

## Property Management – Specification of Competency Standards

### Unit of Competency

#### Functional Area : Property Management Services for Owners, Tenants and the Community (Leasing)

1. Name	Handle lease management matters and liaise with tenants	
2. Code	PMZZOS407A	
3. Range	Arrangement of lease matters such as renting out, lease renewal, contract signing, collection of rent according to lease terms and enforcement of lease terms	
4. Level	4	
5. Credit	6	
6. Competency	<u>Performance Requirement</u>	
	6.1 Understand legislations on lease management and lease terms	<ul style="list-style-type: none"> <li>● Understand legislations in relation to leases between landlords and tenants and lease terms</li> </ul>
	6.2 Execution of lease document	<ul style="list-style-type: none"> <li>● Able to liaise and communicate with the owner(s) holding majority shares, the developer, the tenants, etc. in order to assist in lease negotiations and renewal matters</li> <li>● Able to assist in liaising with owner(s) holding majority shares or developer in fitting out arrangements and the execution of lease documents, etc.</li> <li>● Able to make appropriate arrangements on renting out and handing over of flat / shop units</li> </ul>
	6.3 Liaison with tenants	<ul style="list-style-type: none"> <li>● Able to represent landlords in on-site inspections with potential tenants of flat / shop units</li> </ul>
	6.4 Enforcement of lease terms	<ul style="list-style-type: none"> <li>● Able to assist in monitoring of enforcement of lease terms, and to handle and follow up on irregularities</li> <li>● Able to record regularly on collection of lease-related payments and to recover overdue payments according to laid down procedures</li> </ul>
7. Assessment Guidelines	<p>The integral outcome requirements are:</p> <p>(i) Able to effectively apply knowledge in leases, in planning of lease renewal and process, and exercise discretion with relevant departments to complete the renewal and execute the lease document within the stipulated timeframe</p> <p>(ii) Able to communicate to tenants on lease terms and management rules, monitor the overall enforcement of lease terms, and in accordance with the need of a particular circumstances liaise and cooperate with relevant departments to handle and follow up on irregularities</p>	
8. Remarks		