



The Essentials of Property Management

2-day course



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

Aim

To give FMs 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

1400 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
BIFM level 4 qualification unit FM4.16

'The Essentials of Property Management' is accredited to provide tuition for the BIFM level 4 qualification unit FM4.16. Please note that this unit **alone** does not constitute a complete qualification. Please contact us on 020 7248 5942 or email info@quadrilect.co.uk for a qualifications brochure and further guidance on enrolment.

How do I book?

Telephone: 020 7248 5942

Email: info@quadrilect.co.uk

Website: www.quadrilect.com