

Factor – Property

Property factors manage rented houses and flats for private landlords as well as communal areas of privately owned properties. They often deal with tenement properties, or blocks of flats, where there may be a mixture of owned and rented flats in the same building.

Housing officers do similar work in the public sector. See the job article [Housing Officer](#).

The Work

You could be:

- carrying out regular inspections of properties for any possible maintenance or repairwork to be done
- liaising with tradespeople, taking quotes and scheduling work
- getting agreement from all the owners about what improvements and repairs are necessary
- arranging repairs to properties
- sending bills to owners for their share of the cost of repairs, and collecting payments
- arranging building or contents insurance for home owners, or managing building insurance claims
- checking on grants for improving the building
- meeting individual tenants, or residents' associations, to discuss problems
- keeping records and dealing with administration and finance.

Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of company or organisation you work for
- the demand for the job.

Salaries for full time property factors in Scotland tend to be in the range of £22,000 to £30,000 a year.

Conditions

- You would be based in an office.
- You may sometimes have to visit residents in their homes.
- Your hours would usually be regular but you might have meetings with residents in the evening.
- You would go out to inspect different properties on a regular basis.

Getting In

- There is no single route into this job.
- Some employers may prefer you to have a group of Highers including English.
- In other cases, you might take a degree in a subject such as property management or property studies.
- Entry requirements for a degree are 4-5 Highers, usually including English.

- If you study for a degree in a non-housing subject, you could go on to take a postgraduate qualification in housing studies.
- You must be willing to travel. For most jobs you will need your own transport.

You might work for: a group of owners in a tenement, the members of a shared ownership scheme, a solicitor's practice, a company of chartered surveyors, or a construction company.

What Does It Take

You need to be:

- well organised
- tactful, diplomatic and good at negotiating
- a good listener
- decisive and assertive
- sympathetic to other people's problems
- good at solving problems
- able to work with figures and budgets
- able to take criticism and cope with stressful situations.

You should have knowledge of the legal, financial and practical issues surrounding property.

Training

- Training is normally on the job, through an employer's training scheme.
- While you are working, you could study part time for relevant qualifications.
- Qualifications available by part time study include Scottish Vocational Qualifications (SVQs), Higher National Certificates (HNCs) and the examinations of the Chartered Institute of Housing (CIH).
- If you already have a degree, you may be able to take a part time postgraduate qualification in housing.
- It may be possible to do certain courses by distance or blended learning.

Getting On

- With experience you might become factor for a larger group of properties.
- You might set up your own business, perhaps working for a group of property owners or a group of owner-occupiers.

More Information

Employers usually encourage staff to take housing qualifications while they are working.

Contacts

Chartered Institute of Housing (CIH) Scotland

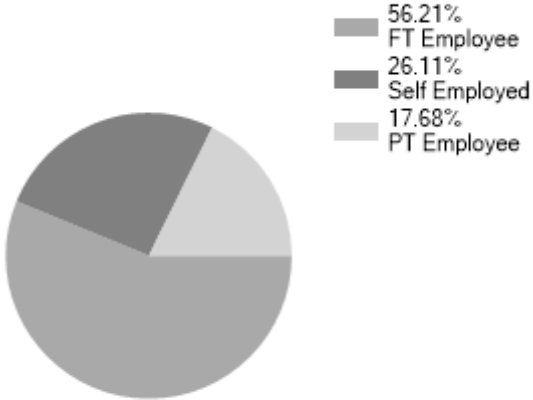
Tel: 024 7685 1700

Email: scotland@cih.org

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Statistics

Employment Status UK %

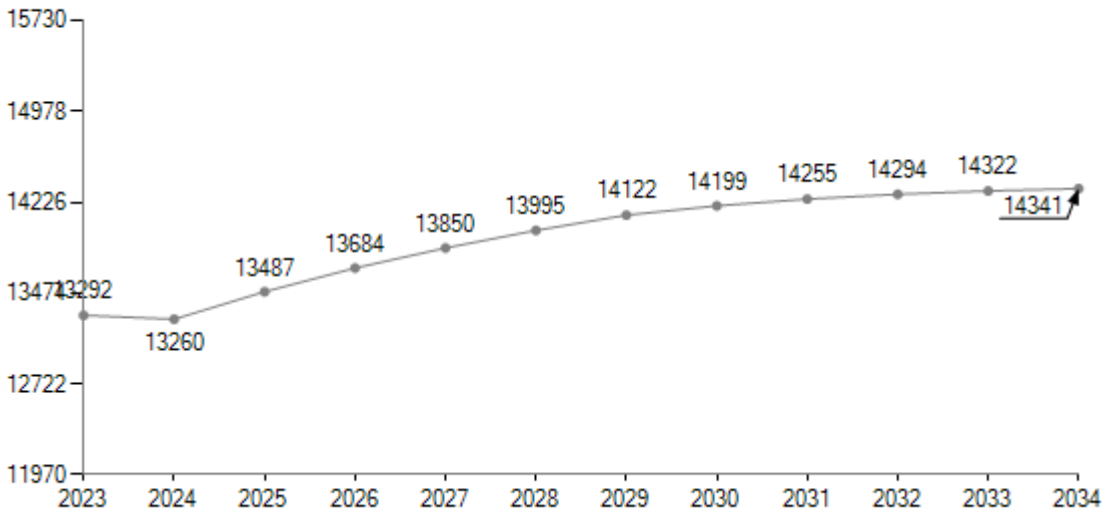


Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)