



Australian Government

CPPREP4202 Establish and maintain vendor and lessor relationships and networks

Release: 2

CPPREP4202 Establish and maintain vendor and lessor relationships and networks

Modification History

Release 2 This version first released with CPP Property Services Training Package Release 10.2

Changes to Performance Evidence and Assessment Conditions.

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 attract and retain vendors and lessors for commercial property listings.

It includes working with vendors and lessors to provide agency services that meet their needs and preferences, conducting market research to identify factors impacting property sale or lease, and setting up processes to manage vendor and lessor communications.

The unit applies to industry professionals 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 what needs to be done to demonstrate achievement of the element.
1. Prospect to attract potential vendors and lessors.	1.1 Identify and plan suitable prospecting methods to attract commercial property sale or lease listings according to agency requirements. 1.2 Apply prospecting methods to establish relationships with

	potential vendors and lessors. 1.3 Explain agency commercial sales and leasing services that meet specific vendor and lessor preferences and requirements. 1.4 Respond to vendor and lessor questions or concerns and provide suitable information or services. 1.5 Record communications with potential vendors and lessors according to agency requirements.
2. Confirm client requirements for sale or lease of commercial property.	2.1 Identify and record client needs and preferences for sale or lease of commercial property. 2.2 Clarify and record property ownership, use and contractual arrangements that may impact on sale or lease. 2.3 Clarify tenancy mix required for commercial property. 2.4 Research, analyse and record commercial property and market information to identify factors impacting sale or lease according to property type and use. 2.5 Prepare information and advice to support client needs and preferences and clarify their issues and concerns.
3. Complete documentation for listing of commercial property.	3.1 Explain sale or lease process to client and check understanding of agency and client requirements. 3.2 Prepare and complete agency documentation for listing according to legislative requirements. 3.3 Secure and maintain client documentation according to agency requirements.
4. Seek feedback.	4.1 Plan communication methods and timeframe for feedback on sale or leasing process with client. 4.2 Apply communication processes with client and record outcomes according to agency requirements.

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>

Assessment Requirements for CPPREP4202 Establish and maintain vendor and lessor relationships and networks

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Performance Evidence

To demonstrate competency in this unit, a person must:

- develop a prospecting plan with timeframes and activities to attract potential vendors and lessors for the sale and lease of commercial property
- establish a vendor relationship and complete required agency documentation for the listing of one commercial property for sale
- establish a lessor relationship and complete required agency documentation for the listing of one commercial property for lease.

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:

- agency documentation required to be prepared and executed for the listing of commercial properties for sale and lease
- communication processes to provide vendors and lessors with feedback on the sales and leasing processes
- factors that can impact the sale or lease of commercial property and strategies for addressing these factors:
 - property ownership
 - land use, zoning and approvals
 - contractual arrangements
 - property attributes
- legislation relating to the sale or lease of commercial property in state or territory of operation
- prospecting purpose and methods used in real estate to attract commercial listings

- regulatory and ethical responsibilities and role of agents when managing relationships with vendors and lessors:
 - duty of disclosure
 - maintaining client privacy and confidentiality
 - providing accurate information
- scope of agency commercial sales and leasing services:
 - marketing activities
 - services provided
- methods for planning tenancy mix to suit commercial property
- vendor and lessor expectations.

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 for establishing vendor and lessor relationships for commercial sales and leasing including listing agreements
 - legislation in the state or territory of operation relating to the sale or lease of commercial property
 - equipment, communication and data access and storage technology required to develop, manage and monitor vendor and lessor relationships
- agency documentation required for listing a commercial property for sale
- agency documentation required for listing a commercial property for lease.

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