

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

Functional Area - Law in Practice relating to a Property

Title	Well-familiar with the property management services related ordinances in order to plan on the management works and procedures
Code	110562L5
Range	Legal services and practices in property management, applicable to the application of legal knowledge in property management industry in the planning of management work and implementation procedures
Level	5
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Proficient in legal knowledge of the industry</p> <ul style="list-style-type: none"> <li>• Be proficient in the deed of mutual covenant of the building, the Building Management Ordinance and the legal knowledge related to the property management industry and the related enforcement procedures</li> <li>• Be proficient in the important legal proceedings and court cases in the property management industry</li> </ul> <p>2. Apply the law</p> <ul style="list-style-type: none"> <li>• Be proficient in the deed of mutual covenant of the building, the Building Management Ordinance, and the laws and court cases related to the property management industry, and be able to apply them in the planning of management guidelines and work procedures, including planning and formulating the house rules, the fitting-out rules and application procedures, the rules and regulations of car park and club house, the visitor registration procedure, etc. or other work guidelines and procedures</li> <li>• Be able to apply legal knowledge to the work of property management and be able to make decisions legally, such as processing and approving the owner's application for renovation or modification, explaining the reasons to the owner clearly, or making specific recommendations to the owners</li> <li>• Be able to judge and apply appropriate handling methods and procedures in light of the information or evidence collected on a case basis, such as the methods to enter a private unit for maintenance of public facilities, and the responsibilities for the maintenance of rooftops or facades, etc.</li> <li>• Be able to seek professional legal advice properly, give appropriate advice to owners corporations, owners or clients, relevant staff or subordinates, and handle property management matters legally and effectively</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be proficient in the deed of mutual covenant of the building, the Building Management Ordinance and the legal knowledge, enforcement procedures and important court cases related to the property management industry; and</li> <li>• Be able to apply the knowledge in the planning of management guidelines and working procedures, be able to judge and adopt appropriate handling methods according to the data or evidence collected on the case basis, and be able to advise the owners corporation or clients according to legal opinions, and handle the property management affairs legally and effectively.</li> </ul>
Remark	