

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

1. Name	Carry out lease management matters and enforce lease terms	
2. Code	PMZZOS205A	
3. Range	Carrying out works on lease management according to instructions, particularly in enforcement of lease terms and handling lease matters at frontline level	
4. Level	2	
5. Credit	1.5	
6. Competency	<u>Performance Requirement</u>	
	6.1 Enforcement of lease terms and handle lease matters	<ul style="list-style-type: none"> ● Can carry out collection of lease related charges according to prescribed guidelines ● Can handle handover of flat or shop unit according to prescribed guidelines ● Can assist in enforcement of lease terms, and report any irregularities to superiors
7. Assessment Guidelines	The integral outcome requirements are: Can follow the content of leases and prescribed guidelines to carry out basic leasing matters correctly, and report to superiors on irregularities identified	
8. Remarks	This unit include enforcement of lease terms and handle lease matters	