REAL ESTATE PROPERTY MANAGEMENT (REPM1-CE)

REPM1-CE 924 Real Property and Landlord/Tenant Law (1 Credit)
<p>This course teaches the principles and instruments of real property law, including when and how to utilize the legal system. It reviews various legal issues that arise during the operation of investment real estate, with an emphasis on landlord/tenant law. Topics include real property interest types and ownership structures, liens, fair housing, dispossessioion proceedings, and landlord legal requirements.</p>

REPM1-CE 4050 Principles and Practices of Commercial Property Management (CE) (1.5 Credits)
Learn the techniques and strategies for the successful management of commercial buildings. Analyze both the financial and physical management functions. Topics include various forms of real estate ownership, management agreements, budgeting and financial reports, standard operating procedures, marketing and leasing service contracts, insurance, plant and energy management, security and emergency procedures, and tenant and employee relations.

REPM1-CE 4055 Commercial Real Estate Leases (CE) (1.5 Credits)
Examine standard office and retail lease forms, understand the motivations of the parties to a lease and develop a framework for negotiation
from term sheet to closing. Topics include full-service, triple-net, and modified-gross leases; legal terminology in leases; expenses and additional rent clauses, including operating expenses, common area maintenance (CAM), and real estate taxes; exit strategies, including assignment and sublease; the tenant’s rights of first offer, first refusal, renewal, and termination; the role of lenders in commercial leases; guarantees and types of security deposits; insurance and environmental issues; and use and operating covenants specific to retail leases.

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

REPM1-CE 9025 Residential Property Management Intensive (0 Credits)
This three-day intensive provides a comprehensive examination of the latest professional standards, practices, and strategies for successfully managing multifamily residential properties. Whether you own or manage a five-story walk-up, a 350-unit luxury high-rise rental, or a portfolio of apartment buildings, these techniques can be applied to any type of multifamily property to maximize the value of the real estate investment.

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

REPM1-CE 9026 Introduction to Residential Property Management (2 Credits)
Gain an introduction to the practical aspects of managing multifamily properties, from implementing operational policies to supervising day-to-day operations. Topics include hiring and training staff, delegating ongoing general maintenance, overseeing building upkeep, formulating maintenance contracts, leasing, handling resident relations, and devising marketing strategies. Learn about rent and investment economics; insurance needs of the building, owner, and property manager; budgets; accounting and records; and physical management, including compliance with local building codes and laws.

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

Note: Registering at least two weeks prior to the start of the course date is highly recommended. Poplar classes fill up quickly and more specialized classes need sufficient enrollment.

For general information about this course, please call 212-992-3336 or email sps.realestate@nyu.edu.
REPM1-CE 9027 Introduction to Commercial Property Management (2 Credits)

<p>Learn the techniques and strategies for the successful management of commercial buildings. Analyze both the financial and physical management functions. Topics include various forms of real estate ownership, management agreements, budgeting and financial reports, standard operating procedures, marketing and leasing service contracts, insurance, plant and energy management, security and emergency procedures, and tenant and employee relations.</p>

<i>Note: Registering at least two weeks prior to the start of the course date is highly recommended. Popular classes fill up quickly and more specialized classes need sufficient enrollment. (available 24/7/365) at <strong>212-998-3333</strong> or <strong><a href="mailto:AskITS@nyu.edu" target="_blank">AskITS@nyu.edu</a></strong>. It may take at least 24 hours from the time you registered for your information to be transferred into Brightspace. (available 24/7/365) at <strong>212-998-3333</strong> or <strong><a href="mailto:AskITS@nyu.edu" target="_blank">AskITS@nyu.edu</a></strong>. 24/7/365 at <strong>212-998-3333</strong> or <strong><a href="mailto:AskITS@nyu.edu" target="_blank">AskITS@nyu.edu</a></strong>. It may take at least 24 hours from the time you registered for your information to be transferred into Brightspace. </p>

<i>Grading: SPS Non-Credit Graded</i>

<b>Repeatable for additional credit: Yes</b>

REPM1-CE 9028 Commercial Building Systems, Operations, and Maintenance (3 Credits)

<p>Managing commercial properties and facilities requires a working knowledge of all aspects of building systems, maintenance, and repair. In this course, explore building infrastructure and staffing, budgets, contract services, electrical distribution, lighting, fire protection, energy management, sustainability, and emergency management. Additional topics include vertical transportation, heating, ventilation and air-conditioning, boilers, plumbing, security, computerized maintenance management systems, and environmental health and safety.</p>

<i>Note: Registering at least two weeks prior to the start of the course date is highly recommended. Popular classes fill up quickly and more specialized classes need sufficient enrollment. (available 24/7/365) at <strong>212-998-3333</strong> or <strong><a href="mailto:AskITS@nyu.edu" target="_blank">AskITS@nyu.edu</a></strong>. It may take at least 24 hours from the time you registered for your information to be transferred into Brightspace. </p>

<i>Grading: SPS Non-Credit Graded</i>

<b>Repeatable for additional credit: Yes</b>

REPM1-CE 9029 Managing Tenant Improvement and Building Renovation Projects (3 Credits)

<p>In this course, learn the critical skills needed to effectively manage a commercial or residential capital improvement project, to maximize financial returns and building operations while limiting risk. The project life cycle will be explored: conception, initiation, design, permitting, construction, and closeout. The focus will be on the ownership interest, effective communications, and goal setting and achievement.</p>

<i>Topics to be covered: tenant allowance lease provisions, renovation, and new construction; financial forecasts and budgeting; funding options, feasibility studies, and material standards; legal and regulatory issues; evaluation and hiring of consultants; design development; contract documents; engineering; procurement and bidding; scheduling; furniture and construction management; move-in procedures and administrative and financial closeout; mechanics liens, etc.</i>

<i>Note: Registering at least two weeks prior to the start of the course date is highly recommended. Popular classes fill up quickly and more specialized classes need sufficient enrollment. (available 24/7/365) at <strong>212-998-3333</strong> or <strong><a href="mailto:AskITS@nyu.edu" target="_blank">AskITS@nyu.edu</a></strong>. It may take at least 24 hours from the time you registered for your information to be transferred into Brightspace. </p>

<i>Grading: SPS Non-Credit Graded</i>

<b>Repeatable for additional credit: Yes</b>

REPM1-CE 9037 Managing Commercial Building Systems and Maintenance II (2 Credits)

<p>Managing commercial properties and facilities requires a working knowledge of all aspects of building systems, maintenance, and repair. Gain an in-depth understanding of electrical distribution, lighting, fire protection, energy management, emergency management, and vertical transportation.</p>

<i>Grading: SPS Non-Credit Graded</i>

<b>Repeatable for additional credit: Yes</b>

REPM1-CE 9038 Managing Commercial Building Systems and Maintenance III (2 Credits)

<p>Managing commercial properties and facilities requires a working knowledge of all aspects of building systems, maintenance, and repair. Gain an in-depth understanding of electrical distribution, lighting, fire protection, energy management, emergency management, and vertical transportation.</p>

<i>Grading: SPS Non-Credit Graded</i>

<b>Repeatable for additional credit: Yes</b>

REPM1-CE 9039 Commercial Property Management Budgets and Reports (0 Credits)

<p>Learn how to create an operating budget on a cash basis and a capital budget. Topics include analysis of profit and loss statements, balance sheets, arrears reports, vacancy reports, and collections reports; a review of miscellaneous income and tenant charges for services not included in the lease; lease commission calculation; and components of net operating income (NOI) and cash flow.</p>

<i>Grading: SPS Non-Credit Graded</i>

<b>Repeatable for additional credit: Yes</b>
Examine the array of legal issues that landlords, agents, property managers, and real estate attorneys in New York face. Topics include leases, statutory rights and obligations affecting the landlord-tenant relationship, and rent control and rent stabilization (coverage, registration, rent increases, required services, luxury decontrol, and proceedings before the Division of Housing and Community Renewal). Also, discuss fair housing (federal, state, and New York City anti-discrimination laws; the rights of the disabled to modifications and reasonable accommodations; and laws prohibiting harassment and retaliation), summary holdover proceedings, summary nonpayment proceedings, and evictions.

Note: Registering at least two weeks prior to the start of the course date is highly recommended. Popular classes fill up quickly and more specialized classes need sufficient enrollment.

If you are registered for an online course and are not able to access/view your course, please note the following:
- It may take at least 24 hours from the time you registered for your information to be transferred into NYU Classes.
- New students registering two days or LESS before the start date of the course may experience delayed access.

For additional technical support, contact the IT Service Desk (available 24/7/365) or AskITS@nyu.edu.

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes
REPM1-CE 9596 Residential Leasing and Marketing (0 Credits)
<p>Examine standard office and retail lease forms, understand the motivations of the parties to a lease, and develop a framework for negotiation from term sheet to closing. Topics include full-service, triple-net, and modified-gross leases; legal terminology in leases; expenses and additional rent clauses, including operating expenses, common area maintenance (CAM), and real estate taxes; exit strategies, including assignment and sublease; the tenant’s rights of first offer, first refusal, renewal, and termination; the role of lenders in commercial leases; guarantees and types of security deposits; insurance and environmental issues; and use and operating covenants specific to retail leases. For general information about this course, please call 212-992-3336 or email sps.realestate@nyu.edu. If you are registered for an online course and are not able to access/view your course in Brightspace, please note the following: It may take at least 24 hours from the time you registered for your information to be transferred into Brightspace. New students registering two days or LESS before the start date of the course may experience delayed access. For additional technical support, contact the <a href="http://www.nyu.edu/its/askits/helpdesk" target="_blank">IT Service Desk</a> (available 24/7/365) at 212-998-3333 or <a href="mailto:AskITS@nyu.edu" target="_blank">AskITS@nyu.edu</a>.
</p>

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

REPM1-CE 9597 Navigating Commercial Leases (2 Credits)
<p>Examine standard office and retail lease forms, understand the motivations of the parties to a lease, and develop a framework for negotiation from term sheet to closing. Topics include full-service, triple-net, and modified-gross leases; legal terminology in leases; expenses and additional rent clauses, including operating expenses, common area maintenance (CAM), and real estate taxes; exit strategies, including assignment and sublease; the tenant’s rights of first offer, first refusal, renewal, and termination; the role of lenders in commercial leases; guarantees and types of security deposits; insurance and environmental issues; and use and operating covenants specific to retail leases. Note: Registering at least two weeks prior to the start of the course date is highly recommended. Popular classes fill up quickly and more specialized classes need sufficient enrollment. For general information about this course, please call 212-992-3336 or email sps.realestate@nyu.edu. If you are registered for an online course and are not able to access/view your course in Brightspace, please note the following: It may take at least 24 hours from the time you registered for your information to be transferred into Brightspace. New students registering two days or LESS before the start date of the course may experience delayed access. For additional technical support, contact the <a href="http://www.nyu.edu/its/askits/helpdesk" target="_blank">IT Service Desk</a> (available 24/7/365) at 212-998-3333 or <a href="mailto:AskITS@nyu.edu" target="_blank">AskITS@nyu.edu</a>.
</p>

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

REPM1-CE 9598 Residential Property Financial Management (2 Credits)
<p>Gain a comprehensive understanding of the economics of operating a multifamily residential investment property; and the principles of budgeting and accounting to effectively plan and manage a property’s finances. Topics include net operating income, cash flow, and cash-on-cash return; valuation methods; rent collection; security deposits; vacancy; budgeting and planning; operating and capital budget development; and replacement reserves. We also discuss financial reporting, variance analysis, accounting and record keeping, accrual versus cash accounting, cash management, financial audits, debt financing, loan-to-value, debt coverage, payroll, repairs, supplies, advertising and leasing costs, legal expenses, property taxes, cost recovery deductions, purchase orders, bill payment, Form 1099, and insurance.
</p>

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

REPM1-CE 9599 Residential Building Systems, Operations, and Maintenance (2 Credits)
<p>Gain a comprehensive understanding of the economics of operating a multifamily residential property requires a working knowledge of all aspects of building systems, maintenance, and repair. Gain a comprehensive understanding of mechanical, electrical, and plumbing systems; elevators; roofs; facades; energy and water conservation; lighting; telecommunications; security; and maintenance and equipment rooms. Discuss custodial services; preventive, corrective, and deferred maintenance warranties; purchasing and job specifications; mold and mildew control; pest control; rubbish and recycling; offices; egress and signage; fire safety; inspection checklists; outside contractors; service contracts; and supplies and equipment. Note: Registering at least two weeks prior to the start of the course date is highly recommended. Popular classes fill up quickly and more specialized classes need sufficient enrollment. For general information about this course, please call 212-992-3336 or email sps.realestate@nyu.edu. If you are registered for an online course and are not able to access/view your course in Brightspace, please note the following: It may take at least 24 hours from the time you registered for your information to be transferred into Brightspace. New students registering two days or LESS before the start date of the course may experience delayed access. For additional technical support, contact the <a href="http://www.nyu.edu/its/askits/helpdesk" target="_blank">IT Service Desk</a> (available 24/7/365) at 212-998-3333 or <a href="mailto:AskITS@nyu.edu" target="_blank">AskITS@nyu.edu</a>.
</p>

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes
REPM1-CE 9650 Building Systems, Operations, and Maintenance
Intensive (0 Credits)
Examine commercial building systems, operations, and maintenance with a timely focus on energy efficiency, resource conservation, waste reduction, and sustainable building retrofits. Topics include building systems design, maintenance, and repair; heating, ventilation, and air conditioning; electrical distribution and lighting; plumbing and sprinklers; fire protection systems; environmental health and safety; security and emergency management; computerized maintenance management systems, energy benchmarking, auditing, and management; green operations, recycling programs, and waste management; and building retrofits and commissioning. This course is particularly useful to building owners and asset, property, and facility managers who want to maximize the value of an asset.

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

REPM1-CE 9655 Commercial Property Management (0 Credits)
<p>Examine the role and responsibilities of the commercial property manager, from planning and standard operating policies to financial operations and budgeting strategies. The financial and administrative aspects of managing an office building on behalf of the investment property owner also are discussed.</p>

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes

REPM1-CE 9660 Building Systems, Operations, and Maintenance (0 Credits)
<p>This three-day course examines commercial building systems’ maintenance and repair, including planning and managing tenant improvement projects. The topics covered are particularly useful for building owners and managers who are seeking to maximize building performance and the value of the asset.</p>

Grading: SPS Non-Credit Graded
Repeatable for additional credit: Yes