

Title	Demonstrate and apply knowledge of residential property management, and market a property for rental		
Level	4	Credits	6

Purpose	<p>This unit standard is for people who operate in residential tenancy and property management.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – explain consumer protection offered to a landlord by residential property management legislation; – demonstrate and apply knowledge of documentation required to manage a residential property; and – list and market a property for rental.
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Classification	Real Estate > Residential and Commercial Property Management
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Available grade	Achieved
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Guidance Information

1 References

Property Management Institute of New Zealand (PROMINZ). *Code of Practice and Code of Ethics*, available at <https://propertyinstitute.nz>.
 Real Estate Institute of New Zealand Inc. (REINZ). *Code of Practice for Residential Property Management (Code of Practice)*, available at <http://www.reinz.co.nz>.

2 Legislation

Building Act 2004;
 Consumer Guarantees Act 1993;
 Fair Trading Act 1986;
 Health Act 1956;
 Healthy Homes Guarantees Act 2017;
 Health and Safety at Work Act 2015;
 Human Rights Act 1993;
 Privacy Act 2020;
 Real Estate Agents Act (Professional Conduct and Client Care) Rules 2012;
 Residential Tenancies Act 1986;
 Unit Titles Act 2010;
 and all subsequent amendments and replacements.

3 Definitions

Industry practice refers to activities of experienced, competent property management personnel which are in accordance with the Code and the Residential Tenancies Act 1986.

Organisational practice refers to an organisation's routine to conduct a particular function.

Landlord refers a person who has offered to grant tenancy to any other person, or who has entered into negotiations with any other person for the granting of a tenancy to that person.

Property Management Authority refers to an agreement that gives the property manager the exclusive right to manage the rental premises.

The *Code* refers to the Real Estate Agents Act (Professional Conduct and Client Care) Rules 2012. Within the real estate industry, this may also be referred to as the Code of Conduct.

4 Assessment Information

Assessment against practical aspects in this unit standard must be based on evidence of demonstrated performance in the workplace or in simulated workplace situations designed to draw upon similar performance that is required in the workplace.

Outcomes and performance criteria

Outcome 1

Explain consumer protection offered to a landlord by residential property management legislation.

Performance criteria

1.1 Explain consumer protection offered to a landlord in terms of current legislation.

Range includes but is not limited to – Consumer Guarantees Act 1993, Building Act 2004, Health and Safety at Work Act 2015, Human Rights Act 1993, Unit Titles Act 2010, Privacy Act 2020, Residential Tenancies Act 1986.

Outcome 2

Demonstrate and apply knowledge of documentation required to manage a residential property.

Performance criteria

2.1 Identify and explain the importance of information contained in a Residential Property Management Authority in accordance with organisational practice and the Residential Tenancy Act 1986.

Range information includes but is not limited to – purpose, contents, legal implications for property manager and landlord.

- 2.2 Identify and explain the relevance of other documentation needed to manage a property, and complete documentation in accordance with organisational and industry practice.

Range relevant documentation may include but is not limited to – healthy homes statement, chattel list, description of property, key release statement, insurance details for the property, instruction manuals.

Outcome 3

List and market a property for rental.

Performance criteria

- 3.1 Obtain and validate listing information from a landlord in accordance with organisational practice.
- 3.2 Prepare a property description to be used in marketing and/or in reporting to a landlord in accordance with the Fair Trading Act 1986 and Human Rights Act 1993.
- Range may include but is not limited to – information from listing forms, features and characteristics, provision of essential services, easements, covenants, requirements and provisions of territorial authorities, schools, shops, other services, compliance criteria, photos.
- 3.3 Confirm advertisement content meets landlord requirements and is in accordance with the Residential Tenancies Act 1986.
- 3.4 Explain the requirement for obtaining authorisation from a landlord to list and advertise the property in accordance with the Residential Tenancies Act 1986.

Replacement information	This unit standard replaced unit standard 4678 and unit standard 4679.
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Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 August 2011	31 December 2013
Rollover and Revision	2	19 July 2012	31 December 2018
Review	3	20 October 2016	31 December 2022
Review	4	28 January 2021	31 December 2022
Revision	5	28 October 2021	N/A

Consent and Moderation Requirements (CMR) reference

0003

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.