

Property Management

Special Workshops
Rome (Italy)
13 - 17 Jan 2025

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Property Management

Ref: 321773_146426 **Date:** 13 - 17 Jan 2025 **Location:** Rome (Italy) **Fees:** 4200 **Euro**

Introduction

The Property Management course is designed to provide participants with a comprehensive understanding of the principles, practices, and strategies involved in effectively managing properties. The course will cover key topics such as property marketing, tenant screening, lease agreements, maintenance and repairs, financial management, and legal considerations. Through a combination of theoretical knowledge and practical exercises, participants will gain the skills necessary to excel in property management roles.

Course Objectives

- Understand the fundamentals of property management, including its role in the real estate industry and the responsibilities of a property manager.
- Learn effective property marketing strategies to attract and retain tenants.
- Develop skills for tenant screening and selection to ensure responsible and reliable occupants.
- Gain knowledge of lease agreements, including drafting, negotiation, and enforcement.
- Learn to manage property maintenance and repairs efficiently to enhance tenant satisfaction and property value.
- Acquire financial management skills, including budgeting, rent collection, and expense tracking.
- Understand legal considerations in property management, including fair housing laws, eviction procedures, and tenant rights.
- Develop strategies for effective communication and conflict resolution with tenants and property owners.

Course Outline

Day 1

Introduction to Property Management

- Introduction to property management and its significance in the real estate industry.
- Roles and responsibilities of a property manager.
- Legal and ethical considerations in property management.
- Property management industry trends and challenges.

Day 2

Marketing and Tenant Screening

- Property marketing strategies to attract prospective tenants.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- Effective advertising and listing techniques.
- The tenant screening process, includes background checks, credit checks, and references.
- Fair housing laws and their implications for tenant selection.

Day 3

Lease Agreements and Documentation

- Understanding lease agreements and their essential components.
- Lease negotiation and drafting techniques.
- Important lease clauses and addendums.
- Lease enforcement and eviction procedures.

Day 4

Maintenance and Financial Management

- Property maintenance and repair strategies.
- Budgeting and financial planning for property management.
- Rent collection, late fees, and delinquency management.
- Accounting and record-keeping for property management.

Day 5

Legal Considerations and Communication Skills

- Overview of legal considerations in property management.
- Understanding tenant rights and landlord obligations.
- Handling disputes, conflicts, and tenant complaints.
- Effective communication strategies with tenants and property owners.

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