



Australian Government

CPPREP4121 Establish landlord relationships

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 CPPDSM4011A List property for lease, CPPDSM4013A Market property for lease, CPPDSM4016A Monitor and manage lease or tenancy agreement.

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

Application

This unit specifies the skills and knowledge required to establish landlord relationships to support property management.

It includes establishing an agreement with a landlord to provide residential property management services and maintaining the relationship including keeping records of interactions with landlords.

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 | Confirm scope of landlord requirements. | 1.1 | Identify ethical and conduct standards for listing properties for lease and/or management. |
| | | 1.2 | Confirm landlord experience and expectations for property management. |
| | | 1.3 | Confirm scope of property management services. |

		1.4	Review rental appraisal to confirm rental price range expectation with landlord.
		1.5	Record details of property inspection according to legislative requirements.
2	Complete property management agreement.	2.1	Prepare agreement for property leasing and/or management services.
		2.2	Document landlord acceptance of fees, charges and services to be provided.
		2.3	Complete agreement for property management according to agency practice and legislative requirements.
3	Establish framework for communication.	3.1	Develop landlord communication plan, including frequency of communication and details to be provided in the communication.
		3.2	Advise landlord about contact people within the property management team.
		3.3	Establish communication protocols for repairs and maintenance.
		3.4	Determine landlord expectations for tenant selection and ongoing tenancy management.

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:

- technology skills to access information using the internet, databases and business records management systems.

Unit Mapping Information

No equivalent unit.

Supersedes but is not equivalent to:

- CPPDSM4011A List property for lease
- CPPDSM4013A Market property for lease

- CPPDSM4016A Monitor and manage lease or tenancy agreement.

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>