

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

Functional Area - Law in Practice relating to a Property

Title	Well-understand and apply industry related ordinances in property management services
Code	110561L4
Range	Legal services and practices in property management, applicable to the application of legal knowledge of the property management industry when performing management works
Level	4
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand legal knowledge of the industry</p> <ul style="list-style-type: none"> <li>• Thoroughly understand the deed of mutual covenant of the building, the Building Management Ordinance and the legal knowledge related to the property management industry and understand thoroughly the related enforcement procedures</li> </ul> <p>2. Apply the law</p> <ul style="list-style-type: none"> <li>• Be able to understand the deed of mutual covenant of the building, the Building Management Ordinance and the laws relating to the property management industry, be able to comply with the relevant requirements when drafting the house rules, renovation guidelines, club house rules and regulations, or other work guidelines (e. g. guidelines on handling personal data).</li> <li>• Be able to deal with irregularities in properties, enquiries or complaints as required by laws and regulations, such as illegal construction, change of use of premises, unauthorized occupation of public space, or violations of the deed of mutual covenant of the building; and be able to explain the reasons to the owners, send letters requesting for restoration, and take further legal action in accordance with established procedures or instructions from superiors</li> <li>• Be able to follow appropriate procedures to collect information or evidence as needed for each case as a justification for future litigation</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 thoroughly the deed of mutual covenant, Building Management Ordinance and legal knowledge, and related enforcement procedures related to the property management industry; and</li> <li>• Be able to understand and apply the deed of mutual covenant of the building, the Building Management Ordinance and the laws relating to the property management industry, and be able to comply with the relevant requirements when drafting the house rules and guidelines, and be able to deal with the irregularities of the owners and take further legal action as required.</li> </ul>
Remark	