

Managing and Leasing Commercial Properties: Practice, Strategies, and Forms

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#9082624 in Books 1999-12 Original language: English 9.25 x 6.25 x 3.50l, #File Name: 07355108491560 pages This two-volume reference presents the nuts bolts of effective day-to-day administration, including: various property management techniques; how to create use valid revealing marketing surveys; how to attract the right kinds of tenants; new ways to make leases work for you. You'll discover the best ways to handle lease provisions, environmental concerns, common building areas, information management, more.

In covering all aspects of property management -marketing, leasing, budgeting, financial reporting, etc. - these books provide the step-by-step guidance you need to successfully handle all phases of operation. This valuable resource also includes a system for effective reporting literally hundreds of time-tested management forms, checklists, procedures you can put to use right now. | File size: 31.Mb

Alan A. Alexander, Richard F. Muhlebach : Managing and Leasing Commercial Properties: Practice, Strategies, and Forms before purchasing it in order to gage whether or not it would be worth my time, and all praised Managing and Leasing Commercial Properties: Practice, Strategies, and Forms:

5 of 5 people found the following review helpful. Graduate Level Text Book -- SUPERB STUDY! By Paul Lorenzen I used a previous edition of this book for a college level class I taught a few years ago. It is an exceptional study in commercial leasing. I have taken classes from the instructors in the IREM CPM courses and they really do know their stuff! I tell my commercial leasing associates that this book is "THE BIBLE" for their leasing activity! Highly recommend this book or anything by these authors.

This two-volume reference presents the nuts and bolts of effective day-to-day administration, including: various property management techniques; how to create and use valid and revealing marketing surveys; how to attract the right kinds of tenants; and new ways to make leases work for you. You'll discover the best ways to handle lease provisions, environmental concerns, common building areas, information management, and more. In covering all aspects of property management -- marketing, leasing, budgeting, financial reporting, etc. -- these books provide the step-by-step guidance you need to successfully handle all phases of operation.

From the Publisher This two volume set is a revised edition of the bestselling *Managing and Leasing Commercial Properties* and *Managing and Leasing Commercial Properties: Forms and Procedures*. Completely updated and revised, this edition integrates the sample forms and procedures throughout the text so it's easier to use. These classic references present practical guidance on property management and cover a wide variety of important issues such as setting up the management company, using marketing tactics to attract a successful mix of tenants, establishing effective reporting systems and the relationship between thorough information management and an improved bottom line. Both volumes are completely cross-referenced.