

# REAL4210: PROPERTY MANAGEMENT

*(And Associated Studies in Finance, Accounting, Macroeconomics and Entrepreneurship)*

**Semester:** Spring 2024

**Classroom:** BLB 040

**Class Time:** Thursday (6:30 pm- 9:20 pm)

**Office Hours:** Virtual and In-Person by Appointment

*Note: Please E-mail Samantha Roessner to Schedule*

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*\*48Hr Advance Notice Appreciated When Possible*

## Course Information

### Required Course

#### Materials:

Throughout the semester you will be asked to complete various short form reading assignments (ie. Articles, Excerpts, Research Reports, Operating Handbooks) related to the class. This material will be either publicly available online, e-mailed **1 week** prior to the corresponding lecture/discussion, or provided to you, in-advance, during the course.

Examples from Prior Semester:

- Four And Half – (*How to Buy or Sell a Property Management Company*) [How to Buy or Sell a Property Management Company | Four and Half](#)
- Malcolm S. Gladwell – (*The Tipping Point*)
- Fortune – (*A Problem we'll be Working on for Years: Federal Reserve Chairman Jerome Powell says Commercial Real Estate's Impact on Banking has Just Begun*) ['A problem we'll be working on for years': Fed chair Jerome Powell says commercial real estate's impact on banking has just begun \(msn.com\)](#)
- Commonly Used Real Estate Terminology and Definitions (RPM Training Module II)
- Property Management Expectations (A Presentation by Alliance Residential) *\*Formatted for Time Allotted*

You will NOT need a financial calculator for the class. However, you will need access to Microsoft Office Excel, Version 10 or greater.

**Course Description:**

An inside look at the operations, structure and methodology of firms focused on the management of real property assets. Topics will include leasing, marketing, maintenance, personnel. value analysis, taxation, cash flow analysis, optimization and the role of Artificial Intelligence.

**Prerequisite(s):**

REAL 2100

**Course Objectives**

Upon completion of this course, all students should be equipped to:

- ▶ Discuss the role of the property manager and the importance of recognizing the objectives of the owner.
- ▶ Understand the elements of a management agreement and the research necessary to develop a comprehensive management plan.
- ▶ Identify different types of leases; describe lease payment options; summarize the provisions of a valid lease.
- ▶ Understand the process of establishing a sound landlord-tenant relationship.
- ▶ Identify information and documentation required for financial reporting and determining tax liabilities.
- ▶ Understand and interpret financial statements, budgets and forecasts using an accrual accounting method.
- ▶ Understand what business and artificial intelligence is as well as its importance in property management

**GRADES:**

Your grade will be based on 2 exams, and a final presentation. The exams are NOT cumulative. For each exam, you are allowed to have a one-page cheat, (not a computer or a cell phone). In general, there will be no make-up exams. A mark of zero will be recorded for exams missed. Exceptions will be made for university-excused absences (see [UNT policy 06.039](#) for more detail). Students must supply documentation within 48 hours of the missed exam.

Exceptions will be made for university-excused absences (see [UNT policy 06.039](#) for more detail). Students must supply documentation within 48 hours of the missed quiz. I allow the two lowest quiz grades to be dropped from your grade calculation.

Assigned readings for each lecture are listed on the course schedule below. **Students are expected to complete those before coming to class. Lectures and class discussions are structured based on this assumption.**

The grading breakdown is shown below:

Item	Date	Weight
Exam 1	February 22	20%
Exam 2	April 4	20%
Final Presentation	Due on last day of regular class	60%

The following grading scale will be applied:

Percent	Grade
□ 90%	A
□ 80% & □ 90%	B
□ 70% & □ 80%	C
□ 60% & □ 70%	D
□ 60%	F

Week	Reading	Topics
1	Unit 1	• Foundations of Property Management
2	Unit 2	• Challenges and Cost Analysis of Turnover
3	Unit 2	• Scalability and Diversification of Portfolio
4	Unit 5	• Role of Artificial Intelligence
5	Unit 6	• Review for Exam 1
6	Unit 7	• Exam 1
7	Unit 8	• Evolution of Property Management Software
8	Unit 9	• Training and Development / Retention and Continuing Education
9	Unit 10	• Guest Speaker – Human Resources Initiatives in Property Management
10	Unit 11	• Review for Exam 2
11	Unit 12	• Exam 2
12	Unit 13	• Market Analysis and Strategic tools to Manage Fluid Economic Dynamics
13	Unit 14	• US Housing Regulations
15	Unit 15	• Guest Speaker – Marketing and Revenue Software / Utilizing ROI Analysis in Decision Making
16	Unit 16	• Course Review
Exam Week		• <b>Final Presentation</b>

### **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 late in the semester to provide you with an opportunity to evaluate how this course is taught. You 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. 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.

### **Academic Integrity**

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree, and is unacceptable.

According to [UNT Policy 06.003](#), 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 from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers, or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large-scale "cutting and pasting" from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials if any, may be used on the tests and exams. Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for

finding homework solutions, group chat, cell phones, smartwatches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

### **ADA Accommodation Statement**

UNT makes reasonable academic accommodations 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 the 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 \(https://disability.unt.edu/\)](https://disability.unt.edu/).

### **Prohibition of Discrimination, Harassment, and Retaliation**


The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### **Emergency Notification & 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 Canvas for contingency plans for covering course materials.

### **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 classrooms, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.