

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

Functional Area - Law in Practice relating to a Property

Title	Draft specifications for property management services contract, and execute the contract
Code	110556L4
Range	Drafting and execution of management contracts and service contracts, applicable to the drafting of the provisions of the management contracts and service contracts, and the execution of the contracts in accordance with the terms of the contracts
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand the content of service contracts</p> <ul style="list-style-type: none"> <li>• Thoroughly understand the content, nature of services and relevant legal requirements of management agreement and various service contracts</li> </ul> <p>2. Draft the specifications</p> <ul style="list-style-type: none"> <li>• Be able to draft work schedules and specifications listed in various service contracts according to the nature of the property, customer requirements and service level</li> <li>• Be able to draft the provisions that need to be revised for approval by the superiors in accordance with the provisions of the previous contract, the latest and practical situation</li> </ul> <p>3. Execute the contract</p> <ul style="list-style-type: none"> <li>• Be able to design inspection forms/record sheet for the quality control of regulatory services in accordance with the provisions of the contract, supervise the subordinates to perform the works of contractor management, and ensure the execution of contract by the contractors</li> <li>• Be able to enforce penalties, such as service charge deduction or issuance of warning letter, against contractors who fail to perform the terms of contract</li> <li>• Be able to implement property management services in accordance with the provisions of the management contract, and supervise the subordinates and contractors to provide services in accordance with the contract and performance pledge</li> <li>• Be able to prepare the reports that need to be submitted to clients or owners corporations on time according to the requirements of the contract, such as management reports, financial budgets, income and expenditure reports, audit reports, etc.</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 content, nature of services and relevant legal requirements of management agreement and various service contracts thoroughly;</li> <li>• Be able to draft the work schedules and specifications listed in various service contracts appropriately according to the nature of the property, customer requirements and service levels;</li> <li>• Be able to effectively supervise the work of the contractors in accordance with the provisions of the contract and ensure that the contractor fulfills the requirements of the contract; and</li> <li>• Be able to implement property management services in accordance with the provisions of the management contract, and prepare the reports submitted to clients or owners corporations on time.</li> </ul>
Remark	The requirement on writing specifications for repair or maintenance and construction contracts is not covered under this unit