



Australian Government

CHCSOH019 Manage head lease

Release: 1

CHCSOH019 Manage head lease

Modification History

Release 1. CHCSOH019 Manage head lease supersedes and is not equivalent to CHCSOH008 Manage head lease.

Application

This unit describes the performance outcomes, skills and knowledge required to identify, acquire and manage properties head leased from the private rental market.

This unit applies to work in a social housing context. Workers exercise judgement and sensitivity when working with clients and landlords within clearly defined processes and procedures.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Social Housing

Unit Sector

Community Services

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify property needs of organisation.
2. Identify and acquire

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify organisational needs regarding tenancy mix, budget, income stream projection and property portfolio projection to plan leasehold property acquisition strategy.
- 1.2. Research market conditions to ensure strategy is achievable.
- 1.3. Develop leasehold property acquisition strategy according to organisational needs analysis.
- 2.1. Promote organisation to landlords and agents and explain

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| leasehold properties. | principles of social housing and organisational goals and objectives. |
| | 2.2. Inspect property for suitability for tenant mix and assess against organisational budgetary requirements. |
| | 2.3. Prepare written head tenancy agreement with landlord. |
| 3. Manage leasehold properties. | 3.1. Build and maintain relationship with landlords and agents. |
| | 3.2. Prepare and complete tenancy documentation according to organisational policies and procedures and legislative requirements. |
| | 3.3. Keep accurate records of all tenancy documentation. |
| | 3.4. Identify and communicate rights and responsibilities of landlords and agents. |
| | 3.5. Discuss and resolve insurance issues with landlord. |
| | 3.6. Conduct property inspections and management activities as agreed with landlords and agents. |
| 4. Manage end of lease. | 4.1. Negotiate end of tenancy issues and responsibilities with landlords and agents according to organisational policies and procedures and legislative requirements. |
| | 4.2. Facilitate rights of all parties in finalising end of tenancy. |
| | 4.3. Prepare reports and provide to parties. |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>