

## Residential Property Management

Spring 2017

Thu, 6:30 – 9:20 pm

BLB 075

**PROFESSOR:** Dr. Anjelita Cadena

Office: BLB 331B (940) 565-3099

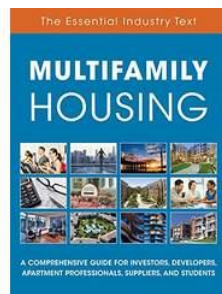
E-Mail: [Anjelita.Cadena@UNT.edu](mailto:Anjelita.Cadena@UNT.edu)

Office Hours: Tue/Thu 5:00-6:00 pm, Thu, 9:30-10:00pm 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. Emphasis is given to Residential Property Management.

**PREREQUISITE(S):** REAL 2100

**TEXTBOOK:**



<b>Title:</b>	<b>Multifamily Housing</b>
<b>Author:</b>	National Apartment Association, National MultiFamily Housing Council, Institute of Real Estate Management
<b>Publisher:</b>	National Apartment Association
<b>Edition:</b>	<b>2015</b>
<b>ISBN:</b>	97-80996418003

**TECHNOLOGY:** **Blackboard** ([learn.unt.edu](http://learn.unt.edu)) will be used as a supplemental tool for discussions, communication, documents distribution, announcements, and assignment submittal. Verify that you have access.

The **BLB Computer Lab** is available to all students during the semester. For locations, availability, and software licensing, check their website <https://www.cob.unt.edu/lab/hours.php>

Finance **Tutor Lab** is in BLB 006 for the Spring 2017 term and starts the second week of class.

The **Software** necessary to complete your assignments (Word, Excel, PowerPoint, etc.) is available at the BLB Computer Lab and for individual use through the COB/Microsoft Licensing Agreement. Check the website above for more details.

**GRADING\*:**

**\*PROPOSED – SUBJECT TO CHANGE, CHECK BLACKBOARD FOR CHANGES.**

In-Class	20%	Quizzes, Discussions, In-Class Assignments, Presentations
Outside-of-Class	20%	Reports
Semester Project	20%	Value-Added Proposal
Exams	40%	Midterm exam (20%) and a Final Exam (20%)

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

<b>ATTENDANCE:</b>	Attendance is required (see grading section). Make-up quizzes and exams will not be given without prior instructor approval. In-class assignments, discussions, and/or quizzes cannot be made up.
<b>ACCEPTABLE STUDENT BEHAVIOR:</b>	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 <a href="http://deanofstudents.unt.edu/conduct">deanofstudents.unt.edu/conduct</a> .
<b>ELECTRONIC DEVICES:</b>	Electronic devices (includes phones and laptops) are permitted for note-taking and accessing information pertinent to the topic. They should be muted and on your desktops.
<b>ACADEMIC INTEGRITY STANDARDS AND SANCTIONS FOR VIOLATION (CHEATING, PLAGIARISM, ETC.):</b>	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. [Insert specific sanction or academic penalty for specific academic integrity violation].
<b>(ADA) DISABILITY ACCOMMODATION:</b>	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 <a href="http://disability.unt.edu">disability.unt.edu</a> .
<b>EMERGENCY NOTIFICATION AND PROCEDURES:</b>	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.
<b>ACCESS TO INFORMATION:</b>	Eagle Connect. Students' access point for business and academic services at UNT is located at: <a href="http://my.unt.edu">my.unt.edu</a> . 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: <a href="http://eagleconnect.unt.edu/">eagleconnect.unt.edu/</a>

## 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 weeks 13 and 14 of the long semesters 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) 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).

## Academic Calendar for Spring 2017

(check official link for updates: ([http://catalog.unt.edu/content.php?catoid=15&navoid=1228#spring\\_2017](http://catalog.unt.edu/content.php?catoid=15&navoid=1228#spring_2017)))

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January 16, 2017	MLK Day (university closed)
January 13–20, 2017	Student-requested schedule changes may be made during add/drop.
January 17, 2017	First class day
January 20, 2017	Last day for change of schedule other than a drop. (Last day to add a class.)
January 31 – April 4, 2017	Student may drop a course with written consent of instructor.
February 24, 2017	Last day for change in pass/no pass status.
February 24, 2017	Last day to drop a course or withdraw from the university with a grade of W for courses a student is not passing. After this date a grade of WF may be recorded.
February 25 – April 21, 2017	Instructors may drop students with a grade of WF for nonattendance.
March 13-19, 2017	Spring break (no classes)
April 17, 2017	Beginning this date a student who qualifies may request a grade of I, incomplete. (See "Grading system" in the Academics section of this catalog.)
April 21, 2017	Last day to withdraw from the semester. Process must be completed by 5 p.m. in the Dean of Students Office.
May 3–4, 2017	Pre-finals days
May 4, 2017	Last class day
May 5, 2017	Reading day (no classes)
May 6–12, 2017	Final examinations
May 12, 2017	End of term

You may also want to check the Office of the Registrar's Registration Guide

For registration and drop dates: <http://registrar.unt.edu/registration/spring-registration-guide>

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<b>Proposed Schedule</b>			
Class	Date	Tonight's Topic	Due prior to class
<b>Section 1: Multi-Family Housing Industry</b>			
1	Wed 01/18	Chapter 1: Multi-Family Ind	Read Chapter 1 & News Articles
<b>Section 2: MFP as an Investment</b>			
2	Wed 01/25	Ch 2: Investing	Read 2.1 - 2.4 & News Articles
3	Wed 02/01	Ch 2: Investing cont.; Shopping PPT	Read 2.5 - 2.8; Shopping Rpt
4	Wed 02/08	Ch 3: Financing	Read Chapter 3 & News Articles
5	Wed 02/15	TAA Real Estate News PPT	TAA Real Estate News Rpt
6	Wed 02/22	Ch 4: Development	Read Chapter 4 & News Articles
7	Wed 03/01	PropDesc PPT	Property Desc Report
8	Wed 03/08	Mid-Term Exam	Study for Mid-Term
<b>Section 3: Management &amp; Operations</b>			
	Wed 03/15	Spring Break	Holiday!
9	Wed 03/22	Ch 5: Management/Op	Read Chapter 5; Branding Report
10	Wed 03/29	Ch 5: Management/Op; Branding PPT	Read Ch 5 & News Articles
11	Wed 04/05	Market Analysis PPT	Market Analysis Report
12	Wed 04/12	Ch 6: Marketing & Leasing	Read Ch 6 & News Articles
13	Wed 04/19	Ch 7: Legal Considerations	Read Ch 7 & News Articles
14	Wed 04/26	Ch 7: Legal Considerations, cont.	Read Ch 7 & News Articles
15	Wed 05/03	Proposal PPT	Final Report
<b>Final Exam: Wednesday, May 10; same time; same room</b>			

\*\*Final Exams are subject to University schedule, posting, and official changes. Please confirm final exam time/date with posted schedule.

\* Exams to be announced at least one class period in advance. Dates above are negotiable and subject to change.