



## 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**

**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*  
**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 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

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**Website:** [www.quadrilect.com](http://www.quadrilect.com)