

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

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

Title	Consolidate trade mix and manage leasing matters
Code	110508L5
Range	Lease management, applicable to assessment of rental returns, analyzing market conditions, and integrating tenant portfolios
Level	5
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Proficient in leasing market</p> <ul style="list-style-type: none"> <li>• Analyse the development and trend of the leasing market</li> <li>• Proficient in the methods of analysis on rental returns and tenant mix</li> </ul> <p>2. Analyse rental information</p> <ul style="list-style-type: none"> <li>• Be able to analyse and follow up on the account of rental income, calculate cash flow, financial return, vacancy rate and its impact</li> <li>• Be able to analyse market developments and trends, assess rental returns and benefits, and make recommendations on planned rent levels and adjustment ratios</li> </ul> <p>3. Devise tenant mix</p> <ul style="list-style-type: none"> <li>• Be able to provide information on property valuation and seek for suitable tenants</li> <li>• Be able to analyse market conditions, flexibly arrange and integrate tenant mix, make recommendations to landlords or developers, and make corresponding arrangements for improving the property environment and facilities</li> <li>• Be able to maintain close communication with landlords, developers and tenants to reach consensus on all aspects of the lease, lease terms and renewal</li> </ul> <p>4. Monitor overall lease management</p> <ul style="list-style-type: none"> <li>• Be able to coordinate the handover of leased flats/shop units to ensure a smooth process</li> <li>• Be able to monitor the execution of the provisions of the lease in overall and the management of the lease, and submit regular reports to landlords or developers to review the current lease and make suggestions for improvement</li> <li>• Be able to analyse and assess the needs and expectations of the market, tenants and customers, and make suggestions for improvement of the overall property environment, facilities and services, etc., to ensure that the property facilities, services and environment meet the expectations of the market and customers, and thus obtain an ideal rental return at the same time</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be able to analyse the development and trends of the leasing market, be proficient in the methods of analysis on rental returns and tenant mix;</li> <li>• Be able to critically analyse leasing and market information, plan rent levels and adjustment ratios, plan and propose creative tenant mix in relation to market trends to cater for market needs and enhance returns; and</li> <li>• Be able to effectively monitor the overall leasing management, review the needs and expectations of the market, tenants and customers, collate the data of the service in leasing management, evaluate the overall service operations and make suggestions for improvement of the property environment, facilities and services.</li> </ul>

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Remark	
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