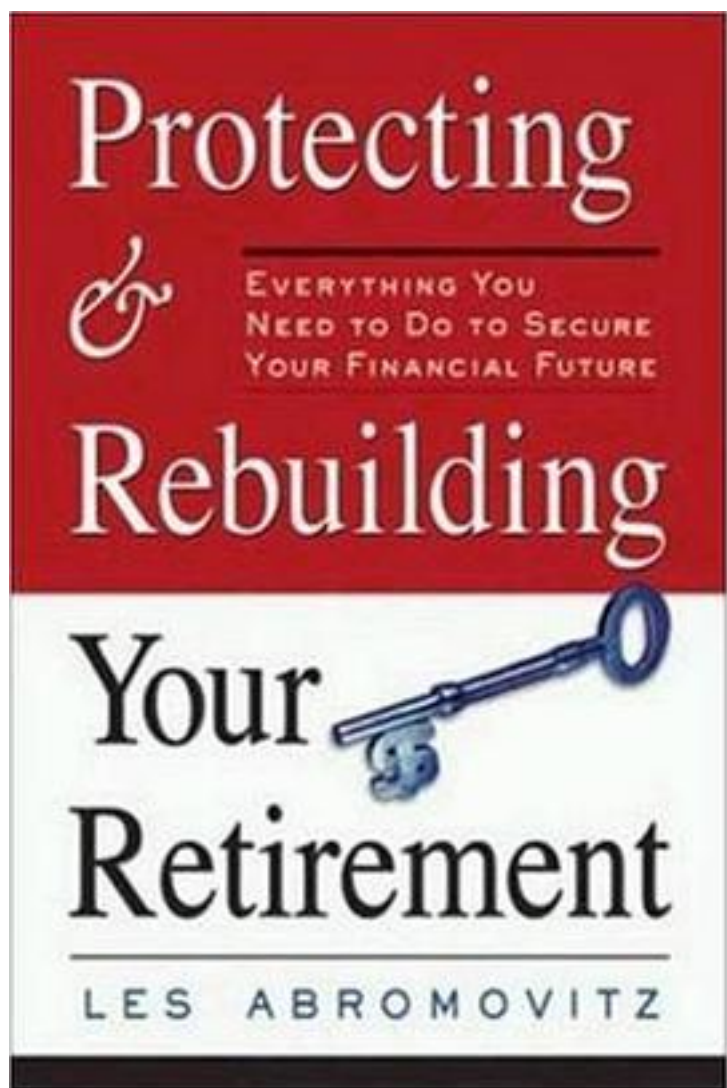


Protecting and Rebuilding Your Retirement



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出版者:AMACOM

出版时间:2003-8

装帧:

isbn:9780814471852

"Making money through real estate investments isn't as simple as buying up property and hoping for the best - you have to know what you're doing. The fact is, how you manage a property directly affects how profitable it will be. "The Property Management Tool Kit" goes beyond the basics, giving you all the guidance you need to successfully manage your properties, avoid pitfalls, and make a profit. You'll find out how to: add value to your property, including which improvements to make or avoid; address legal concerns, tenant issues, and administration and maintenance; handle monetary factors such as cash flow, record-keeping, and rent collection; expand your portfolio and establish financial goals; and, hire a team, partner with vendors, and use advertising. In addition, you'll find helpful management tools: a market survey; rental criteria; and sample documents and forms, including a rental application, a lease, a guest screening card, rules and regulations, renewals, a vacancy report, a maintenance log, and much more. Practical and informative, this is the one book you need to successfully manage your properties".

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