

## REAL 4200: Residential Property Management

Spring 2020

Wednesday, 6:30-9:20pm

BLB 035

**PROFESSOR:** Dr. Anjelita Cadena

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Office Hours: Wed 9:30-10am, 9:30-10pm and by appointment.

**COURSE DESCRIPTION:** Real Estate Asset Management. 3 hours. Examination of the process and methods of managing real property assets. Topics include property leasing, marketing, maintenance, personal supervision, taxation, and cash-flow analysis. The course emphasizes Residential Property Management.

**COURSE OBJECTIVES:** The course will provide a thorough review of all aspects of the residential property management industry, allowing the learner to evaluate and select specific avenues for further study and career development.

The Semester Project is an important component of the course and may be suitable for publication, submission as a demonstration report, or part of a personal dossier of work product.

The student will have a full understanding of marketing, management and financial issues relative to multi-family property management and value determination.

**PREREQUISITE(S):** REAL 2100

**TEXTBOOK:**



**Title:** Property Management 10<sup>th</sup> Edition Revised

**Author:** Robert C. Kyle with Marie S. Spodek, DREI, and Floyd M. Baird, RPA/SMA, Consulting Editors

**Publisher:** Dearborne Real Estate Education

**Edition:** 2018 Revised

**ISBN:** 978-1-4754-5638-7

**TECHNOLOGY:**

**CALCULATOR.** You will need at least a 4-function calculator. For exams, you may not use a calculator with programming, text, graphing, or printing capabilities, nor electronic devices that have multifunction capabilities (cellphones, tablets, watches, etc.).

CANVAS (CANVAS.UNT.EDU) is a supplemental tool for discussions, communication, documents distribution, announcements, and assignment submittal. Verify that you have access and that your e-mail address is current.

BASIC OFFICE SOFTWARE is necessary to complete your assignments Word, Excel, PowerPoint, etc. are available at the BLB Computer Lab and for individual use through the COB/Microsoft Licensing Agreement. Check the UNT website (<https://it.unt.edu/installoffice365>) for more details.

For assistance with this software: <https://cob.unt.edu/lab/tutor>.

Computer Access: BLB Computer Lab is available to all students during the semester. For locations and availability, check their website: <https://cob.unt.edu/lab/hours>. Check them out for when your personal computer, laptop, internet access, or software stops working.

Electronic Devices: Electronic devices (includes phones and laptops) are only permitted for note taking with and accessing information pertinent to the topic. They should be muted and on your desktops AND NOT TAKING UP ALL YOUR ATTENTION.

**GRADING\*:**

\*PROPOSED – SUBJECT TO CHANGE, CHECK CANVASFOR CHANGES.

In-Class <sup>1</sup>	20%	Discussions, In-Class Assignments, Presentations
Outside-of-Class	20%	Online Weekly to be completed prior to class
Semester Project	20%	Value-Added Proposal
Exams <sup>2</sup>	40%	Midterm exam and a Final Exam

A=100-90%; B=89-80%; C=79-70%; D=69-60%; F=<60%

<sup>1</sup>In-Class Assignments and Discussions cannot be made up.

<sup>2</sup>Make-up exams must be pre-approved.

**SCHEDULE:**

Scheduled assignments and due dates are listed on Canvas. They will become available as the semester progresses. Final Exams are subject to University schedule, posting, and official changes. Please confirm final exam time/date with posted schedule.

**ATTENDANCE:**

Students are expected to attend all classes and be punctual.

**TEACHING  
PHILOSOPHY:**

Current business and career opportunities require our students to be proficient with several software suites for research, communication, and reporting. The teaching methods used in this class are designed to keep up with the technology during the lecture and assignments to make sure the students use this technology in an efficient manner.

Learning should not be a passive act, sitting in the classroom listening and taking notes. You are encouraged to form study groups and to look for me online during your study times if you have questions.

Finally, please keep in contact throughout the semester. Call to schedule an appointment or just stop by during office hours.

**EMERGENCY  
EVACUATION  
PROCEDURES FOR  
BUSINESS LEADERSHIP  
BUILDING (BLB)**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

**Severe Weather** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 070, 090, and the restrooms on the basement level or in rooms 170, 155, and restrooms 122, 182 or 183 on the first floor.

**Bomb Threat/Fire** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

**ACCEPTABLE STUDENT  
BEHAVIOR:**

Acceptable Student Behavior. Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](http://deanofstudents.unt.edu/conduct).

**ACADEMIC INTEGRITY  
STANDARDS AND  
SANCTIONS FOR  
VIOLATION  
(CHEATING,  
PLAGIARISM, ETC.)**

According to UNT Policy 18.1.16, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. **[All incidences will be reported to FIREL office – Dr. Cadena ]**

## **(ADA) DISABILITY ACCOMMODATION**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at [disability.unt.edu](http://disability.unt.edu).

## **EMERGENCY NOTIFICATION AND PROCEDURES**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

## **ACCESS TO INFORMATION**



Eagle Connect. Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

## **STUDENT PERCEPTIONS OF TEACHING (SPOT)**



Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during the last week of class to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at [www.spot.unt.edu](http://www.spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu).