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

Property Management

Custom Courses / Property & Facilities Management

Unit Standard AATICD-0567 · NQF Level 5 · 20 Credits · 10 Days

COURSE OVERVIEW

This course equips property management professionals with the knowledge and skills to effectively manage residential, commercial, and industrial properties in South Africa. It covers the full spectrum of property management functions, including leasing, maintenance, financial management, and legal compliance, ensuring that delegates can optimise property performance and tenant satisfaction. The course aligns with industry best practices and relevant legislation, preparing delegates to handle the complexities of property management with confidence.

Category	Custom Courses
Subfield	Property & Facilities Management
Unit Standard	AATICD-0567
Accreditation	SAQA Accredited · NQF Level 5 · 20 Credits
Duration	10 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS — verifiable online

LEARNING OUTCOMES

- Apply the key principles and functions of property management in the South African context.
- Analyze and interpret relevant legislation, including the Rental Housing Act and Sectional Titles Act, to ensure compliance.
- Implement effective leasing and tenant management processes, including screening, lease agreements, and dispute resolution.
- Evaluate property financial performance and prepare budgets, cash flow forecasts, and financial reports.
- Design and implement maintenance plans to preserve property value and ensure tenant satisfaction.
- Demonstrate ethical and professional conduct in all property management activities.

WHO SHOULD ATTEND

- This course is designed for property managers, landlords, estate agents, facilities managers, and individuals responsible for the management and administration of property portfolios.
- It is also suitable for those seeking to enter the property management field or enhance their existing skills.

COURSE OUTLINE

Day 1: Introduction to Property Management

- Overview of property management
- Stakeholders: owners, tenants, contractors, and regulatory bodies
- Legal framework: Rental Housing Act, Sectional Titles Act, etc.
- Ethical standards and professional conduct
- Types of properties: residential, commercial, industrial, and specialised
- Management agreements and mandates

Day 2: Lease Agreements and Tenant Relations

- Essential elements of a lease agreement
- Consumer Protection Act and rental housing regulations
- Tenant screening and selection
- Communication and conflict resolution
- Handling maintenance requests and complaints
- Lease renewals and terminations

Day 3: Financial Management and Budgeting

- Income and expenditure statements
- Budgeting for repairs, maintenance, and capital improvements
- Cash flow management
- Financial reporting to property owners
- Taxation and VAT implications
- Trust accounting and legal requirements

Day 4: Property Maintenance and Operations

- Types of maintenance: reactive, preventative, and planned
- Contractor selection and management
- Health and safety compliance
- Building systems and services
- Emergency preparedness and risk management
- Sustainable maintenance practices

Day 5: Marketing and Leasing of Properties

- Market analysis and target markets
- Advertising platforms and strategies
- Property showings and open houses
- Tenant application and credit checks
- Lease negotiation techniques
- Online reputation management

Day 6: Legal Compliance and Risk Management

- Rental Housing Act and amendments
- Sectional Titles Schemes Management Act
- Municipal rates and taxes
- Insurance for properties and liability
- Risk assessment and mitigation

- Dispute resolution and mediation

Day 7: **Property Inspections and Condition Reports**

- Purpose of inspections
- Ingoing, outgoing, and periodic inspections
- Condition report documentation
- Deposit handling and refunds
- Dispute resolution regarding damages
- Use of digital inspection tools

Day 8: **Tenant Retention and Portfolio Growth**

- Tenant satisfaction surveys
- Value-added services
- Property upgrades and renovations
- Portfolio acquisition and expansion
- Owner retention and reporting
- Networking and business development

Day 9: **Technology and Innovation in Property Management**

- Property management software overview
- Online rent collection and maintenance tracking
- Data analytics for performance monitoring
- Smart building and IoT applications
- Cybersecurity and data protection
- Future trends in property management

Day 10: **Capstone Project and Professional Practice**

- Case study analysis
- Development of a property management plan
- Presentation and peer review
- Career opportunities and professional bodies
- Continuous professional development
- Final assessment and feedback

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 **20 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 27,600.00	**R 27,600.00**
1	In-House	R 37,300.00	**R 37,300.00**
1	On-Campus (Pretoria)	R 41,400.00	**R 41,400.00**

UPCOMING SESSIONS

Start	End	Method	Venue
01 Dec 2026	14 Dec 2026	On-Campus	Shenzhen, China
01 Dec 2026	14 Dec 2026	On-Campus	Mauritius
01 Dec 2026	14 Dec 2026	On-Campus	Kinshasa, DRC
04 Dec 2026	17 Dec 2026	On-Campus	Victoria Falls, Zimbabwe
04 Dec 2026	17 Dec 2026	On-Campus	Pretoria, South Africa
04 Dec 2026	17 Dec 2026	On-Campus	Dar es Salaam, Tanzania
07 Dec 2026	18 Dec 2026	On-Campus	Nairobi, Kenya
07 Dec 2026	18 Dec 2026	Online	—

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

HOW TO GET A QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0567) and click **Get A Quotation**. 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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