



Consulting and Training | Reach New Heights

Course Name

Tenant & Lease Management

Sector Name

Project & Contract Management

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Tenant & Lease Management

Course Introduction

Effective tenant and lease management is essential for maintaining occupancy rates, protecting asset value, and ensuring stable revenue streams in real estate operations. Successful property management requires a structured approach to lease administration, tenant relations, compliance, and financial monitoring.

Tenant & Lease Management, developed by **Boost Consulting and Training**, is designed to equip property professionals with the knowledge and practical tools needed to manage tenant relationships, administer lease agreements, and maintain operational efficiency.

The program focuses on lease lifecycle management, documentation control, rent collection processes, dispute handling, compliance standards, and performance monitoring to ensure sustainable and professional property management practices.

Tenant & Lease Management

Target Audience

- ✓ Property managers
- ✓ Leasing officers
- ✓ Real estate administrators
- ✓ Asset management professionals
- ✓ Facility management staff
- ✓ Finance staff handling lease payments
- ✓ Real estate developers and operators

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Learning Objectives

- ✓ Understand lease structures and key contractual components
- ✓ Manage the full lease lifecycle effectively
- ✓ Maintain accurate lease documentation and records
- ✓ Handle tenant communications professionally
- ✓ Monitor rent collection and financial obligations
- ✓ Address disputes and lease violations appropriately
- ✓ Coordinate with legal, finance, and operations teams
- ✓ Ensure compliance with property regulations and policies

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Course Outline

✓ DAY 01

Fundamentals of Lease Management

- ✓ Types of lease agreements
- ✓ Key components of lease contracts
- ✓ Rights and obligations of landlords and tenants
- ✓ Lease terms and conditions
- ✓ Rent structures and payment schedules
- ✓ Security deposits and guarantees
- ✓ Legal considerations in lease agreements

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Course Outline

✓ Day 02

Lease Administration & Documentation

- ✓ Lease lifecycle management
- ✓ Tenant onboarding process
- ✓ Documentation control and record keeping
- ✓ Lease tracking systems
- ✓ Monitoring key lease dates
- ✓ Amendments, renewals, and terminations
- ✓ Compliance and audit preparation

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Course Outline

✓ Day 03

Tenant Relationship Management

- ✓ Professional tenant communication
- ✓ Managing tenant expectations
- ✓ Handling complaints and service requests
- ✓ Negotiation techniques
- ✓ Dispute resolution practices
- ✓ Managing lease violations
- ✓ Retention strategies and tenant satisfaction

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Course Outline

✓ Day 04

Financial & Operational Management

- ✓ Rent collection procedures
- ✓ Monitoring arrears and outstanding balances
- ✓ Escalation clauses and rent reviews
- ✓ Budget coordination with finance teams
- ✓ Service charge management
- ✓ Reporting and performance metrics
- ✓ Vacancy management strategies

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Course Outline

✓ Day 05

Risk Management & Performance Optimization

- ✓ Identifying lease-related risks
- ✓ Managing legal exposure
- ✓ Contract compliance monitoring
- ✓ Internal coordination with maintenance and legal teams
- ✓ Optimizing occupancy rates
- ✓ Strengthening portfolio performance
- ✓ Case studies and practical scenarios
- ✓ Final assessment and feedback session

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 6, 2026	Sept. 10, 2026	5 days	2150.00 \$	Virtual , Online
June 7, 2026	June 11, 2026	5 days	4250.00 \$	Qatar , Doha
Aug. 24, 2026	Aug. 28, 2026	5 days	4250.00 \$	UAE , Dubai
Dec. 28, 2026	Jan. 1, 2027	5 days	4950.00 \$	Turkey , Istanbul

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