



Australian Government

CPPREP4124 End tenancy

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 8.0.

New unit of competency.

Application

This unit specifies the skills and knowledge required to finalise a tenancy.

It includes determining circumstances in which tenancy agreements may be ended, processes and documentation to end tenancy agreements, processes to re-let property and issues that may arise from termination of tenancy agreements.

This unit applies to people currently working in or seeking to work in real estate.

State or territory licensing requirements may apply to this unit.

Pre-requisite Unit

Nil

Unit Sector

Real estate

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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|---|---|-----|---|
| 1 | Respond to landlord request to end tenancy. | 1.1 | Identify and record circumstances for ending tenancy. |
| | | 1.2 | Notify landlord of responsibilities and obligations according to tenancy agreement and legislative requirements and record communication. |
| | | 1.3 | Communicate request to end tenancy to tenant and identify options to provide additional services. |
| | | 1.4 | Prepare documentation to end tenancy and provide to tenant according to legislative requirements. |

- 1.5 Document termination date and the processes undertaken to end tenancy.
- 2 Respond to tenant request to end tenancy.
 - 2.1 Identify and record circumstances for ending tenancy.
 - 2.2 Notify tenant of responsibilities and obligations according to tenancy agreement and document communication.
 - 2.3 Communicate request to end tenancy to landlord and identify options to provide additional services.
 - 2.4 Prepare documentation to end tenancy and provide to tenant according to legislative requirements.
 - 2.5 Document termination date and the processes undertaken to end tenancy.
- 3 Terminate tenancy due to breach of conditions.
 - 3.1 Notify tenant of breach according to legislative requirements, discuss rectification and obligations according to tenancy agreement and record communication.
 - 3.2 Record communication with landlord about breach of tenancy including instructions for action.
 - 3.3 Action processes to terminate tenancy when resolution of issues cannot be reached.
 - 3.4 Collate evidence of breach of tenancy and prepare documentation to take legal possession of property according to legislative requirements.
- 4 Coordinate end of tenancy.
 - 4.1 Prepare outgoing property inspection report according to legislative requirements.
 - 4.2 Negotiate with tenant for rectification of issues with regard to property condition and refer unresolved issues for external review.
 - 4.3 Identify arrangements for bond release according to legislative requirements.
 - 4.4 Implement process to re-let property.

Foundation Skills

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

Unit Mapping Information

No equivalent unit.

New unit of competency.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>