

# ASTO18

## Contribute to and process property agreements



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### Overview

The Standards that are part of this Unit

1. O18.1 Contribute to the process of negotiating property agreements
2. O18.2 Prepare instructions to complete property agreements

This is a compulsory unit for General Practice and an optional unit for Valuation. It is not applicable to Maintenance, Quantity Surveying and Building Surveying.

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### Performance criteria

#### Contribute to the process of negotiating property agreements

*You must be able to:*

- P1 acknowledging and confirming **client's** instructions
- P2 clarifying the **agreements** and recording the client's requirements
- P3 advising and recommending a course of action to meet the client's requirements
- P4 advising the client about the process and likely timescale for the transactions
- P5 negotiating offers which are likely to be acceptable to the client and obtaining written confirmation of all offers
- P6 identifying a failure to agree, recording the points of disagreement and recommending an appropriate course of action
- P7 preparing a letter of agreement, accurately recording the agreed heads of terms for the line manager's approval.

#### Prepare instructions to complete property agreements

*You must be able to:*

- P8 providing accurate instructions to the legal representatives preparing legal documents
- P9 checking that the legal documents for **agreements** meet the requirements and are consistent with the instructions given
- P10 recommending amendments to documents in cases where the legal documents do not meet the requirements

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### Knowledge and understanding

*You need to know and understand:*

#### Contribute to the process of negotiating property agreements

- K1 how do you acknowledge and confirm **client's** instructions? (application) (a)[1]
- K2 how do you clarify the **agreements** and record the client's requirements? (application) (b)[2]
- K3 how do you advise and recommend a course of action to meet the **client's** requirements (application)(c)[1]
- K4 how and why do you negotiate offers which are likely to be acceptable to the **client**? (synthesis) (e) [1,2]
- K5 how do you advise the **client** about the process and likely timescale for the transactions? (application) (d)[1]
- K6 how do you obtain written confirmation of offers? (application) (e) [1,2]
- K7 what do you identify as a failure to agree? (understanding) (f) [3]
- K8 how do record the points of disagreement? (application) (f) [3]
- K9 how and why do you recommend an appropriate **course of action**? (synthesis) (f) [3]
- K10 how do you prepare a letter of agreement? (g)[3] (application)

#### Prepare instructions to complete property agreements

*You need to know and understand:*

- K11 how do you provide accurate instructions to the legal representative preparing legal documents? (application) (a) [1]
- K12 how do you check that the legal documents for agreements meet the requirements and are consistent with the instructions given? (application) (b) [1]
- K13 how do you recommend amendments to documents in cases where the legal documents do not meet the requirements? (application) (c) [1]

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### Additional Information

#### Scope/range related to performance criteria

#### Contribute to the process of negotiating property agreements

1. **Client:**
  - 1.1. public
  - 1.2. private
2. **Agreements:**
  - 2.1. transactions
  - 2.2. options
  - 2.3. rent reviews
  - 2.4. deeds of variation
  - 2.5. licences
3. **Course of action:**
  - 3.1. legal advice
  - 3.2. arbitration
  - 3.3. adjudication
  - 3.4. independent expert
  - 3.5. abandon the transaction
  - 3.6. further negotiation

#### Prepare instructions to complete property agreements

4. **Agreements:**
  - 4.1. transactions
  - 4.2. options
  - 4.3. rent review
  - 4.4. deeds of variation
  - 4.5. licences

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**Status** Original

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**Originating organisation** Asset Skills

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**Original URN** O18

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**Relevant occupations** Professional Occupations; Construction, planning and the built env; Building and construction; Architects, Town Planners and Surveyors

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**Suite** Surveying, Property Maintenance and Valuation

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**Key words** surveying, property maintenance, Valuation, measured surveys, procurement, property disposals, property acquisitions, work schedules, property management, property condition, tenders, bills of quantity