

Skills Assessment

'Matching investors to property in minutes'

The Property Compass® is a web-based 'investment property technology' developed specifically to serve the property investor market. The objective of this form and supporting process is to facilitate the effective implementation of the Property Compass® system into your business.

Skills Assessment

Investors' needs have shifted and become more sophisticated, demanding comprehensive, timely and relevant information, in an effort to make better informed investment decisions. To facilitate the introduction of an investment platform into your business will require Change management.

Change management

The successful implementation of change is challenging for any organisation and encompasses numerous obstructions. Consequently, change that is not effectively monitored and assessed may in fact fail. Change needs to be understood and managed in a way that people can cope with effectively. Change can be unsettling. It must be realistic, achievable and measurable. The benefits of assessing and monitoring change include an exploration and identification of change management issues, such as:

- Empowerment and participation
- Direction in deployment and training
- Improving performance and or adding new competencies
- Effective knowledge transfer (by Managers and Trainers)
- Web based system support and learning platform

In order to assess the above and facilitate an effective Change Process, a Skills Assessment Form has been developed (Refer Attachment).

The process objective

The objective of the Skills Assessment is to facilitate the effective implementation of the Property Compass® system into your franchise.

The form

The objective of this form is to identify your readiness to use the Property Compass® system. Please note, this is **NOT** a test, we merely want to determine your current understanding of the investment property market and your level of competency in using computer systems.

The results are totally confidential to the evaluation team and will not be used for any other purpose. This form is for individual use only and does NOT represent the skills within an entire office.

Please be frank and open in your responses when completing the form. The information you provide will assist us to customise a training package that suits YOUR individual needs, through a Gap Analysis.

Gap Analysis

The Analysis will identify the gap between, no investment property experience to an adequate investment property competency. Based on the 'Gap Analysis', a deployment and training schedule will be designed, maximising deliverable benefits to all concerned.

Training and support

The training and support will empower you to ACT NOW to capture and serve the property investor market through:

- Working directly with another subscriber, or
- Getting your own investment platform.

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Your Name:	Office/Business:	
Position:	Report to:	
Email:	Phone:	Web site:

Conventions used in this form

Please respond and mark every 'term / topic' (130) with ONE response only from three available with a 'tick' as shown. And do not refer to your colleagues or any other reference material.

Term / Topic	No	Heard	Yes
Example 'Gross rental yield'	✓		

- No** – you are not aware of this term or topic
- Heard** – means you have heard of it but can NOT explain it
- Yes** – signifies you know it well enough to be able to explain it to others

Your view

Please review the entire form prior to answering this section. Thank you.

What is your view on investing? What do you perceive as the likely problems in implementing the investment platform? What would you do to solve these problems or what training can we provide?

Basic computer skills

Term / Topic	No	Heard	Yes
Email – send and reply			
Email a group of people – (BCC) or via dedicated software			
Add an attachment to an email			
Add a web link (URL) in to an email			
Use Excel or similar - use these functions: 'add, subtract, multiply'			
Use MS Word or similar - type a paragraph and correct the spelling			
Use a PowerPoint presentation or similar – view the slides			
Use MS Notes or similar – write text			
Copy and paste			

Basic web skills

Term / Topic	No	Heard	Yes
Copy a web link (URL) pertaining to a web page			
Use online forms – submit an enquiry & enter system verification codes			
Open a new web browser window			
Switch windows in a web browser			
Download PDF attachments			
Download and find files on the Desktop			

Professional selling qualifications

Term / Topic	No	Heard	Yes
Have you sold <u>one</u> or more investment properties in the past 12 months?			
Have you read any investment property books? Industry CD's or videos?			
Have you been to an investment property seminar or workshop?			
Potential leads – your new clients Do you source leads from affiliates – mortgage brokers etc?			
Rapport Are you aware of Investors motivations versus those of an owner occupier? Do you know what a 'Client needs analysis' is?			
Sales follow-up Do you track and have milestones of the sales follow up stages?			
Existing clients Have you heard the term 'brick walling'? Do you communicate with clients' to whom you have already sold a property? Example: send an annual appraisal of their property? Do you send updates and promotions to your landlords?			

Industry calculators + Reports

Term / Topic	No	Heard	Yes
Have you used an industry 'Investment property calculator'?			
Have you produced a project or research style report in your presentations?			
Do you know how to read and use a graph?			

Advantages of direct property investing

Term / Topic	No	Heard	Yes
Time not timing			
Leverage, return on investment			
Growing population			
Security, control, stability			
Add value, improvements			
Rental returns			
Inflation			
Tax advantages			
Funding and cash flow			

Franchise / Business collaboration

Term / Topic	No	Yes	
Do you share your listing with other offices?			
Do you work with other offices on large projects?			How many
Do you own more than one office?			

Finance glossary

Term / Topic	No	Heard	Yes
Loan to Value Ratio (LRV)			
Deposit types			
Cash			
Deposit bond			
Option			
Bank guarantee			
Caveat			
Trade deposit			
Loan types			
Interest only loan			
Principal and interest loan			
Capitalised loans			
Equity			
Interest rate			
Loan costs			
Closing costs			
Minimum lending criteria – size of the apartment or unit			
Maximum lending exposure – number of loans within the same project			

General real estate glossary

Term / Topic	No	Heard	Yes
Stamp duty			
Holding deposit			
Exchange (offer and acceptance) terms or percentage			
Start date			
Completion date			
Sunset clause			
Vendor			
Vendors solicitor			
Purchases solicitor or conveyancer			
Off the plan purchase			
On-Site Manager			
Site plan			
Floor plan			
Internal size / external size / land size			
Property title			
Aspect			
Property Status			
Tentatively under offer			
Under offer			
Exchanged (offer and acceptance)			
Settled			

Investment glossary

Term / Topic	No	Heard	Yes
Total investment returns			
Weekly cash flow			
Internal Rate of Return (IRR)			
Market rent			
Executive / serviced rentals			
Holidays rentals			
Gross yield			
Net yield			
Historical capital growth			
Predictive capital growth			
Population changes			
Depreciation			
Building depreciation			
Fixtures and fittings			
Depreciation report			
Preliminary depreciations			
Rental appraisal			
Levies			
Strata			
Council rate			
Water rates			
Landlord insurance			
Property management fee			
Property maintenance			
NRAS Incentive – Current Value			
NRAS Audit manager fee			
Rent discount			
CPI – Consumer price index			
FIRB – Foreign investment review board			
Ownership			
Tenants in common			
Joint ownership			
SMSF – Superannuation fund			
Trust			
Company			
How commercial investment properties are valued			
How hotel style apartments treated: as commercial or residential investments			
Cash positive investment			
Equity if sold or retained			

Basic accounting

Term / Topic	No	Heard	Yes
A tax variation: allows investors to pay less tax from monthly salary			
Selling an investment property: Capital gains tax rate differs in 1 st year			
Building depreciations are used in determining capital gains tax			
Acquisition costs are added to the index cost base, solicitor etc			
Loan cost are written off over the first 5 years			
The purpose of the loan determines the tax benefit not the security			

Property risks

Property investment, like all investments, is subject to a number of risks that could have a significant adverse impact on the performance. Some of these risks may be beyond the control of any person involved.

Term / Topic	No	Heard	Yes
Legislative			
Government			
Market			
Off-the-plan purchases			
Building			
Warranty			
Title			
Capital gain / loss			
Assumptions			
Past performance			
Upkeep			
Rental demand			
Rent range			
Letting period			
Tenant profile			
Ease of re-letting			
Value compared to competition			
Current supply of similar properties in the competing area			
Expected increase in similar properties in the competing area			
Overall presentation of the property			
The financial reliability of tenants			
Care for the property by tenants			
National and global events			
Personal			
Life insurance			
Trauma insurance			
Income insurance			
Estate planning			
Capital gains tax			
Public Liability			
Taxation			
Borrowings			
Defaulting mortgage			
Holding the property			
Land Tax			
Managing agent fees			
Strata fees			
Water rates			
Council rates			
Accountant fees			
Financial Planner fees			
Electricity			
Gas			
Selling agent fees, marketing fees			
Solicitor fees			
Property Trading			
Crown Land			

Photos and Images

Term / Topic	No	Heard	Yes
Resize			
Scan a document into an image			
Copy image links from a web page			
Insert images via a web link (URL)			
Upload images on to a website			
Crop images			
Add 'text' caption on to an image			
Remove sections or marks from an image to clean it			
Covert PDF or sections of a PDF document into an image			

Technology

Term / Topic	Details: How old, make, model
Desktop computer / Laptop	
Mobile phone	

Return completed form

Please return the completed form to: Anthony anthony@propertycompass.net

Deliverables + Follow up meeting

Based on the 'Gap Analysis' a deployment and training schedule will be designed, maximising deliverable benefits to all concerned. A Property Compass® representative will contact you to arrange a mutually beneficial time to meet and discuss the next step.

THANK YOU

From the team Landlord Central

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