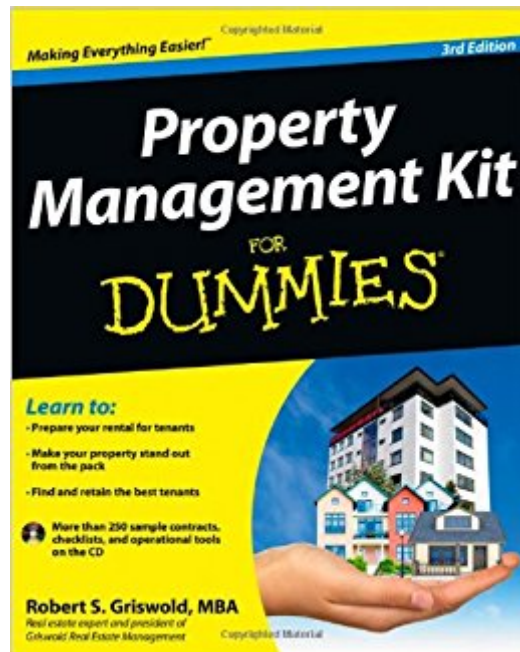




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# Property Management Kit For Dummies



## Synopsis

Discover how to be a landlord with ease Thinking about becoming a landlord? Property Management Kit For Dummies gives you proven strategies for establishing and maintaining rental properties, whether a single family or multi-resident unit. You'll find out how to prepare and promote your properties, select tenants, handle repairs, avoid costly mistakes and legal misstepsâ and meet your long-term goals. Now you can find out if you really have what it takes to successfully manage a rental property, and you'll learn all about the various options for hiring someone else to manage your property for you. You'll find out the right way to prepare your properties for prospective tenants, set the rent and security deposit, clean up properties between tenants, and verify rental applications. In no time at all, you can become a top-notch property manager by working efficiently with employees and contractors to keep your properties safe and secure. Manage your time and money wisely Acquire a property and prepare it for tenants Make your property stand out and attract tenants Keep good tenants and get rid of bad ones Collect and increase rent Evaluate the different types of insurance and understand income and property taxes Complete with lists of ten reasons to become a rental property owner, ten ways to rent your vacancy, and the ten biggest mistakes a landlord can make, Property Management Kit For Dummies helps you achieve your dream of being a successful residential rental property owner. CD-ROM and other supplementary materials are not included as part of the e-book file, but are available for download after purchase.

## Book Information

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## Customer Reviews

Learn to: Prepare your rental for tenants Make your property stand out from the pack Find and retain the best tenants More than 250 sample contracts, checklists, and operational tools on the CD Become a landlord and successfully manage your properties Do you have what it takes to manage rental property? In *Property Management Kit For Dummies* you'll discover the right way to prepare your properties for prospective tenants, set the rent and security deposit, clean up properties between tenants, and verify rental applications. In no time at all, you can become a top-notch property manager by working efficiently with employees and contractors to keep your properties safe, secure, and profitable. Consider hands-on management • evaluate your skills and personality to determine whether you should manage your property yourself or hire a management professional Get down to the nitty-gritty • prepare the property for renting, create a reasonable rental contract, develop a comprehensive marketing and advertising campaign, and select tenants wisely Manage your rental • get strategies for moving tenants in and out, collecting and increasing rent, retaining tenants, and dealing with pesky tenants Assemble the right team • discover how to interview, screen, and hire the best employees and contractors to keep your property well-maintained and running smoothly Money, money, money • discover the ins and outs of insurance, taxes, and ways you can increase your income beyond rent Open the book and find: Tips on managing your property yourself or hiring a pro The lowdown on rent, security deposits, and rental contracts Ways you can generate interest in your rental property online and using social media Troubleshooting advice for rent collection problems and housing discrimination complaints How to deal with vacancies, renovations, open houses, evictions, and more State-by-state laws and strategies for handling landlord-tenant issues CD Includes More than 250 forms, including sample contracts and addendums, property inspection checklists, a real estate glossary, and other valuable tools for simplifying day-to-day operations See the CD appendix for details and complete system requirements.

Robert S. Griswold, MBA, is a successful real estate investor and property manager with a large portfolio of residential and commercial rental properties. He is the real estate expert for NBC San Diego, the lead columnist for the nationally syndicated columns "Rental Roundtable" and "Rental Forum," and co-author of *Real Estate Investing For Dummies*.

This is a good book. This author knows his stuff. I enjoyed reading every chapter. It is especially ideal for the newer property manager or person looking into larger scale apartment management. He is an expert with major credentials. About the only caveat I would add is that it is more for a large

scale, professional property manager than a small time hands on landlord. For example, this is more a book for those working the phones not unclogging the toilets. More examples, he often mentions the "staff" will handle maintenance or that tenants can go to the "front office". A small landlord (say ten units or less) will have neither. I assumes he has a staff of both managers and maintenance people and that looks the case from his website. So for the small-scale hands on landlord, also pair a "landlording books" like Leigh Robinsons' or any solid newer ones out there for small scale part time landlords. Again, great book on big picture of working with tenants, communicating, showing units, etc but not so much about the details of cleaning and painting units. Also, on the kindle I did not see all the forms. So maybe go with the book or he cites American Apartment Association and you maybe could find them there (again, more a large scale apt owner manager book than one for the guy with a duplex down the street). But overall I liked this (and would maybe get it paperback for max results). It is very good for the Dummies series (which is hit and miss for me)..

I highly recommend this if you're interested in professional property management.

Good, clear book about property management, especially for the newbie landlord with maybe only one unit that she or he is renting out. Good references for resources too.

Great introductory material and info; left me asking questions on certain topics..

Great book!

Got this as a gag gift, definitely served its purpose.

It really helpful to the beginners!

Great book, very informative. Hope to put the book to the test in the upcoming year. This is however, one of the better references we have found. We checked a bunch of books out of the library, and the prior version was the best book we found at the library after reading half a dozen or so. We bought this one to have the up to date forms and up to date information.

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