



## Fundamentals of Property Management

### 1 day course

#### Aim

To provide attendees with the knowledge and confidence to deal with day-to-day issues arising from the Corporate Real Estate (CRE).

#### Objectives

By the end of this course you will have an understanding of:

- Understand how to look at mitigating costs for CRE*
- How to assess the type of CRE strategy your organisation might need*
- Be able to assess different options for occupying space (own, lease or licence)*
- How to acquire property*
- Which are the essential lease clauses and their potential impact on a tenant*
- Understand the different options for leaving a property and the consequences*

#### Description

This will include acquiring, occupying and disposing of CRE and working with agents, surveyors, solicitors and other professionals in these actions. It explains what issues they will need to consider when looking at the key question of getting the right CRE for the organisation and how to realign the portfolio when strategy changes.

The essentials of a lease will be examined and decision-making issues. In particular the impact of the lease terms (such as length of lease, break clauses and rent reviews) and key metrics. It will also set out alternative options for occupying CRE and suggest how the choices can be assessed.

Changing operational requirements for CRE can lead to unwanted CRE. Disposing of surplus CRE poses many challenges, not least of an ongoing liability that is a drain on the resources of the organisation. Managing the process correctly to mitigate the costs and risks associated with surplus CRE is examined and how that starts at the point of acquiring the unit.

#### Content

- Essentials of a Lease
  - Lease term
  - Break Clauses
  - Rent Reviews
  - Security of Tenure
  - Alienation
  - Repairs and Dilapidations
  - User and other clauses
- Acquisition Process
  - Workplace Strategy
  - Lease versus own choice (including flexible space).

Assembling a Team  
Key considerations – incentives, costs and liabilities  
Assessing Options

- Managing Property Costs
  - Service Charge
  - Rates
  - Cost Control
  - Rent Reviews
- Exiting a Property
  - Sale
  - Lease Expiry
  - Lease Break
  - Surrender
  - Assignment and Subletting – Creating a Surplus Portfolio
  - Dilapidations
  - Assessing Risk
- Property Management
  - Alterations
  - Sustainability
  - Regulation

## **Programme**

**0930 Start**

**1045 Tea & coffee**

**1230 Lunch**

**1500 Tea & coffee**

**1700 Close**

**How do I book?**

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