord Tenant Laws and the Rights of The Tenant – with the Rights of the Landlord. Chapter 14
Wednesday February 8 Class 20	Trust Fund Handling – Chapter 13 – Final Examination Graded the Same Day – Trust Fund Handling student practices the book work that makes their handling of clients money and everyday occurrence. <i>(This area represents 90% of real estate license losses.)</i>

TEXT BOOK - **Property Management in California**
Joseph W. DeCarlo, CPM
10th Edition - ISBN 0-9-37841-27-7

Grading Procedures This Semester

Mid-Term	=	100	Points toward final grade
Final	=	100	Points toward final grade
Class Participation	=	50	Points toward final grade
Class Attendance	=	50	Points toward final grade

Total Possible Points = 300

275	-	300	A
225	-	274	B
150	-	224	C
100	-	149	D
-0-	-	99	F

All Class Schedules and Power Point Classes are on line -
Be sure an Check Bulletins for the latest updates.

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