

**Specification of Competency Standards**  
**for the Property Management Industry**  
**Unit of Competency**

Functional Area - Property Management Services for Owners, Tenants & the Community

Title	Carry out lease management matters and enforce lease terms
Code	110505L2
Range	Leasing works, applicable to frontline employees in enforcing the lease terms and handling the lease matters as instructed
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Understand the leasing terms and leasing matters</p> <ul style="list-style-type: none"> <li>• Understand the general terms and execution details of the lease</li> <li>• Understand the basic work of general leasing</li> </ul> <p>2. Enforce the lease terms and handle lease matters</p> <ul style="list-style-type: none"> <li>• Be able to collect various types of rental charges under prescribed guidelines, and pay attention to cases of late or rent arrears, and follow up immediately to avoid worsening of the situation</li> <li>• Be able to lead tenants to inspect flats/shop units and facilities, explain the main lease terms and fitting-out rules</li> <li>• Be able to handle the handover of rental units and shops in accordance with the prescribed guidelines and make clear records</li> <li>• Be able to check and inspect rental properties, assist in enforcing the terms of the lease, and report violations to superiors</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be able to understand the general terms and execution details of the lease, as well as the basic work of general lease; and</li> <li>• Be able to correctly perform basic leasing tasks and handle charges according to the provisions of lease and prescribed guidelines, be able to understand and distinguish violations, then follow up according to instructions and report to superiors.</li> </ul>
Remark	