



DE ANZA COLLEGE BUSINESS DEPARTMENT

REST 59 – PROPERTY MANAGEMENT SURVEY Summer 2009

INSTRUCTOR: RICK CHEHAB

Course Objectives: Successful techniques and practices in the management of income property from acquisition to disposal; neighborhood analysis, rent schedules, renting, credit and collections, maintenance, insurance, tax considerations, pitfalls in the purchase of income property.

Topics: Property Management as a Profession, Real Estate Economics, The Management Plan, The Management Client, Performance Objectives of the Property Manager, Leases, Residential Management, Shopping Center Management, The Office Building, Condominium Management, Other Types of Management, Maintenance, Administration and the Management Office, Landlord/Tenant Law, Human Relations in Property Management.

Required Book: Property Management 4th Edition By Huber.

Recommended Resources:

1. Local Private MLS: <http://pro.mlslistings.com/>
2. California Apartment Association: <http://www.caanet.org>
3. California Alliance MLS: <http://ca.mlsalliance.com>
4. California Association of Realtors: www.car.org
5. California Business, Transportation & Housing: <http://www.bth.ca.gov/>
6. California Department of Housing & Community Development: <http://www.hcd.ca.gov/>

Course Requirements:

1. **Reading Assignments:** Completion of all reading assignments prior to their due dates is essential for successful performance on the examinations (See List of Assignments and Due Dates Below). Students are responsible for reading all the chapters.
2. **Examinations:** There will be two multiple choice exams including a final.

Special Project:

1. Landlord/Tenant Laws
2. Current Trends in Rental Market
3. Current Trends in Commercial Real Estate
4. Property Management Software
5. Real Estate Investment Analysis
6. Other Topics to Be Pre-approved by Instructor



Grading Policy:

Grades shall be assigned based on the following scale:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

Mid Term: 50 Questions or 25% of the overall grade

Final Exam: 50 Questions or 75% of the overall grade

Please bring a ParScore answer form to each exam.

Attendance: Class attendance is required. Please be on time.

Contacting the Instructor: Via e-mail and appointments upon request.

Rick Chehab

Office Hours: TBD

Via e-mail and appointments upon request

E-mail: rick.chehab@gmail.com

To get class syllabus and check grades: <http://www.AmericanWest.biz/university>

To get class notes: <http://www.AmericanWest.biz/university/rest59>

Course Calendar (with detailed reading assignments):

Please complete all reading assignments prior to the date shown below:

Date	Reading Assignment/Exam Dates
6/29	Introduction
7/1	Chapter 1 & 2
7/6	Chapter 3 & 4
7/8	Chapter 5 & 6
7/13	Chapter 7 & 8
7/15	Mid Term Exam
7/20	Chapter 9 & 10
7/22	Chapter 11 & 12
7/27	Chapter 13 & 14
7/29	Chapter 15 & Legal Aspects
8/3	From Property Management to Building Communities
8/5	Final Exam (See De Anza's Final Exam Schedule)