



**Australian Government**

# **Assessment Requirements for CPPREP4233 Manage lessee relationships - commercial**

**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 CPPDSM4062A Occupy space.

Updated to the Standards for Training Packages.

## **Performance Evidence**

To demonstrate competency in this unit, a person must develop and manage two lessee relationships. These must include:

- completing at least one new lease agreement
- co-ordinating and undertaking at least one inspection
- organising the exercise of option or renewal of lease
- actioning at least 2 lessee contingency requests.

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 completed when managing lessee relationships for commercial property
- fit-out, repair and make-good obligations of lessees of commercial property
- legislation relating to the lease of commercial property in the state or territory of operation
- methods for calculating and collecting rent and outgoings for commercial property
- methods for preparing a tenancy schedule
- needs of lessees in different types of commercial property:
  - industrial
  - retail
  - office
- purpose and types of option clauses in commercial leases
  - methods by which lessees can exercise their options
  - time limits for exercising options
- ethical standards, regulatory requirements and role of real estate agents when managing lessee relationships for commercial property
- requirements for subletting and assignment of a commercial lease

- types of outgoings required to be paid by lessees of a commercial property
- types of securities, guarantees and insurance required to protect lessors of 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:
  - policies, procedures and documentation for managing lessee relationships for 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 develop, manage and monitor lessee relationships
- two lessees and arrangements for 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>