



Australian Government

Assessment Requirements for CPPREP4204 Establish commercial property lease

Release: 1

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Modification History

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

Supersedes but is not equivalent to CPPDSM4041A Contribute to development of a tenancy mix strategy, CPPDSM4050A Lease industrial, commercial and retail property and CPPDSM4063 Participate in developing and establishing property or facility contracts.

Merged to reduce duplication. Updated to the Standards for Training Packages.

Performance Evidence

To demonstrate competency in this unit, a person must negotiate, draft and prepare for finalisation, leases for two commercial properties. These properties must come from two of the following categories:

- industrial
- office
- retail.

In doing this, the person must meet the performance criteria for this unit.

Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- legislation and regulations governing the lease of commercial property in the state or territory of operation
- agency documentation required to be completed and maintained when leasing commercial property
- factors that can lead to breach of lease
- financial obligations of lessee
- lease structures and requirements for different categories of commercial property:
 - office
 - industrial
 - retail
 - healthcare
 - leisure
 - warehouses

- multi-family
- land use controls for different types of commercial properties
- legislative requirements for retail leases
- processes for establishing commercial lease agreements:
 - acceptance and consideration
 - agreement to lease
 - letters of intent
 - negotiations containing offers
 - relative lessee or lessor obligations
- ethical standards, regulatory requirements and role of agents in leasing commercial property
- common terms and conditions of commercial property leases
- considerations when qualifying lessees for lease of commercial property
- information normally contained in disclosure statements associated with the lease of commercial property
- rent review mechanisms and methods:
 - fixed percentage increase
 - consumer price index (CPI) percentage increase
 - market review
 - agreed amount
- situations requiring local government approval associated with the lease of commercial property
- tenancy mix requirements for commercial property.

Assessment Conditions

Assessors must satisfy the requirements for assessors listed in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- materials and equipment meeting the operational requirements for a real estate agency, including:
 - policies, procedures and documentation relating to lease of commercial property
 - legislation in the state or territory of operation relating to lease of commercial property
 - equipment, communication and data access and storage technology required to prepare documentation for the lease of commercial property
- lessees, lessors and information to support the lease of two different types of commercial property.

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>