

**Property Management – Specification of Competency Standards****Unit of Competency****Functional Area : Property Management Services for Owners,  
Tenants and the Community (Records on Management Matters)**

|                          |   |  |
|--------------------------|---|--|
| 1. Name                  | Verify the records on property management matters   |  |
| 2. Code                  | PMZZOS302A  |  |
| 3. Range                 | Functions include to verify and approve on applications, ensure residents' informations are correct and complete, and to confirm the content of incidents reports   |  |
| 4. Level                 | 3   |  |
| 5. Credit                | 3   |  |
| 6. Competency            | <u>Performance Requirement</u>  |  |
|                          | 6.1 Confirm the content of documents, reports and records   | <ul style="list-style-type: none"> <li>● Can ensure that there is a complete record of residents</li> <li>● Can confirm the contents of occurrence books and incident reports are correct</li> <li>● Initial checking on renovation and other types of applications</li> </ul> |
| 7. Assessment Guidelines | <p>The integral outcome requirements are:</p> <p>(i) Able to understand the contents of both routine and non-routine incidents reports, confirm the correctness of information provided and be able to follow up and respond to the matter</p> <p>(ii) Able to understand the details of various types of applications and the criteria for granting approval, to decide on whether applicants have fulfilled the qualifications stipulated and to follow up, approve and keep record</p> |  |
| 8. Remarks               |   |  |