

# Lease Administration

**Course Number:** 1028

**Length:** 5 Days

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:**

## Course Description

Understand the activities before, during, and after occupancy to successfully navigate lease administration. You will examine real estate contracts, explore contract management issues, and learn the steps of termination processes through case studies and exercises. This is a required course for obtaining GSA Leasing Specialist Certification.

## Intended Audience

This course is designed for leasing specialists, real property managers, or contracting officer's representatives.

## Course Learning Objectives

- Explain the elements of a real estate contract and the forms of ownership
- Discuss the purpose and application of lease clauses
- Manage the postaward activities leading up to occupancy, during move in, and after occupancy

## Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

## Course Schedule

DAY ONE	
MORNING	Introduction
	Lesson 1: Introduction to Real Estate Lease Administration and Management
LUNCH	
AFTERNOON	Lesson 2: Elements of a Real Estate Contract

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	Lesson 3: Purpose and Application of the General Clauses in Lease Administration
HOMEWORK	Review Lessons 1 to 3, read Lessons 4 to 5.

## DAY TWO

MORNING	Lesson 3: Purpose and Application of the General Clauses in Lease Administration, continued
LUNCH	
AFTERNOON	Lesson 4: Postaward Activities Leading up to Occupancy
	Lesson 5: Determination of Substantial Completion and Activities at the Time of Occupancy
HOMEWORK	Read Lessons 6 to 7.

## DAY THREE

MORNING	Lesson 5: Determination of Substantial Completion and Activities at the Time of Occupancy, continued
LUNCH	
AFTERNOON	Lesson 6: Lease Administration Actions after Occupancy within the Scope of the Contract
	Lesson 7: Rent Adjustments
HOMEWORK	Read Lessons 8 to 9.

## DAY FOUR

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MORNING	Lesson 7: Rent Adjustments, continued
LUNCH	
AFTERNOON	Lesson 8: Alterations and Repairs in Leased Space
	Lesson 9: Miscellaneous Lease Administration Actions after Occupancy
HOMEWORK	Read Lessons 10 to 11, review for the final exam.

DAY FIVE	
MORNING	Lesson 10: Formal Legal Issues in Lease Administration
	Lesson 11: Documentation, Closeout, and Settlement
LUNCH	
AFTERNOON	Course Review
	Course Evaluation
	Final Exam

## Learning Methods

Lecture, discussion, exercises, case studies, and independent readings.

## Credits

### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 40

### Professional Development Units (PDUs)

- Credits: 35

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## Continuous Learning Points (CLPs)

- Credits: 40

## Prerequisites

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### Suggested

- [Lease Acquisition Training](#)

## Pework

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There is no prework required for this course.

## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 80% or higher.

## Follow-On Resources

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- [Cost and Price Analysis of Lease Proposals](#)
- [Techniques of Negotiating Federal Real Property Leases](#)
- [Federal Real Property Lease Law](#)
- [Federal Real Property Leasing Refresher](#)

# Lease Administration

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/1028>



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