

Property Management

Day 1: Introduction to Property Management

Key Topics:

- Overview of the property management industry
- Roles and responsibilities of a property manager
- Property types: residential, commercial, industrial, mixed-use
- Legal and ethical obligations
- Understanding landlord–tenant laws and compliance

Day 2: Leasing, Marketing & Tenant Management

Key Topics:

- Marketing rental properties and tenant screening
- Lease types and drafting effective lease agreements
- Rent setting and renewal strategies
- Handling tenant relations and service requests
- Eviction process and conflict resolution

Day 3: Property Operations and Maintenance

Key Topics:

- Building systems (HVAC, electrical, plumbing) basics
- Preventive maintenance and scheduling repairs
- Managing contractors and service providers
- Health, safety, and environmental standards
- Technology tools for property maintenance (CMMS)

Day 4: Financial and Risk Management

Key Topics:

Budgeting for property operations

Rent collection and financial recordkeeping

Understanding key financial metrics (NOI, cap rate, ROI)

Insurance and liability coverage

Risk assessment and emergency planning

Day 5: Strategic Asset & Portfolio Management

Key Topics:

Property value enhancement strategies

Capital improvements and long-term asset planning

Reporting to owners and stakeholders

Sustainability and energy efficiency in property management

Career development and certification options

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