

University of Houston
C.T. Bauer College of Business

Multifamily Residential Real Estate Fundamentals
FINA 7397-08 (35915)
Tuesday, 6:00 PM to 9:00 PM

David Hargrove and Jerry Winograd Office Hours: By Appointment
Room:

email: dhargrove@thegreystonegroupinc.com or jerry@judwin.com

Phone: 713-410-2391 (David Hargrove, Text messages welcome)

Phone: 713-823-3100 (Jerry Winograd, text messages welcome)

General Info: This class is recommended to anyone who is interested in the operation, acquisition or development of multifamily property. This introductory course provides a comprehensive overview of the fundamental aspects of the multifamily business. The course will explore multifamily market and economic feasibility, acquisition of new sites and existing property, new development, investment analysis, management of operations, landlord/tenant law, leasing, facilities management, and disposition.

Course

| *Objectives:* Students will be able to:

- Describe and list major aspects of ownership of a residential multifamily property;
- Construct a market and economic feasibility report;
- List the major steps in the acquisition and development of a multifamily property;
- Evaluate and identify the strengths and weaknesses of a development plan;
- Identify the business risks of a multi-family project;
- Compare and contrast new versus existing residential multifamily property;
- Construct and analyze a development proforma and an operational proforma;
- Construct a discounted cash-flow-analysis and calculate yields and financial risks;
- Evaluate an operating statement
- Explain the role and list the duties of the property management firm;
- Explain the role and list the duties of a property manager;

- Differentiate the roles of a property manager versus a regional manager or asset manager;
- Differentiate specialized types of multi-family property for example seniors and student housing.
- Understand the business implications of landlord and tenant laws.

Text, Materials & Supplies:

Practical Apartment Management, 6th Edition, Edward N. Kelley, CPM.

Students **must obtain** a “student” membership with the Institute of Real Estate Management. This membership will allow access to resource materials and forms needed to complete the course as well as other industry information. This can be done at the IREM WEB site, <http://www.irem.org>.

Investing in Apartment Buildings (2009), McGraw Hill - ISBN-13: 978-0071498869

XanEdu Publishing to purchase the ONE Chapter: **Professional Real Estate Development, 2nd Edition, Chapter 4 only**. Richard Peiser and Anne Frej will be the text used for this course.

Students should have a financial calculator, preferably an HP, and they must understand how to use it. An HP Financial Calculator Application is available for most smart phones.

Attendance and

Participation: Attendance and class participation are mandatory. Active class participation will increase your learning experience and will benefit others, including your professors. This portion of the class makes up 10% of your grade. If you miss more than two classes, no credit will be awarded for in-class attendance and participation.

You are expected to come to class prepared to participate. This means that you have completed the assigned readings **before class**, plan to contribute, and share your ideas when appropriate. Do your best!

Blackboard: The University of Houston’s Blackboard system will be an important communication link for students in this class. Announcements are posted and reflect schedule changes, articles and other resources needed to fully understand the topics discussed.

Students should use the Discussion Board to post any class material questions. This process allows the entire class community to benefit from these information exchanges, and will limit repetitive questioning from individual sources. We will also post articles on occasion and start

discussions about them. Participation in these discussions is a part of your participation grade discussed above.

Blackboard Learn will be used in this class as a course management tool to post announcements, the course syllabus and journal entries. All assignments for the course will be submitted through Assignments.

To access Blackboard for this class, you will need your Cougar Net ID to login. Make sure your Cougar Net account is active and that you are able to log in with it. To test, you can log in at <https://accessuh.uh.edu/login.php>. If you need to reset your password you can do so online at http://www.uh.edu/infotech/php/template.php?account_id=57.

If your account has become inactive due to non-use, you can activate it by calling 713-743-1411. If you have questions about Blackboard Learn or need technical assistance, you can click on the “get help” link on the Blackboard website, or call the help-line at 713-743-1411 (M-F 8am-8pm).

Forum Posts (Discussion Boards): Critical thinking and professional writing are an important part of any graduate program. Businesses want individuals who can think and write well. To enhance your skills, you are required to post comments (double spaced with one inch margins and no less than a 12 point font) after each in-person class. The forum posts are required and due no later than the Sunday night following the lecture. For example, if a lecture occurs on Tuesday, the forum post must be completed and posted no later than Sunday. A total of nine originally written forum posts are required to earn 10% of your final grade. Credit is only provided if a post is:

- Clearly written (spelling, grammar, and organization count);
- Links the class topic to the guest lecturer, case study, readings from the text or other sources, and the class discussion;
- The post should be reflective. Please explain what you learned or found most beneficial from the class – be constructive.

All students are required to respond to at least two posts from other students to earn full credit. Forum posts are graded. Please adhere to the guidelines.

Projects: The projects are a major component of the course. They will give you experience with current projects in the market. Further they will offer you the opportunity to demonstrate your understanding of multi residential property and the business.

Style Guide: Please prepare all writing assignment in a word processing program. Before posting to forums or other electronic mediums, prepare the draft with a word processing program (double spaced, 12 point font with one inch margins). All documents must comply with formatting in accordance with MLA or APA guidelines presented in the respective style guide. Feel free to use either style guide. It is good practice to stick to one guide through the semester.

The UH Writing Center is available to provide assistance with writing.
<http://www.bauer.uh.edu/faculty/teachingresourcesdocs/UH%20Writing%20Center%20faculty%20resources.pdf>

When preparing financials, please use Microsoft Excel or Argus or another spreadsheet program. Spreadsheets can be inserted into word processing documents for submission. Also see
<http://office.microsoft.com/en-us/word-help/link-or-embed-an-excel-worksheet-HA010120810.aspx> for additional assistance.

All submissions should be free of spelling and grammar errors, well organized, and easy to follow.

| *Grading:* The course assignments and participation points are as follows:

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|--|--------------------|
| In-class attendance and participation | 10 (graded) |
| Discussion Board Posts | 10 (graded) |
| Course project 1: Operations | 30 (graded) |
| Course project 2: Acquisition/Reposition | 30 (graded) |
| <u>Final Exam</u> | <u>20 (graded)</u> |
| Total points | 100 |

The total points earned will translate into one of the following letter grades for the course:

93 – 100 = A
 90 – 92 = A-
 87 – 89 = B+
 83 – 86 = B
 80 – 82 = B-
 77 – 79 = C+
 73 – 76 = C
 70 – 72 = C-
 60 – 69 = D

Schedule

| Week | Date | Reading Assignment by Chapter | Topic/Notes | Case Assignment | Guest Lecturer | Forum Post Required |
|------|--------|--|---|---------------------------------|------------------------------------|---------------------|
| 1 | Aug 28 | <u>Practical Apartment Management</u> 1,2,3,4 | Introduction to Residential multifamily Property (RMFP) | David Hargrove & Jerry Winograd | | |
| 2 | Sep 4 | <u>Practical Apartment Management</u> 5,6,7,8,9,10,11,12,13,14,15 | <u>Operations and Management;</u> Staffing Considerations, Marketing and Leasing | David Hargrove | Bruce McClenny ADS | |
| 3 | Sep 11 | <u>Practical Apartment Management</u> 20,21,22 | <u>Operations and Management;</u> Maintenance, Loss Control and Insurance | David Hargrove | Real Estate Insurance Professional | |
| 4 | Sep 18 | <u>Practical Apartment Management</u> 16,17,23,24 | <u>Financial Analysis;</u> ROI, Valuation, Budgeting, Course Project | David Hargrove | Possible Appraiser to be Named | |
| 5 | Sep 25 | Offsite class | To be Determined | David Hargrove | | |
| 6 | Oct 2 | <u>Practical Apartment Management</u> 8 | Landlord/Tenant Law | David Hargrove | Howard Bookstaff, HAA Counsel | |
| 7 | Oct 9 | | Acquisition and Disposition, Existing Property | Jerry Winograd & David Hargrove | | |
| 8 | Oct 16 | <u>Investing in Apartment Buildings</u> – Chapters 1-8 & 10 | Property Financing; Debt and Equity Sources | Jerry Winograd & David Hargrove | David Wylie | |
| 9 | Oct 23 | | Acquisition and Disposition, Existing Property | Jerry Winograd & David Hargrove | Eric Barvin | |
| 10 | Oct 30 | <u>Professional Real Estate</u> | Land Acquisition Project Design | David Hargrove & | | |

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|----|-----------|---|--|---------------------------------------|---|--|
| | | Development - Chapter 4 pages 128-211 | and Development | Jerry Winograd | | |
| 11 | Nov 6 | Open review of previous four weeks and discussion of projects. | Property Repositioning Specific Property Types; Seniors, Privatized Military, Student, Subsidized etc. | David Hargrove & Jerry Winograd | Operator to be Named (Someone from Pinnacle, Lincoln Military Housing), City of Houston (George Griffin) | |
| 12 | Nov 13 | Handouts of various examples and open discussion. Allow class time to work on project. | Group Project – Acquisition of Existing Property | David Hargrove & Jerry Winograd | | |
| 13 | Nov 20 | Onsite visit and property tour. Open discussion held in clubhouse. | Group Project – Development of New Property | David Hargrove & Jerry Winograd | | |
| 14 | Nov 27 | | Presentation of Projects | David Hargrove & Jerry Winograd | Possible Guest Panelists | |
| 15 | Dec 4 | | Continue Presentations, Course Summary and Review | David Hargrove & Jerry Winograd | Possible Guest Panelists | |

Note: The schedule is subject to change.

PeopleSoft: The University of Houston's PeopleSoft system will be an important communication link for this class. I endeavor to use this system to send class-wide and individual e-mails. Please be sure your e-mail address is updated.

**Academic
Honesty:**

The University of Houston Academic Honesty Policy is strictly enforced by the C. T. Bauer College of Business. No violations of this policy, such as plagiarism or cheating, will be tolerated in this course. A discussion of the policy is included in the University of Houston Student Handbook, <http://www.uh.edu/dos/hdbk/acad/achonpol.html>. Students are expected to be familiar with this policy.

Students are expected to produce original work in the course. Previous course-work from other classes cannot be submitted for credit in this course for any class assignment or project. At the instructor's discretion, work will be submitted to Turn It In.

*Accommodations for
Students with
Disabilities:*

The C. T. Bauer College of Business would like to help students who have disabilities achieve their highest potential. To this end, in order to receive academic accommodations, students must register with the Center for Students with Disabilities (CSD) (telephone 713-743-5400), and present approved accommodation documentation to their instructors in a timely manner.