

# COURSE LIST

## LANDLORDS & PROPERTY MANAGEMENT

*Build profitable, compliant property portfolios and stronger tenant relationships.*

### SHORT COURSES

*(20-40 min micro-modules • From AUD \$9.99 ea • Self-paced)*

#### Agency & Advisory Roles

- A Well-Planned Property Inspection
- Information Required from the Landlord – Drafting the Agency Agreement
- Tailoring Documents to Meet Tenant Requirements – Examples of Practical Applications
- The Agency Agreement
- The Role of the Landlord and Their Advisors – Attributes and Engagement
- The Role of the Tenant and Their Advisors – Attributes and Engagement

#### Asset & Building Management

- Capital Improvements and Property Upgrades
- Property Management – Planned Maintenance Plans
- Property Management – The Importance of a Condition Report
- The Building Concierge – What Do They Do?
- Understanding the Importance of Building Grades in Commercial Real Estate

#### Compliance, Risk & Sustainability

- Crisis Response and Emergency Planning
- Disaster Resilience and Sustainability
- Environmental Risk & Continuity Planning for Property Professionals
- ESG Compliance & Strategy in Real Estate
- Risk Management and Insurance
- The Legal Side of Property Management

#### Due Diligence & Lease Preparation

- Due Diligence and the Property Review
- Due Diligence Essentials for Real Estate Investment
- Quantity Surveyors – Adding Value to Your Real Estate Strategy
- Reviewing the HOA – and the Due Diligence Required of the Team



#### Due Diligence & Lease Preparation (cont.)

- The Role of REI Forms and Solicitor Prepared Documents
- Types of Draft Lease Documents and Terms You Should Negotiate

#### Financial Management & Securities

- Bank Guarantees
- Fees and Who Pays for Them in Different Situation
- Strategic Leasing: Financial Modelling & Negotiation
- Tenant Securities, Bonds and Insurance Providers

#### Incentives, Contributions & Lease Structuring

- Incentives and Contributions – Exploring the Various Types
- Lease Structures and Types
- Market Differentiation and Leasing Strategy

#### Leasing Fundamentals

- Introduction to Lease Terms and Lease Language
- Lease Essentials – Financial Analysis of Offers
- Mastering Probing Questioning Techniques
- Property Procurement – Leasing Agreements – What Are They?

#### Makegood & End-of-Lease Management

- Introduction to Make-Good

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### Negotiation & Tenant Relationship Management

- Negotiation Strategies for Rent Reviews
- Property Negotiations – Preferred and Secondary Options
- Tenant Retention and Relationship Management

### Rent Review & Valuation

- Introduction to Rent Reviews
- Legal and Regulatory Considerations in Rent Reviews
- Outgoings as Factors in the Rent Review
- Rent Review Methods and Mechanisms

