

**FALL 2020  
REAL 4300  
COMMERCIAL AND INVESTMENT REAL ESTATE  
Tuesday/Thursday 2:00-3:30 P.M.  
BLB 070**

**50% Face to Face and Remote delivery – Alternating Class Attending.  
Tuesday 2:00-3:30 P.M (FACE-TO-FACE) and Thursday 2:00-3:30 P.M (ZOOM-REMOTE)  
OR**

**Tuesday 2:00-3:30 P.M (ZOOM-REMOTE) and Thursday 2:00-3:30 P.M (FACE-TO-FACE)  
DR. JOHN S. BAEN  
OFFICE - BLB 358H  
PHONE - 565-3071**

**E-MAIL: [BAEN@UNT.EDU](mailto:BAEN@UNT.EDU)**

**REQUIRED COURSE FOR: RPM AND REAL ESTATE MAJORS  
ONLY By Reserved Seating and Zoom and Taped Lectures**

**REQUIRED TEXT:**

1. *Real Estate Finance and Investments*, Bruggerman and Fisher, McGraw Hill (14<sup>th</sup> Edition)
2. Printed Notes (800 pages of forms, formulas and self-help References to reading and lectures) and Assignments by J. S. Baen. We are trying to make contracts and programs available online at COBA Menu/Applications or Data Files/ FIREL and/or class.
3. The printed notes are found in the UNT Books for \$64 or at copy pro center 1300west Hickory Denton TX for \$48.

**SOFTWARE:**

To be provided at no expense to the students. To access programs, go to the LAB and find the REAL 4300 programs:

1. Rates – Rates of Return (Two Pages!)
2. GATRE- 10-page spreadsheet and Investment Analysis Program
3. Copy them for a lifetime of use in your Real Life! Save them to your computer.
4. Baen's Readings at [www.coba.unt.edu/firel/baen](http://www.coba.unt.edu/firel/baen) OR [baenandcompany.com](http://baenandcompany.com)

**COURSE OVERVIEW:**

Financial and feasibility analysis of Commercial and Investment Real Estate. The course will develop the student's understanding of contemporary commercial and investment real estate as a profession and approach the subject with both theoretical and "real world" examples and applications. Special emphasis will be on Residential and Multifamily Investment. Areas of study will include, but will not be limited to land, residential, multifamily, commercial, and industrial properties. Students will be expected to be able to prepare pro-forma, investment proposal, and project a property's investment potential. After Tax Rates of Return, maximization of returns and reduction of risks will be presented.

**PREREQUISITE:**

Student should have a good understanding of REAL 2100, FINA 3770 and time value of money concepts. Exceptions to the prerequisite of FINA 3770 may be granted by FIREL department undergraduate advisor after an interview with the prospective student; however, the student must be a non-business major, or MBA student, or person having professional real estate related experience.

## RESIDENTIAL PROPERTY MANAGEMENT (RPM) PROGRAM:

Students who are designated RPM students need to identify themselves to your instructor. All students are strongly encouraged to choose an operating apartment community project to prepare a professional “pro-forma” which counts for 20% of the final grade.

## GRADING:

By semester end, you will have a good idea where you stand in the class. Each exam will be curved, if necessary, and then total points will be stratified again at the end of the semester as necessary and appropriate. Please note, a "quiz" is at least a 1.5-hour exam on materials covered.

Exam I	25%
Exam II	25%
Assignments*	
Project	20% (keep 1 complete copy <u>bound</u> , for interviewing for jobs. serious suggested)
Final Exam	<u>30%</u>
	100%*

\* Small assignments are not included here but a part of the course. Instructor reserves the right to add an additional semester Test/Exam and will reduce the weight of individual semester tests accordingly.

Class participation is important. Your questions are appreciated. **Do** stay ahead in the reading, as every concept may not be covered during the lecture. Start your investment project early! FIND an income producing commercial or apartment property for sale or ONE you can get income and expenses data from friendly owner/manager.

### **Required equipment:**

A web camera or a laptop with integrated camera is required for all remote exams. It is your responsibility to obtain a properly functioning camera for remote exams. Your test score will be invalid without a functioning camera. All remote exams will be administered through Canvas using Respondus Lockdown Browser with Camera option. Respondus Lockdown browser can be downloaded through your Canvas account.

## CALCULATORS:

Calculators that can-do basic math, solve for PV, FV and IRR are recommended.

## ATTENDANCE:

We will attend class as per COVID-19 UNT Policy. If you are ill or have a problem, please call, the C-19 UNT Hot-Line #844-366-5892 or [COVID@UNT.edu](mailto:COVID@UNT.edu) or leave a message at 565-3071 or email [Baen@UNT.EDU](mailto:Baen@UNT.EDU) so that I know you called. Class participation and attendance may play an important part of your grade, as it is doubtful you would do well with just lecture notes/explanations.

### **COVID-19 impact on attendance**

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me *prior to being absent* as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**SUGGESTION:** Get a Study Buddy NOW!! Build a relationship NOW!! Help each other! Teach each other! But social distance Important!

#### HANDOUTS:

Routinely, you will be provided handouts that you will need to keep. Please keep track of them, as duplicates are hard to come by. XEROX YOUR NEIGHBOR'S IF YOU LOSE YOUR ORIGINAL, OR IF YOU ARE ABSENT WHEN THEY ARE DISTRIBUTED, get one from your Study Buddy! Half of the class will get them on Tuesday and the other half on Thursday.

#### OFFICE HOURS:

My office is in the Business Leadership Building, Room 358H. Office hours will be posted, although my door is generally open to students most Tuesday and Thursdays afternoons. I can also meet with you after class any time. Ten (10) minutes prior to class or exam is not a professional time to seek help. Your professor is studying or preparing for class. Please do have your specific question or how I can help ready.

#### CLASS NOTES:

Baen's personal notes are a goldmine and are sold at cost at the Union Copy Center for approximately \$34.00+ They are copyrighted notes provided only for your use to make \$. Please buy a 3" ring binder and retain for your lifetime. Please also only bring one inch of notes to reduce weight brought to class daily. Bring your notes to class.

#### CHEATING:

The instructor shall retain the right to fail students found to be cheating on examinations and/or "quizzes", projects or assignments. Utilizing property or pro-forma of a previous semester on the same building is classified under their heading

#### ADA STATEMENT:

The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with disability. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please see me as soon as possible. My office hours and office number are shown on this syllabus. I have great respect for students who have special learning styles or needs.

#### DISABILITY ACCOMMODATION:

*The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disability Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.*

As a faculty member, I am required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodations and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at <http://www.unt.edu/oda/apply/index.html>. Also, you may visit the Office of Disability Accommodation in the University Union (Room 321) or call them at (940) 565-4323. If you need an accommodation, please contact me as soon as possible but at the latest by the second week of class.

#### ACADEMIC DISHONESTY:

Academic dishonesty is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of Academic Dishonesty will be handled in accordance with the University policy procedures. Possible academic penalties include a grade of “F” in the course. You will find the policy and procedures at <http://vpaa.unt.edu/academic-integrity.htm>. If I suspect that you have engaged in academic dishonesty, I will deal with the situation as outlined in the University Policy shown above. You will be allowed to remain in the class during the entire time that the academic misconduct accusation is being investigated, adjudicated, and appealed. As noted above, the maximum academic penalty that can be assessed by an instructor is an F in the course. However, university officials use the academic misconduct information to decide if other misconduct sanctions are then to be applied, and the student has separate rights to appeal those

#### COVID POLICIES AND HOTLINE

##### Statement on Face Covering

**Statement 2:** Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

### **Class Recordings & Student Likenesses**

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

### **Class Materials for Remote Instruction**

The UNT FALL schedule requires this course to have fully remote instruction beginning November 28th. Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Additional required classroom materials for remote learning include ZOOM. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

### **Computer Skills & Digital Literacy**

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas
  - Using email with attachments
- a. A web camera or a laptop with integrated camera is required for all remote exams. It is your responsibility to obtain a properly functioning camera for remote exams. Your test score will be invalid without a functioning camera. All remote exams will be administered through Canvas using Respondus Lockdown Browser with Camera option. Respondus Lockdown browser can be downloaded through your Canvas account.

### **Technical Assistance**

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight

- Friday: 8am-8pm
  - Saturday: 9am-5pm
- Laptop Checkout:** 8am-7pm



For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

#### 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 short SPOT survey will be made available during weeks 13 and 14 of the long semesters to provide you with an opportunity to evaluate how this course is taught. For the FALL 2020 semester you will receive an email from "UNT SPOT Course Evaluations via *IA System* Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey you 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).

#### INSTRUCTOR EVALUATION:

It is my objective to offer a quality learning environment and experience for each student. My teaching style and philosophy is to both educate and motivate each student to learn beyond what is presented in the text. I will appeal to each individual student's intellect and learning skills which will include your reading, seeing, hearing, and course related assignments and activities. At the end of the course I would ask that you evaluate my efforts in a confidential survey.

#### REAL ESTATE CLUB AND ACTIVITIES: (open to all students and all majors!):

Historically, from time to time the UNT Real Estate Club has informative speakers, field trips and other activities that are open to any and all students without regard to major, etc. For lifetime relationships with fellow students and UNT Real Estate Alumni! Join! Yours' membership fee will be paid by the UNT Real Estate Alumni, Club for Fall 2020. HOWEVER, due to C-19 and UNT policy although No live activities all may join for free during Fall 2020 looks good on your resume.

#### GENERAL OBJECTIVES AND CONCEPTS OF THIS CLASS include but are not limited to:

1. Principles of real estate finance and investment theory/applications.
2. Opportunities in commercial and investment real estate will be presented as both a career and real option to the other forms of investments. Real estate commissions, leasing, syndication, land development, and personal investment opportunities in property ownership will also be discussed.

3. Investment strategy formulation.
4. Fundamentals of real estate finance will be presented including institutional and innovative finance methods. Cash flow analysis, rates of return, and investment assumption/projection presentations will be presented.
5. Debt Coverage Ratio, Annual Debt Service, and Rate of Return on Equity. Students should be knowledgeable of various weaknesses of various financial measures. (Thirteen rates of return will be studied).
6. Generate a computer cash flow analysis of an income producing investment utilizing a program provided (after mathematically solving several problems in traditional ways).
7. Contrast the difference between a market valuation and investment evaluation.

**EACH STUDENT SHOULD BE ABLE TO ACHIEVE THE FOLLOWING BY SEMESTER  
END:**

1. Calculate a proposed investments' traditional rates of return: Maximum Purchase Price, Gross Rent Multiplier, Cash Flow, Capitalization Rate, Cash on Cash Return, Tax Savings/Net Spendable Return, Equity Build-up and Yield Return, Accounting Rate of Return IRR, and Financial Manager Rate of Return.
2. Prepare an ethical Annual Property Operating statement and cash flow form: project these figures for five years. Know at least six (6) ways cash flow statements can be misleading to the average buyer, even if the numbers on the page calculate perfectly!
3. Develop an investment strategy that allows an investor to minimize market/information risk in buying a property.
4. List specific data and information required by investigated prior to purchasing an investment building.
5. Calculate Net Operating Income (NOI), Debt Coverage Ratio, Annual Debt Service, and Rate of Return on Equity.
6. Generate a computer cash flow analysis and spread sheet of an income producing investment utilizing a program provided.
7. Prepare a property proforma as an investment and marketing tool. RPM students are required to acquire a Multifamily project
8. Complete a standard TREC Commercial Real Estate Contract together with various key safeguards to a potential investor/buyer

**SPECIAL SUGGESTIONS/HELPFUL HINTS:** See Grading sheets and Suggestions attached.

1. Start collecting information for your project early. You will be trying to sell your deal to me with both steak and sizzle. It will be a project that will teach your lifetime knowledge and be a Professional Work Product that will get you a job.
2. Update your resume ASAP. I will send you on interviews at the drop of a hat.
3. Make several copies of the Real-World investment programs in the LAB. Many students request them years after the class.
4. Retain your own original high-quality copy of your project, be proud of it, take copies on interviews, and be glad you really have learned how to analyze a real deal.
5. Do well in this class! Know the terms and their uses and meanings.
6. Learn how to locate, evaluate, finance, get free options, run the numbers and ethically pay fewer taxes on your real job income by buying investment properties.
7. Turn in project on time or drop 10% per day including the 1st day after 12:30pm start of class.

### **FIREL program and real estate certifications:**

The following are Real Estate and real estate related license, certifications and professional designations that Real Estate Majors and Minors can expect to better prepare for and or achieve after completion of their education

1. The Texas Real Estate Salesperson License (<https://www.trec.texas.gov/>) through the Texas Real Estate Commission
  - Students taking Real 2100: Principles of Real Estate, Real 400: Real Estate Finance, BLAW 4770: Real Estate Law & Contracts, and Real 3100: Real Estate Agency are likely qualified (subject to background check by the State of Texas) to take the Salespersons Exam after also taking Principles of Real Estate II and Promulgated Contract Forms at a qualifying education provider.
2. The Texas Real Estate Brokers License
  - Requires additional qualifying education and experience requirements after obtaining a salesperson license
3. Various Appraisal, Valuation
  - Students having taken Real 4400: Real Estate Valuation as a core class, seeking a career in the Appraisal Field may apply for any of the following: \*
    - i. Appraiser Trainee License
    - ii. Licensed Residential Appraiser
    - iii. Certified General Appraiser
    - iv. Various Property Tax Assessor Certifications for employment with additional state short courses gain certifications



\* Texas Appraiser Licensing and Certification Board (<https://www.talcb.texas.gov/>)

4. Texas Easement or Right-of-Way Agent Certification (<https://www.trec.texas.gov/become-licensed/easement-or-right-way-agent>)
5. Texas Mortgage License which may or may not require a short course and exam to become licensed
  - Depends on employer
    - i. Six Largest Banks are waived from this requirement for Loan Officer
  - Depends on a student's degree plans and supporting classes chosen
    - i. Real Estate Minor with a Finance Minor may be waived from the exam
    - ii. Finance Majors with a Minor in Real Estate are generally waived from the examination (depends)
6. Professional Property Manager designations may be obtained through the National Apartment Association (NAA) (<https://www.naahq.org/education-careers/naaei-credentials>) and through the Institute of Real Estate Management (IREM) (<https://www.irem.org/>)
  - Certified Apartment Manager (CAM) through NAA (<https://www.naahq.org/education-careers/credentials/cam>)
  - Certified Property Manager (CPM) through IREM (<https://www.irem.org/certifications/for-individuals/cpm-certified-property-manager>)

### **REAL ESTATE INVESTMENTS**

Proposed lecture series. Topics and order may vary. *Stay ahead on reading!* Please get all handout from a fellow student if you miss class. Please!

		Approx. Page #
Week 1	Introduction	2-50
	A. 15 types of real estate investments	
	B. Basic rules of investments	
	C. Maximum purchase price calculations	
	D. Read the 450 pages of notes	
	Finding "Below" Market or "Good Deals"	51-63
	A. Sources	
	B. Internet sources (list of 30 provided)	
	C. Important people	
	D. Newspapers	
	E. Class participation	
Week 2	Why Texas, Why Real Estate and Real Estate Cycles, Signposts to the Future. 54 factors that are in the newspapers that will tell you whether to buy, sell, or hold fast.	443-457

Week 3	<p>Making an Offer/ Receiving an Option to Purchase without Losing Money and Without Having Equity or Financing</p> <ul style="list-style-type: none"> <li>A. Sources</li> <li>B. Key contract clauses for the sophisticated investor</li> <li>C. Key clause strike</li> <li>D. This contract is “subject to”</li> <li>E. Important addendums (provided): <ul style="list-style-type: none"> <li>a. Vendor financing (Seller Finance)</li> <li>b. Sale of property</li> <li>c. Commercial contract-seller’s disclosures</li> </ul> </li> <li>F. Class comments (if time permits)</li> </ul>	64-127
Week 4	<p>Raising Equity and Putting Deals Together with “Your” Money and Your Investors’ money (we assume you are broke)</p> <ul style="list-style-type: none"> <li>A. 10 co-ownership forms (2 provided)</li> <li>B. 7 ways to structure a deal and <i>earn</i> 20% “free” (not theory, just facts and worksheet)</li> <li>C. The deal from heaven and hell</li> </ul>	128-166
Week 5	<p>Different Types of Financing</p> <ul style="list-style-type: none"> <li>A. Line of credit (provided)</li> <li>B. Unsecured credits</li> <li>C. How to build a financial statement-<i>It’s not what you say, but how you say it.</i></li> <li>D. Have two banks</li> <li>E. How to get \$25,000 in available <u>cash</u> if you have a job and reasonable credit...</li> <li>F. Annual payments only; if possible</li> <li>G. P &amp; I= P+I, IO and participation loans...which way to go</li> <li>H. Second loans for down? (sellers/banks)</li> <li>I. Buy for cash-sell for terms</li> <li>J. Equity financing of your house?</li> <li>K. Baen/ de Roos Credit Card Farm</li> </ul>	167-189
Week 6	<p>Farm, Ranches, Raw Land</p> <ul style="list-style-type: none"> <li>A. Rules</li> <li>B. Articles</li> <li>C. Checklists</li> </ul>	190-222
Week 7	<p>Development Land, Zoning, Etc.</p> <ul style="list-style-type: none"> <li>A. Rules</li> <li>B. Checklists</li> <li>C. Examples</li> </ul>	222-262
Week 8	<p>Rent Houses. The Truth: the Good, The Bad, and the Ugly. (The only way to go if you have no (zero) money. Solid, slow wealth building that is a pain.)</p> <ul style="list-style-type: none"> <li>A. Rules (provided)</li> <li>B. Checklists (provided)</li> </ul>	263-305

	<ul style="list-style-type: none"> <li>C. Contract clauses           <ul style="list-style-type: none"> <li>1. Technique worksheets for sellers</li> <li>2. Examples</li> </ul> </li> </ul>	
Week 9	Rates of Return Made EZ- 11 Rates of Return <ul style="list-style-type: none"> <li>A. Where do you the numbers come from?</li> <li>B. EZ calculations by YOU!</li> </ul>	306-354
Week 10	Cash Flow Programs <ul style="list-style-type: none"> <li>A. 30-minute homework problem/worksheet</li> </ul>	355 + suppl.
Week 11	Buying Pre-Foreclosures: The Truth <ul style="list-style-type: none"> <li>A. Rules</li> <li>B. Examples</li> <li>C. Working with lenders</li> <li>D. "Subject to" vs. assumptions</li> <li>E. Reducing liability</li> <li>F. Title policies</li> <li>G. \$11,000,000 in 18 months-it works!</li> </ul>	356 + suppl.
Week 12	Rules/Checklists for Buying Apartments	357-389
Week 13	Rules/ Checklists for Buying Industrial/Warehouses and Rules/Checklists for Buying Commercial/Retail Properties	390-397 398-440
Week 14	Weird Deals That Make \$\$\$: High Risk, Possible High-Yield Deal	441-442
Week 15	Real Estate Investment/Business IRS Tips, Strategies and Planning Honest, Ethical and Practical IRS tips to reduce your tax bill through real estate investments. (A critical lecture!)	458+ suppl.
Week 16	Review of a Personal Tax Return. These concepts are real, important, and practiced! (Not a boring lecture)	459-465

**Notional/ Approximate/ Proposed REAL 4300/Investments FALL2020 Class Schedule\***

**C-19 UNT Hotline #844-366-5892 or COVID@UNT.EDU**

<u>Week</u>	<u>Week of Dates</u>	<u>Topics</u> (may vary)	<u>Notes</u> (may vary)
1	8-25/27	Intro/Risk/\$ Property Types/Calculate Max Price of Leveraged Apartments, etc.	2-63
2	9-2/4	Cycles/Strategy/Why Texas Rules of Investment.	443-457
3	9-9/11	Contracts	64-127
4	9-16/18	Raising Equity	128-166
5	9-23/25	Types of Financing	167-189
*6	9-30/10-1	<b>EXAM 1</b>	190-222
7	10-6/8	Land Investments, Farms and Ranches Develop/Zoning	223-262
8	10-13/15	Rates of Return	
9	10-20/22	Rates of Return and Cash Flow Program	306-354+
10	10-27/29	Single Family Homes/Investments And Pre-Foreclosures	263-305 256-389
11	11-3/5	Apartments	
*12	11-10/12	<b>EXAM and Lab Project</b>	
13	11-17/19	Industrial and Retail.	
14	11-24	IRS/Taxes and Avoiding (Thanksgiving in Thursday)	
15	12-1/3	<b>Projects Due</b> at beginning of class or -10 points	
16	12-4/5	IRS/Taxes/ <b>Last Lecture</b>	390-465
17	12-8/10	<b>FINAL EXAM WEEK</b>	

\*This schedule is only a proposal and is subject to change. Topics will vary.

Exams to be announced at least two class periods in advance.

\*\* Please confirm final exam date and time with official university final exam schedule.

**PROJECTS DUE: TUESDAY, April 18, 2017, AT  
BEGINNING OF CLASS OR AUTOMATIC 10% DROP IN  
GRADE PER DAY STARTING AT 12:31 PM**

**MINIMUM REQUIREMENTS FOR PROJECT:**

**PRO- FORMA TABLE OF CONTENTS**

1. Cover sheet with disclaimer  
(RPM/TAA students are required to utilize multi-family/investment-grade properties.)
  - a. Property name
  - b. Student's name
  - c. Telephone number
  - d. Date
  - e. Disclaimer statement
  - f. Cover letter to prospective purchaser.
2. General information page
  - a. Type, size, etc., of property  
(RPM students are required to utilize multi-family/investment-grade properties.)
  - b. Price
  - c. Terms
  - d. Location
  - e. Amenities, occupancy, etc.
3. Map (actual or hand drawn, 8½ X 11, state, region, city, location, plat)
4. Project annual income and expense summary for 5 years
5. Existing and/or proposed financing terms
6. Rates of return sheet
7. Computer cash-flow analysis (GATRE)
8. Offer to purchase property or commercial contract form  
Provide your name as trustee/purchaser and complete ready to submit.
9. Copy of materials used to prepare pro forma (appendix)
10. Disclaimer
11. Thank-you note to information provider
12. Student resume and background information

### Points to Remember:

1. Pro-forma project will count 20% of final grade and will be graded on content and professional appearance.
2. Please do not utilize appraisals as your subject's data base or appraised type language in your project.
3. Originality, professionalism, and general appearance will be considered as well as the appropriateness of the property.
4. Property chosen for study should be acquired directly from the *owner or a real estate broker*. A copy of your final report should be provided to your information source.
5. Assumptions on various items (vacancy, terms, etc.) may be made. Please make reasonable assumption for any data not provided such as allocation of expenses to specific items. If price/asking price is too high, use maximum purchase price formula for project price. Financing assumption of 80% at 7.5% for 30 years is satisfactory.
6. The above is a suggested minimum. *Remember you are competing with your classmates, so do well.*
7. The quality and quantity of relevant information increases each semester.
8. Do *not* use a property utilized by another student in previous semester. Protect yourself by obtaining a deal directly from an owner or broker.

### Special Hints and Suggestions

1. Get to know an apartment manager! The Texas Apartment Association (TAA) members will help you with information, data, and assistance. You need to be businesslike and professional. *Be sure to give a copy of your final report to your information source.*
2. Create a company name and letterhead.
3. DO NOT cookbook your project!
4. **Retain a complete bound copy of this project for your records. A complete pro forma is a valuable tool for interviewing for jobs and for future reference.**

### Emergency Evacuation Procedures for Business Leadership Building

- **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.

### **UNT College of Business Student Ethics Statement**

As a student of the UNT College of Business, I will abide by all applicable policies of the University of North Texas, including the Student Standards of Academic Integrity, the Code of Student Conduct and Discipline and the Computer Use Policy. I understand that I am responsible reviewing the policies as provided by link below before participating in this course. I understand that I may be sanctioned for violations of any of these policies in accordance with procedures as defined in each policy.

I will not engage in any acts of academic dishonesty as defined in the Students Standards of Academic Integrity, including but not limited to using another's thoughts or words without proper attribution (plagiarism) or using works in violation of copyright laws. I agree that all assignments I submit to the instructor and all tests I take shall be performed solely by me, except where my instructor requires participation in a group project in which case I will abide by the specific directives of the instructor regarding group participation.

While engaged in on-line coursework, I will respect the privacy of other students taking online courses and the integrity of the computer systems and other users' data. I will comply with the copyright protection of licensed computer software. I will not intentionally obstruct, disrupt, or interfere with the teaching and learning that occurs on the website dedicated to this course through computer "hacking" or in any other manner.

I will not use the university information technology system in any manner that violates the UNT nondiscrimination and anti-sexual harassment policies. Further, I will not use the university information technology system to engage in verbal abuse, make threats, intimidate, harass, coerce, stalk or in any other manner which threatens or endangers the health, safety or welfare of any provision, though fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech.

Student Standards of Academic Integrity

[http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\\_Affairs-Academic\\_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

Code of Student Conduct and Discipline

[http://conduct.unt.edu/sites/default/files/pdf/code\\_of\\_student\\_conduct.pdf](http://conduct.unt.edu/sites/default/files/pdf/code_of_student_conduct.pdf)

Computer Use Policy

<http://policy.unt.edu/policy/3-10>

# **PROPERTY PROS MANAGEMENT CO.**

**PROFESSIONAL PROPERTY MANAGEMENT SERVICES**

**Chris Rosprim, CPM®/REAL TOR®/Broker**

**SALES/ LEASING/ MANAGEMENT/ INVESTMENTS**

**2434 Lillian Miller Pkwy., Denton, TX 76205**

**PO Box 51941 Denton, TX 76206**

**(940) 243-4000 - Ofc / (940) 453-2180 - Cell (940) 382-9826 - FAX**

**[chris@texasrealtyteam.com](mailto:chris@texasrealtyteam.com)**

**March 23, 2020**

**TO: Property Owners**

**FROM: Chris Rosprim**

**RE: Corona Virus Impact**

Obviously, the Corona Virus has had a major impact on all facets of life as we know it here in the US and the world. The real estate and property management business has also been confronted with issues and more coming up each day. Some general thoughts and beliefs that we here at PPMC - and most all of our fellow PM companies have regarding our obligations to our clients - the owners as well as to our tenants and vendors.

NARPM members pledge to adhere to our Code of Ethics (Realtor members pledge to an even stricter Code and I - as a CPM - have a 3rd code of ethics for CPMs). I have seen numerous ideas and discussions floating about that greatly concern me. Here are my thoughts:

1. We have a fiduciary agreement with the Landlord (Owner), which means we are to put their interest first, above our own and others.
2. We are hired to enforce the provisions of the Lease, and not succumb to the emotional flavor of the month - no matter how big or small.
3. We agree to work with local, state, and federal authorities and operate within the defined rules of the day.
4. Unless the Landlord specifically (in writing) directs us to do something differently, we do not have the authority to make decisions outside the scope of our management agreements.
5. Any variances performed against the Lease and/or management agreement can legally constitute a modification, which can then become the new provision. (implied law)
6. Discrimination investigations often occur because we do things that 'seemed like a good idea at the time'.
7. We must understand the difference between sympathy and empathy. The first is to understand another's plight; the second is putting yourself into their issues.
8. Our energy should be spent focusing on being polite, calm, and firm.

**"If you need some space- we've got the place"**

**[www.texasrealtyteam.com](http://www.texasrealtyteam.com)**



9. "Feel, Felt, Found": "/ can understand how you feel in regard to your finances being very tight this month. I have felt the same way when I lost my income and was struggling to pay rent myself a while back. What I have found is, there are numerous avenues of possible financial assistance to possibly help you through this situation" - and have a resource page/site/direction you can provide them.
10. We are preparing our staff now to follow through with our policies on notices and filings in accordance with terms of the leases as well as for those policies of the JP courts that we must deal with. For every day that we have to postpone the eviction, the more days that a tenant will be behind in their rental payment obligation.
11. Communication is key with our clients as an event occurs - no need to get our clients needlessly concerned about something that hasn't happened yet.
12. I often compare myself as the pharmacist: people come to us because they have a pain (investment property). I merely fill the prescription (professional management services) to ease their pain (dealing with tenants and the property).
13. And we will always be polite, be courteous. and be firm!

The Texas Supreme Court has issued an order for all of Texas. Our local JP courts have advised that no new court filings will be accepted, and no evictions will be processed for the near-term future. A month for now. Maybe two should be anticipated. We will do what we can in the meantime but for some tenants - and there will be some or more - who will take advantage of this situation - will claim inability to pay rent even if they can - as they know right now we cannot take the same action that we have been able to in the past.

These issues transcend both homes, apartments and commercial properties. We will immediately bring to your attention any situation that presents itself to us regarding your particular property to keep you informed and seek your concurrence on a direction going forward. Happy to discuss any questions or concerns you may have at any time.

We are prepared to thoughtfully and respectfully deal with tenant inquiries and verify their circumstances and then present them to our clients for their concurrence and direction.

Thanks for your business.