



## The Essentials of Property Management

### 2-day course



*This course provides tuition for  
**IWFM level 4 qualification unit FM4.16**  
See 'Professional Recognition' section below for details*

### **Aim**

To give FM's the knowledge and confidence to work effectively with property lawyers, agents, surveyors and other property professionals and become informed customers when acquiring, occupying and disposing of property.

### **Objectives**

By the end of this course you will be able to describe:

*The principles of good property management  
How to develop an effective workplace strategy  
How to match the property plan to the needs of the business  
The advantages & disadvantages of leasing vs. buying  
Typical office lease clauses and their meaning  
How to employ licences & agreements for lease  
How rates and service charges work  
How to acquire a building  
The different ways of leaving a property*

### **Course content**

#### **The Office Lease**

Typical lease clauses and their meaning  
Licences & Agreements for Lease  
Rent review  
Disposal  
Break clauses  
Service charges  
Scope for negotiation

#### **Acquiring a Building**

Tactics  
Lease or buy?  
Getting the best from your Agent  
The acquisition brief  
Rent free periods & service charge caps  
Typical mistakes and how to avoid them

## **Leaving the Property**

Assignment

Surrender

Subletting

Sale

Dilapidations and reinstatement etc.

Getting the best out of your letting agents

How to generate and track down enquiries

## **Rates, Service Charges**

Assessment and monitoring

Scope for reduction

## **The Principles of Good Property Management**

Developing an effective workplace strategy

The property audit: records, responsibilities, Regulations

Matching the property plan to the needs of the business

Reconciling the roles of asset management with occupational cost control

Using IT to standardise processes

Management skills required, in house or outsourced

## **Choosing & Using Professional Advisors**

What to look for

Developing an instruction brief & SLA

Service specifications

Fees, contract terms

Other tips for getting the best results and avoiding problems

## **Programme**

### **DAY ONE**

**Course Tutor: Ian Narbeth, DMH Stallard LLP**

**0930 Introduction to Leases and licences, the Institutional Property Market and the Institutional Lease**

**1015 An Introduction to Business Tenancies and Repairing Obligations**

**1100 Tea & coffee**

**1120 Pre-Lets and Agreements for Lease**

**1150 Lease Flexibility and break clauses**

**1230 Discussion**

**1245 Lunch**

**1345 Acquisition – Case Study**

**1450 Rent Review**

**1530 Tea & coffee**

**1540 Day-to-Day Issues: Alterations, Landlords Works, Regulations, Insurance, and Service Charges**

1645 Introduction to Day Two & discussion

1700 Close

## DAY TWO

Course Tutor: Dr Ashley Dabson, Ashley J Dabson Ltd

0930 Introduction  
0940 The Client  
1025 Planning  
1040 Selecting the team (Agents)  
1100 Tea & coffee  
1120 Acquisitions  
1205 Property Asset Management  
1315 Lunch  
1400 Disposal Case Study  
1415 Group Presentations  
1445 Disposals  
1500 Tea & coffee  
1520 Marketing  
1630 Discussion  
1700 Close

### Professional Recognition

Delegates receive a Quadrilect Ltd certificate of attendance which contributes towards their record of CPD [Continuing Professional Development].



*This course also provides tuition for*  
**IWFM level 4 qualification unit FM4.16**

'The Essentials of Property Management' is accredited to provide tuition for the IWFM level 4 qualification unit FM4.16. Please note that this unit **alone** does not constitute a complete qualification. Please contact us on 020 7469 1398 or email [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk) for a qualifications brochure and further guidance on enrolment.

**How do I book?**

**Telephone: 020 7469 1398**