PROPERTY MANAGEMENT I

Subject Aim:

This subject is intended to:
1. Introduce to the students the principles and practice of property management.
2. Focus on the application of the principles to the property management services.
3. Give the students a basic knowledge for managing buildings in the private and public sectors.
4. Help them to develop management skills in practice.

Learning Outcomes:

Students will demonstrate their ability to:-

1. Review the fundamentals of property management.
2. Identify the business and work environment in property management services in Hong Kong.
3. Apply the principles and practice necessary for efficient planning and administration of property management.
4. Synthesize their knowledge to solve problems in property management.

Brief Syllabus Content:

Managing Marketing of Property Management Services
An introduction to the nature of property management and the market for property management services. An analysis of existing services; types of buildings and estates; internal organization of property management business; marketing of property management services.

Managing Common Areas of Owner’s Property
Pre-management planning before take-over of premises: Organizational principles and establishment of a new management office; testing of building services; identifying defects of premises. Provision of services after take-over of premises: Staff management; financial management; security services; fire services installations; water and electricity supply; cleansing services; air-conditioning and so on. Environmental and conservation issues in property management: energy saving; control of illegal structures and estate modernization.

Managing Leased Property
Leasing and tenancy arrangements: Contractual and statutory lease conditions; tenancy renewals; tenant mix rent reviews; Landlord and Tenant (Consolidation) Ordinance.

Managing Owner and Tenant Relations
Formation of Owners’ Incorporation: Deed of Mutual Covenant; Building Management Ordinance; consultation channels with landlords and tenants.

Managing Risk and Liability
Statutory and professional liability in property management: Insurance; negligence; nuisance; employer’s liability and contractor’s liability.

Teaching activities: Lecture (LT)/Tutorial (TU)/Seminar (SM)/Drawing (DW)/Laboratory or Practical (LB)/ Studio (ST)/Workshop (WS)/Project (PJ)/Field Study (FS)/Guided Study (GS)/Visit (VS)
**Learning and Teaching Approach** *(tasks and activities designed to achieve learning outcomes):*

The principles of property management will be introduced in lectures. Application of the principles to solve property management problems will be taught in case studies, role play and management games. Discussion will be facilitated in tutorial by small group studies, which provide opportunities for students to deliver their discussion results and thinking. Lectures, seminars, laboratory as well as tutorials will form a basic skeleton for learning the subject.

**Assessment strategy** *(assessment of student performance resulting from learning tasks):*

Examination and coursework will constitute 70% and 30% of the overall mark for the subject respectively. The coursework mark will be based on the assignments and presentation.

Two pieces of equally weighted coursework will be set out to assess the understanding of the students on this subject during the period of teaching and learning.

**Reading List:**

**Recommended:**


**Supplementary:**


