

Frequently Asked Questions

Course Title: Lease Administration

Course #: 1028

Duration: 5 Days

Delivery Method: Instructor-led live classroom

1. What business or organizational need does this course address?

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.

2. Who should attend?

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

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

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

5. Are there prerequisites for this course?

Suggested:

- [Lease Acquisition Training](#)

6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

Frequently Asked Questions

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

No, this course is not applicable toward a Management Concepts Certificate Program. However, many Management Concepts courses do count for credit toward a Management Concepts Certificate Program. Click [here](#) to see a full list of Management Concepts Certificate Programs.

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 40

NASBA Field of Study: Finance

NASBA Level: Basic

CEUs: 3.2

PDUs: 35

CLPs: 40

10. What course(s) do you recommend after I complete this course?

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

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).