



# Property Management

*Robert C. Kyle*

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## **Property Management** Robert C. Kyle

This new edition offers the most current and thorough overview of the property management profession available on the market today. This practical discussion explores daily issues facing practitioners, such as maintenance, accounting, administrative, and legal activities. In addition, it has up-to-date content on federal regulations, such as civil rights, fair housing, ADA issues, and environmental concerns. The flexible format adjusts to various hour requirements. It includes case studies and sample forms to enhance student application. Contents : Professional Property Management - Property Management Economics and Planning - Owner Relations - Marketing - Leases - Lease Negotiations - Tenant Relations - Maintenance and Construction - Managing the Office and Reports - Federal and State Laws - Residential Property - Specialized Housing - Office Property - Retail Property - Industrial Property - Risk and Environmental Issues - Life and Safety Issues - Appendix: Internet Resources - Answer Key - Glossary - Index

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