

ASTSPM3O18

Contribute to and process property agreements within a surveying environment



Overview

The Standards that are part of this Unit

SPM3/O18.1 Contribute to the process of negotiating property agreements

SPM3/O18.2 Prepare instructions to complete property agreements

This unit is about contributing to the negotiation of property agreements and inputting instructions to legal documents which constitute a property agreement.

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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? (application) (g)

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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