



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Commercial Property Management

Custom Courses / Property & Facilities Management

Unit Standard AATICD-0239 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to manage commercial properties effectively, including leasing, maintenance, financial management, and tenant relations. It covers legal compliance, property valuation, and strategic planning to optimize property performance and returns.

Category	Custom Courses
Subfield	Property & Facilities Management
Unit Standard	AATICD-0239
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of commercial property leasing and contract management.
- Analyze financial statements and budgets to optimize property income and expenditure.
- Evaluate property maintenance needs and implement effective maintenance plans.
- Demonstrate understanding of relevant South African property laws and regulations.
- Implement tenant relationship management strategies to enhance occupancy and satisfaction.
- Design a property management plan that integrates operational, financial, and legal considerations.

WHO SHOULD ATTEND

- Aspiring and current property managers, real estate professionals, and facility managers seeking to specialize in commercial property management.

COURSE OUTLINE

Day 1: Foundations of Commercial Property Management

- Introduction to commercial property management
- Types of commercial properties (office, retail, industrial, mixed-use)
- Stakeholder roles: owners, tenants, managers, service providers
- Overview of relevant legislation: Rental Housing Act, Consumer Protection Act, Property Practitioners Act
- Ethical considerations and professional standards

Day 2: Lease Management and Tenant Relations

- Commercial lease structures: gross, net, triple net
- Key lease clauses: rent, escalation, maintenance, termination
- Tenant selection and due diligence
- Rent collection and arrears management
- Tenant communication and complaint handling

Day 3: Financial Management and Budgeting

- Budgeting for commercial properties: income, expenses, reserves
- Financial statements: income statement, balance sheet, cash flow
- Service charge reconciliation and apportionment
- Utility management and sustainability initiatives
- Financial reporting to owners and stakeholders

Day 4: Maintenance, Operations, and Risk Management

- Preventive and reactive maintenance strategies
- Managing contractors and service level agreements
- Health and safety compliance: OHS Act, fire safety, emergency plans
- Risk assessment and insurance requirements
- Sustainability and green building practices

Day 5: Strategic Asset Management and Career Development

- Asset management vs. property management
- Property inspections and condition assessments
- Valuation approaches: income, market, cost
- Market analysis and benchmarking
- Career paths, certifications, and industry bodies (SAPOA, SAQA)

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0239) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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