



Australian Government

CPPREP4235 End 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.

New unit of competency.

Application

This unit specifies the skills and knowledge required to end a commercial property lease.

It includes analysing lease documentation to clarify the circumstances of termination and obligations of lessors and lessees, and monitoring and negotiating termination processes including make good, handover and financial settlement.

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 what needs to be done to demonstrate achievement of the element.
1. Respond to request to terminate commercial property lease.	1.1 Receive request to end lease and clarify circumstances requiring termination. 1.2 Analyse lease documentation to verify conditions of termination and confirm lessor and lessee responsibilities. 1.3 Clarify make-good obligations and property handover requirements. 1.4 Inform lessor and lessee of termination request according to agency requirements. 1.5 Document request to terminate lease according to legislative requirements. 1.6 Seek specialist advice as required to clarify contractual

	obligations and inform lessor and lessee.
2. Implement and monitor processes to terminate commercial property lease.	2.1 Notify lessor and lessee of responsibilities and obligations associated with lease termination. 2.2 Consult with lessee to monitor satisfactory completion of make-good requirements. 2.3 Conduct and document property inspection to verify outgoing property condition according to terms and conditions of lease. 2.4 Facilitate financial settlement according to terms and conditions of lease. 2.5 Record financial transactions according to legislative requirements.
3. Finalise termination of commercial property lease.	3.1 Organise and monitor property handover procedure to lessor satisfaction. 3.2 Negotiate with lessor and lessee to resolve areas of conflict. 3.3 Identify breach of lease terms and conditions, and implement actions required for resolution according to agency requirements. 3.4 Complete and secure end of lease documentation according to legislative requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- writing skills to record observations during property inspections
- reading skills to interpret lease documents that may include legal terminology
- speaking skills to negotiate and resolve conflict
- numeracy skills to calculate financial payments for lease settlement
- problem-solving skills to recognise breaches of lease and apply specific lease clauses to circumstances of termination.

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>

