



HOUSTON COMMUNITY COLLEGE

School of Continuing Education

LANDLORD – TENANT LAW RELE 1091

Date and Time of class: 2/21-28/2017

Class CRN: 10854

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School Site: Brays Oaks Campus

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SCHOOL OF CONTINUING EDUCATION COURSE SYLLABUS

Landlord – Tenant Law RELE 1091

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws with an emphasis on multi-family units, as well as industry specific software and interpersonal skills

COURSE OBJECTIVE

This course is for Individuals who are acquiring a Property Management Certificate or Commercial Real Estate Certificate, or who want to better understand the basics of the real estate profession in regards to the law.

GOALS

In this course students will:

- Students will discover aspects of TAA Rental Application and Lease Contract Guaranty
- Students will learn concepts of the Texas Property Code Chapters 91 and 92
- Students will technology to familiarize themselves with the TAA Apartment Lease Contract
- Students will explore the Harris County Justice of Peace system from the internet

LEARNING OUTCOMES

Students will demonstrate mastery of these objectives by

- Identify a correctly completed Rental Application and Lease Contract
- Recognize all self-help remedies available to property manager for rent collection
- Describe in detail how to complete a residential eviction
- Develop a process to complete a deposit disposition within the appropriate legal guidelines

PREREQUISITE

RELE 1015 Property Management

REQUIRED TEXTBOOK

Program book is *The 7 Secrets to Successful Apartment Leasing: Find Quality Renters, Fill Vacancies, and Maximize Your Rental Income* by Eric Cumley.

COURSE REQUIREMENTS AND EXPECTATIONS

Student will also participate in team discussion and recommendation exercises. There will be lab time to complete all assignments.

ATTENDANCE

To fully benefit from the class, students are expected to attend all classes.

REQUIREMENTS FOR COURSE COMPLETION CERTIFICATE

To receive a Certificate of Completion and Continuing Education Units, students must meet the following requirements:

- Attend at least 80% of scheduled class time
- Complete the course lab demonstrating 80% mastery of course concepts or equivalent skills demonstration to instructor.

LABS GUIDELINES

- Students are not allowed to modify the local computers and are prohibited from uploading files or programs.
- Students are asked to return the computer to its original condition at the end of each class period.
- Students should backup all work on a personal storage device, such as a flash drive, zip drive, floppy disk etc. Any information saved onto HCC computers may be deleted at any time.
- No food or drinks are allowed in the classrooms or lab.
- Students are not allowed in the lab without the supervision of instructor or lab aide.

OPPORTUNITIES FOR STUDENT-FACULTY INTERACTION

Students are encouraged to ask questions and request clarification or guidance as needed during class. A question and answer period is always provided.

OPPORTUNITIES FOR CAREER EXPLORATION

Topics relevant to future employment and career exploration opportunities will be presented to the students, including certification and degree prospects.

OPPORTUNITIES FOR SUPPLEMENTAL INSTRUCTION

Students are informed of instructional aids and resources, including books, other publications, and web sites relevant to the course.

SPEAKER FORUM

At the discretion of the instructor, speakers may be invited to address the class on pertinent topics.

CELL PHONES AND PAGERS

Cell phones and pagers can be disruptive during class. Please turn these devices off or set to mute while in the classroom or student lab.

WITHDRAWAL AND REFUND POLICY

Please refer to your schedule for withdrawal and refund policy.

DISABILITY SERVICES

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. The Southwest College Disability Services Office phone number is 713-718-7909.

COURSE CONTENT

- Review of the following TAA documents: Rental Application for Residents and Occupants, Apartment Lease Contract, and Lease Contract Guaranty.
- Review of the Texas Property Code to understand how to properly and legally manage residents during occupancy.
- Review of proper procedures for resident termination in conjunction with Texas law.

STUDENT ASSESSMENT

Student's performance will be evaluated based on classroom interaction and assignment completion, teacher observation and class participation. An end of course exam or final project may also be given.

Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities

What are the symptoms?

High fever, rash or purple patches on skin, light sensitivity, confusion and sleepiness, lethargy, severe headache, vomiting, stiff neck, nausea, and seizures. There may be a rash of tiny, red-purple spots caused by bleeding under the skin, which can appear anywhere on the body. The more symptoms, the higher the risk. If these symptoms appear, seek immediate medical attention.

How is bacterial meningitis diagnosed?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the disease transmitted?

The disease is transmitted when people exchange saliva (by kissing or sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How do you increase your risk of getting bacterial meningitis?

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. Living in close conditions such as a room/suite, dorm or group home.

What are the possible consequences of the disease?

Death (in 8 to 24 hours from perfectly well to dead), permanent brain damage, kidney failure, learning disability, hearing loss, blindness, limb damage (fingers, toes, arms, legs) that requires amputation, gangrene, coma, and convulsions.

Can the disease be treated?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for those living in close quarters and college students 25 years of age or younger.
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe; the most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at City of Houston health clinics.

For more information, contact your own health care provider, your local or regional Texas Department of Health Office at 713-767-3000, or go to the Web sites at: <http://www.cdc.gov/ncidod/dbmd/diseaseinfo>; www.acha.org