

Property Management – unit outlines

CPPDSM4007A – Identify Legal and Ethical Requirements of Property Management to Complete Agency Work

This unit of competency specifies the outcomes required to meet the core legal and ethical requirements associated with property management. This includes awareness of the legislation dealing with the leasing and management of property, the role and responsibility of agency personnel in property management, the recording of property management transactions and the completion of property management documentation.

- Apply knowledge of property management
- Develop knowledge of property management process
- Handle moneys
- Identify roles and responsibilities of agency personnel in property management
- Use key register

CPPDSM4010A – Lease Property

This unit of competency specifies the outcomes required to administer the leasing of all types of property. It includes screening tenant enquiries, conducting inspections, obtaining and reviewing tenancy applications, completing tenancy agreements or lease documentation, placing tenants in property and recording tenancy arrangements.

- Screen tenant enquiries
- Undertake property inspection
- Obtain and review tenancy applications
- Complete tenancy documentation and place tenant in property
- Record tenancy arrangements

CPPDSM4011A – List Property for Lease

This unit of competency specifies the outcomes required to list all types of property and businesses for lease. It includes implementing procedures for promoting agency's property management services, establishing client requirements, planning and delivering property listing presentations, finalising listings for the lease of property, and recording and acting on client instructions. This unit does not address listings for property sales or the actual marketing or lease of the property under an agency contract.

- Promote agency's property management services
- Establish client requirements
- Plan property listing presentation
- Deliver property listing presentation
- Finalise property listing
- Record and act on instructions

CPPDSM4013A – Market Property for Lease

This unit of competency specifies the outcomes required to market all types of property and businesses for lease. It includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities.

- Develop marketing plan for property
- Check marketing materials
- Implement marketing activities
- Review and report on marketing activities and plan

CPPDSM4016A – Monitor & Manage Lease or Tenancy Agreement

This unit of competency specifies the outcomes required to manage properties during the term of leases or tenancy agreements. It includes implementing the conditions of leases and tenancy agreements, responding to requests from tenants and landlords and managing the renewal and termination of leases and tenancy agreements.

- Implement conditions of lease or tenancy agreement
- Respond to enquiries from tenants and landlords
- Plan for renewal of leases and tenancy agreements
- Manage renewals of leases and tenancy agreements
- Manage termination of lease or tenancy agreement on behalf of landlord
- Respond to termination of lease or tenancy agreement initiated by tenant.

CPPDSM4049A – Implement Maintenance Plan for Managed Properties

This unit of competency specifies the outcomes required to develop and implement a maintenance plan for all types of managed properties. It includes determining property maintenance requirements, establishing a property maintenance plan, establishing and maintaining a key register, monitoring the security of managed properties and implementing and reviewing the property maintenance plan.

- Determine property maintenance requirements
- Develop property maintenance plan
- Establish key register
- Implement property maintenance plan
- Monitor security of managed properties
- Review property maintenance plan

CPPDSM4066A – Plan & Coordinate Property & Facility Inspection

This unit of competency specifies the outcomes required to plan and coordinate a property or facility inspection to evaluate its condition, worth and redevelopment requirements. It requires the ability to plan and document work activities effectively, monitor and conduct inspection tasks and record and report results of the inspection.

- Plan property or facility inspection
- Conduct property or facility inspection
- Review and report inspection outcomes