

## Property Management

### 2-day course

#### 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 best way to choose & use professional advisors*  
*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**

Alienation  
Surrender  
Subletting  
Assignment  
Sale  
Dilapidations 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 results

## **Programme**

### **DAY ONE**

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

**0930 Introduction to Leases: the Institutional Property Market and the Institutional Lease**

**1015 Selecting Professionals**

**1030 An Introduction to Business Tenancies and Repairing Obligations**

**1100 Tea & coffee**

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

**1150 Lease Flexibility**

**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
1020	Planning
1040	Selecting the team (Agents)
1100	Tea & coffee
1120	Acquisitions
1200	Property Management
1300	Lunch
1400	Disposal Case Study
1430	Group Presentations
1500	Disposals
1530	Tea & coffee
1550	Marketing
1630	Discussion
1700	Close

### How do I book?

**Telephone:** 020 7404 4440

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**Website:** [www.bifm-training.com/property\\_managementFS.htm](http://www.bifm-training.com/property_managementFS.htm)

*To book online, copy the above URL into your web browser and scroll down to the registration link below the course description.*