

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

1. Name	Lead subordinates in handling lease management matters and enforcement of lease terms	
2. Code	PMZZOS307A	
3. Range	Leading subordinates in handling works on lease management, particularly in following up enforcement of lease terms	
4. Level	3	
5. Credit	3	
6. Competency	<u>Performance Requirement</u>	
	6.1 Know about lease terms	<ul style="list-style-type: none"> <li>● Know about lease terms and covenants in the deeds, and understand the scope of works, including lease-related payments, lease periods, obligations and liabilities of the landlords and tenants, the handling of irregularities, etc.</li> </ul>
	6.2 Supervise subordinates	<ul style="list-style-type: none"> <li>● Can supervise subordinates in the collection of various fees in relation to leases, and keep payment records</li> <li>● Can supervise subordinates in handling handover matters in relation to leased units or shops, and to follow up outstanding matters</li> <li>● Can supervise subordinates in the enforcement of lease terms, and to handle general irregularities and to report these matters to superiors</li> <li>● Can lead subordinates to carry out patrol duties according to instructions</li> </ul>
7. Assessment Guidelines	The integral outcome requirements are: Able to apply knowledge on lease terms and practical experience, lead subordinates in effectively execute leasing matters, including common scenarios and non-routine occurrences and breaches of lease terms	
8. Remarks		