

College of San Mateo
Official Course Outline

1. **COURSE ID:** R.E. 220 **TITLE:** Real Estate Property Management

Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours

Method of Grading: Letter Grade Only

Recommended Preparation:

Eligibility for ENGL 838 or ENGL 848 or ESL 400.

2. **COURSE DESIGNATION:**

Degree Credit

Transfer credit: CSU

3. **COURSE DESCRIPTIONS:**

Catalog Description:

Key essential elements of property management including some of the important legal and practical aspects of successful long-term and day-to-day management and operation of real property with a focus on California residential markets. Merchandising or marketing the property, screening potential tenants legally and effectively, leases and rental agreements, cash flow and collecting rents, maintenance, insurance, tenant relations, and lawful evictions. This course has been accepted by the California State Board of Real Estate for credit towards sales agent and broker licenses.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Identify key elements of successful property management with a focus on California residential properties, markets, impact of applicable law and regulations, and career opportunities in the field.
2. Discuss legal and practical aspects of leases and rental agreements including legal terminology in property management, and analyze practical considerations for successful outcomes.
3. Identify key legal duties of property managers, such as legally screening and selecting potential tenants, property inspection and maintenance, compliance with non-discrimination, mandatory disclosures, and other legal considerations in operating the property in addition to maintaining good tenant relations.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

1. Identify key elements of successful property management with a focus on California state-wide residential markets and law.
2. Identify the important legal aspects of leases and rental agreements including some key legal lease terms utilized in effective property management, plus some practical considerations for successful outcomes.
3. Demonstrate how successful property managers market their properties to attract potential tenants.
4. Demonstrate how successful property managers screen and select potential tenants with consideration of key current legal provisions and trends pertaining to same.
5. Identify some key aspects of successful property management, maintenance, and tenant relations with consideration of key law and regulation applying to these matters.
6. Examine the major career paths in property management today.

6. **COURSE CONTENT:**

Lecture Content:

This course discusses a wide variety of Real Estate Property Management topics selected from subjects like these:

1. Law and practice: Renting as distinguished from Ownership
2. Types of legal Leasehold estates (renter's tenancies)
3. Essential contract law fundamentals for leases and rental agreements
4. Some Essential lease terms: some key legal and practical considerations
5. Some additional possible lease terms for successful property management
6. Same for rental agreements
7. State Real Estate Licenses and Property Management
8. Resident Managers
9. Typical Responsibilities of the Property Manager
10. Authorization to Manage

11. Authorization to Lease
12. Rents
13. Deposits of Various Kinds and their Legal Aspects and regulation
14. Rules for Deposits of Funds
15. Marketing (Merchandising) Rental units
16. Finding, Attracting and Screening for Good Tenants within Legal bounds
17. Notice to Change Terms (Periodic Tenancies)
18. Collecting Rents – Practical and Legal considerations
19. Rent Payment Incentives and Late Penalties
20. Notices to Quit (Curable, Incurable)
21. Notices to Vacate (Periodic Tenancies)
22. Lease Surrenders, Balance Due, and Landlord's Duty to Mitigate Losses
23. Notices of Belief of Abandonment
24. Tenant Personal Property Reclamation
25. Constructive Evictions in the Law and their Avoidance
26. Retaliatory Eviction Defense and its Avoidance
27. Some important Insurance considerations, working with the Insurance Company and its Risk Management or Loss Prevention programs
28. Property Management Maintenance Programs
29. Maintenance Schedules, Inspections, and Records
30. Defects in Buildings or Maintenance, Landlord Legal Liability Issues
31. Tenant's Obligations of Care and (by agreement) Maintenance
32. Third Party injuries on the premises and their potential Legal and financial consequences
33. Implied Warranty of Habitability (Residential properties)
34. Fire Safety Equipment and Programs
35. Security of the Premises and Its Potential Legal and Financial consequences
36. Legal Liability for Dangerous Activities on the Premises
37. Primary Elements of Residential Leases and Rental Agreements
38. Law and Practice aspects of Non Discrimination Duty, Fair Housing Laws and Regulations; some ideas on successfully avoiding common Legal difficulties
39. Children in Residential rentals and the Law, some practical considerations
40. Legally-designated "Senior citizens" buildings
41. Residential Rent Controls and Regulations (limited locations, coverage)
42. Successful Tenant Relations: A Critical Key to Success for the Property -- and its Manager
43. Ideas how to generate Referrals and maintain the best possible Reputation for the Property – and for Yourself as a Property Manager
44. Some common tenant problems and issues with some practical, legal ideas how to avoid or resolve them successfully
45. Complaints versus Requests for Service: Manager's Attitude as a Key to Success
46. Handling the Entire issue successfully (where possible), and how it helps improve your management practices and procedures
47. Some important legal and practical aspects of hiring employees and contractors to work on premises
48. Some management and operating cost considerations
49. Handling and accounting for funds
50. Trade and industry organizations
51. Some lender considerations that may impact the Property Manager's duties
52. Current rental market conditions and trends (California/ Bay Area residential focus)
53. Current industry issues as they may impact the Property Manager
54. Current legal and legislative issues or proposals impacting Residential Rental Properties and Property Management today and tomorrow

Items are selected for inclusion in each semester depending on their currency, importance, and resource availability, but in any given semester the majority of the above will be addressed.

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Discussion
- C. Guest Speakers

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

Homework, which may include quizzes, to help students identify any study needs and to reinforce their learning.

Reading Assignments:

Reading assignments from textbook and other supplemental materials to help students prepare for and/or reinforce course topics.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Group Projects
- C. Homework
- D. Oral Presentation
- E. Papers
- F. Projects
- G. Quizzes
- H. Written examination

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Huber, Lyons, and Pivar. *Property Management*, 7th ed. Covina, CA: Educational Textbook Company, 2018

Origination Date: October 2018

Curriculum Committee Approval Date: December 2018

Effective Term: Fall 2019

Course Originator: Lale Yurtseven