



Australian Government

CPPDSM4031 Arrange lease of space

Release: 1

CPPDSM4031 Arrange lease of space

Modification History

Release 1.

Replaces superseded equivalent CPPDSM4031A Arrange lease of space.

This version first released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to arrange and formalise lease arrangements for the use of space. It requires the ability to determine lease requirements, coordinate lease documentation, and formalise and review lease processes.

The unit supports workers in the property industry who are involved in arranging and formalising lease arrangements for the use of space. It applies to real estate agents, property managers, strata managers and facility managers.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States and Territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Strata community management

Unit Sector

Property services

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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|----------------------------------|---|
| 1. Establish lease requirements. | 1.1. <i>Space</i> lease requirements are determined. |
| | 1.2. <i>Client needs</i> are confirmed and clarified using appropriate interpersonal techniques. |
| | 1.3. Lease terms and conditions are identified. |

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| | 1.4. | Retention strategies are devised and marketed to selected tenants. |
| | 1.5. | Situations requiring specialist advice are identified and assistance is sought as required. |
| 2. | Arrange lease agreement. | 2.1. <i>Lease agreement</i> is arranged. |
| | 2.2. | Accurate and relevant exchange of information with legal advisers is facilitated using appropriate interpersonal techniques. |
| | 2.3. | Lease documentation is reviewed to ensure it is accurate and meets client, legal and organisational requirements. |
| | 2.4. | Necessary amendments to documents are arranged prior to lease execution. |
| 3. | Formalise lease arrangements. | 3.1. Lease arrangements are implemented and standard lease documentation is completed. |
| | 3.2. | Lease documentation is stamped and registered. |
| | 3.3. | Copies of lease contracts are distributed to contracting parties to confirm respective obligations. |
| | 3.4. | Agents are appointed to facilitate completion of leasing arrangements. |
| | 3.5. | Lease records and relevant information are securely stored. |
| 4. | Review lease arrangements. | 4.1. Lease arrangements and documentation are reviewed. |
| | 4.2. | Variations to lease requirements are identified and negotiated with contracting parties, and amendments are made according to client, legislative and organisational requirements. |
| | 4.3. | Lease arrangements are monitored. |
| | 4.4. | Business equipment and technology are used to maintain and securely store relevant documentation. |

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.

Skill	Performance feature
Learning skills to:	maintain current knowledge of leasing procedures.
Numeracy skills to:	perform routine calculations associated with preparing lease documentation.
Oral communication skills to:	ask questions to clarify space requirements with potential tenants.
Reading skills to:	read and interpret standard lease documentation.
Technology skills to:	use business technology to prepare, store and retrieve lease documentation.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Space must include at least one of the following:	- buildings - car parking - facilities - land - lettable areas - properties.
Client needs must include at least two of the following:	- developing fit-out guidelines for builders - facilitating transaction by separately meeting with fit-out and legal advisers - managing fit-outs to preserve building services - observing building rules.
Lease agreements must include:	- acceptance and consideration - agreement to lease - building rules - existing partitioned space - fit-outs - heads of agreement - lessee and lessor obligations - letters of intent - negotiations containing offers.

Unit Mapping Information

CPPDSM4031A Arrange lease of space

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPDSM4031 Arrange lease of space

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Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also arrange and formalise a lease for the use of three of the following different spaces:

- building
- car park
- facility
- land
- lettable area
- property.

For each of the above spaces, the person must:

- determine requirements for lease of space through an accurate assessment of client needs and identification of lease terms and conditions
- devise and market retention strategies to selected tenants
- implement lease arrangements, including appointing an agent to facilitate the completion of lease arrangements
- apply knowledge of organisation's practices, ethical standards and legislative requirements associated with the lease of space
- monitor lease arrangements against lease agreement requirements, and safely and securely maintain associated documentation
- organise the preparation of lease documentation, reviewing it for accuracy and arranging necessary amendments.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- common lease terms and conditions
- contract law applied to property leasing
- government duties and taxes as applied to lease documentation

- legal operations for lease preparation
- limitations of own work role, responsibilities and professional abilities
- organisational and professional procedures, ethical practices, and business standards relating to arranging leases
- key requirements of federal, state or territory legislation and local government regulations relating to:
 - anti-discrimination
 - consumer protection
 - environmental issues
 - equal employment opportunity (EEO)
 - financial probity
 - privacy
 - property sales, leasing and management
 - work health and safety (WHS)
- types of property leases
- WHS issues and requirements relating to arranging lease of spaces.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
 - computer system with internet, email and printing facilities
- specifications:
 - organisational leasing policies and procedures
 - organisational tenant retention strategies
 - standard leasing documentation
- physical conditions:
 - spaces to lease and associated client requirements
 - potential tenants
- relationship with team members and supervisor:
 - member of a work team in a property industry context.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the *Standards for Registered Training Organisations* (RTOs) current at the time of assessment.

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