

**EXCLUSIVE ESTATE AGENCY AGREEMENT FOR  
THE LEASE OF RESIDENTIAL PROPERTY  
BY A TENANT**

\*<sup>(1)</sup>**ORIGINAL/**\_\_\_\_\_ <sup>(2)</sup>**RENEWAL AGREEMENT**

This form is prescribed by the Council for Estate Agencies (“CEA”) under the Estate Agents Act 2010 for use when an estate agent is exclusively authorised or engaged by a prospective tenant to introduce a landlord of residential property <sup>(3)</sup> in Singapore.

*Note:* Where a number in brackets (e.g.<sup>(1)</sup>) appears in this Agreement, please read the explanatory note that bears the corresponding number in Schedule 1 to this Agreement. Where any space provided below is insufficient, the relevant particulars shall be written on a separate sheet and attached to this Agreement.

**1. Parties to Agreement**

**Agreement Date:**   /   /     (dd/mm/yyyy)

Tenant(1) Name: \_\_\_\_\_ NRIC No.<sup>(4)</sup>: \_\_\_\_\_

Address: \_\_\_\_\_

Tenant (2) Name: \_\_\_\_\_ NRIC No.<sup>(4)</sup>: \_\_\_\_\_

Address: \_\_\_\_\_

Tenant(3) Name: \_\_\_\_\_ NRIC No.<sup>(4)</sup>: \_\_\_\_\_

Address: \_\_\_\_\_

Tenant (4) Name: \_\_\_\_\_ NRIC No.<sup>(4)</sup>: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Estate Agent<sup>(4)</sup>: \_\_\_\_\_ Licence No.: \_\_\_\_\_

Address: \_\_\_\_\_

**2. Appointment of Estate Agent by Tenant**

The above tenant(s) (collectively called “Tenant”) hereby authorises and engages the Estate Agent, subject to and in accordance with the terms of this Agreement, to introduce to him a Landlord<sup>(6)</sup> of the following Property on an **exclusive** basis<sup>(7)</sup> <sup>(8)</sup>:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (“Property”)

### 3. Validity Period/Renewal

(a) This Agreement shall take effect on the \*Agreement Date/ \_\_\_\_\_ (“Commencement Date”)<sup>(1)</sup> and shall expire on \_\_\_\_\_ (dd/mm/yyyy) or 3 calendar months after the Commencement Date, whichever date is earlier (“Expiry Date”). In this Agreement, the period from the Commencement Date to the Expiry Date shall be referred to as the “Validity Period”.

(b) This Agreement can only be renewed or extended in the same prescribed Form (“Renewal of Agreement”), with the necessary changes to the Commencement Date and Expiry Date, and not in any other manner. The parties may enter into any number of such Renewal of Agreements but the term of each Renewal of Agreement shall not exceed 3 calendar months.

### 4. Scope of Agency and Duties of Estate Agent

The Estate Agent’s duties shall be as set out in Schedule 2 to this Agreement, in addition to the duties placed on the Estate Agent by the other terms in this Agreement and any written law.

### 5. Commission

(a) If during the Validity Period, the Tenant enters into a binding lease<sup>(9)</sup> of the Property for \_\_\_\_\_<sup>(10)</sup> with a Landlord, whether such Landlord is introduced by the Estate Agent or not, the Tenant shall pay the Estate Agent commission of \*S\$ \_\_\_\_\_ / \_\_\_\_\_<sup>(1)(10)</sup> rent.

GST is payable upon the commission:  Yes  No

If Yes, the commission specified is \*inclusive / exclusive<sup>(1)</sup> of GST.

(b) If the Property is leased after the Validity Period but within 3 calendar months after the Expiry Date, the Tenant shall be liable to pay commission to the Estate Agent if during the Validity Period, the availability of the Property for lease from the Landlord was made known to the Tenant by the Estate Agent.

(c) The Tenant shall have no obligation to pay any commission to the Estate Agent if the leasing of the Property falls through without fault on the part of the Tenant.

(d) In the case of HDB property, if the leasing falls through by reason of the Tenant’s ineligibility to lease under HDB rules or regulations, the Tenant shall have no obligation to pay any commission to the Estate Agent.

(e) On \_\_\_\_\_<sup>(2)</sup> renewal of the lease, the Tenant \*shall / shall not<sup>(1)</sup> be liable to pay further commission to the Agent. If further commission is payable upon renewal, such commission shall amount to \*S\$\_\_\_\_\_/\_\_\_\_\_(1) rent for \_\_\_\_\_<sup>(10)</sup>.

## 6. Disclosure Requirements

(a) The Estate Agent or Salesperson \*has / does not have<sup>(1)(11)</sup> a conflict or potential conflict of interest in acting for the Tenant. If the Estate Agent or Salesperson has a conflict or potential conflict of interest, the details are as follows:

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(b) If the Estate Agent or Salesperson has declared that there is no conflict or potential conflict of interest but a conflict or potential conflict of interest only arises (or he becomes aware of the conflict or potential conflict of interest) after the execution of this Agreement, the conflict or potential conflict of interest must be immediately disclosed in writing to the Tenant. Upon such disclosure, the Estate Agent and Salesperson may continue to act for the Tenant only if the Tenant, being fully informed, consents in writing to the Estate Agent and Salesperson continuing to act for him.

## 7. Co-broking

(a) The Tenant \*authorizes / does not authorise<sup>(1)</sup> the Estate Agent to co-operate or co-broke with another Estate Agent to secure Landlords for the Property.

(b) If co-broking is allowed, the commission may be shared between the Estate Agent and a co-broking agent in such amounts as may be agreed between them but the Tenant is not liable to pay any commission to the co-broking agent.

## 8. Schedules and Notes

The Schedules and Notes to or in this Agreement form part of this Agreement.

## 9. Applicable Law and Dispute Resolution

(a) This Agreement shall be governed by the laws of Singapore.

(b) Any dispute between the Tenant and the Estate Agent arising out of or in connection with this Agreement (including any question regarding its existence, validity or termination) shall first be resolved in the following manner:

Mediation First

- (i) The parties shall proceed to mediation under the mediation scheme prescribed by the CEA unless the Tenant elects in writing not to mediate.
  
- (ii) The Estate Agent may ask the Tenant in writing whether he elects to mediate or not. If the Tenant does not reply or make any election within three weeks of receipt of such enquiry, he shall be deemed to have elected in writing not to proceed to mediation.

Arbitration

- (iii) If the dispute remains outstanding (i.e. the Tenant has elected not to mediate or the dispute is not resolved by mediation), the dispute shall be referred to and finally resolved by arbitration in Singapore under the arbitration scheme prescribed by the CEA, in accordance with such rules as may be prescribed, unless the Tenant elects in writing not to arbitrate.
  
- (iv) The Estate Agent may ask the Tenant in writing whether he elects to resolve the dispute by arbitration or not. If the Tenant does not reply or expressly make any election within three weeks of receipt of such enquiry, he shall be deemed to have elected in writing not to resolve the dispute by arbitration and neither party shall be bound to proceed to arbitration.

**10. Additional Terms**

*Note:* The printed terms prescribed in this form of Agreement cannot be deleted or varied. If the parties wish at any time to agree to or add on any other terms, they must be in writing, dated, inserted as Additional Terms below and initialed by the parties. If the space below is insufficient, the Additional Terms are to be written/printed in black ink on a separate sheet of paper which must be **pink** in color and in a font **not smaller** than the font of the above terms.

The Additional Terms cannot conflict with, vary or otherwise limit the prescribed terms<sup>(12)</sup> of this Agreement.

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Signed by the Tenant(s) and the Estate Agent

Note: The parties are to initial every page of this Agreement including the Schedules and any attachments.

\_\_\_\_\_  
Signed by Tenant (1)

\*Through the interpretation of \_\_\_\_\_

Date:

Signed by interpreter: \_\_\_\_\_

Interpreter's NRIC No.<sup>(4)</sup>:

Date:

\_\_\_\_\_  
Signed by Tenant (2)

\*Through the interpretation of \_\_\_\_\_

Date:

Signed by interpreter: \_\_\_\_\_

Interpreter's NRIC No.<sup>(4)</sup>:

Date:

\_\_\_\_\_  
Signed by Tenant (3)

\*Through the interpretation of \_\_\_\_\_

Date:

Signed by interpreter: \_\_\_\_\_

Interpreter's NRIC No.<sup>(4)</sup>:

Date:

\_\_\_\_\_  
Signed by Tenant (4)

\*Through the interpretation of \_\_\_\_\_

Date:

Signed by interpreter: \_\_\_\_\_

Interpreter's NRIC No.<sup>(4)</sup>:

Date:

\_\_\_\_\_  
Signed by \*Salesperson for and on behalf of the Estate Agent / Estate Agent<sup>(1) (13)</sup>

Name of \*Salesperson / Estate Agent<sup>(1)</sup>:

NRIC No.<sup>(4)</sup>:

Address:

\*Salesperson Registration / Estate Agent Licence No.<sup>(1)</sup>:

Telephone number:

Date:

Note: The Estate Agent must provide the original or a copy of this Agreement to the Tenant immediately upon signing.

## SCHEDULE 1

### EXPLANATORY NOTES

- (1) \*means delete if not applicable. **All** deletions must be initialed by the Tenant.
- (2) To state which renewal e.g. 1st, 2nd or 3rd, etc.
- (3) This form of agreement is only applicable if all or part of the property to be leased comprises residential property in Singapore.
- (4) If there is no NRIC No., please write another number such as FIN, passport or company incorporation/registration No., as the case may be.
- (5) To insert full name of Estate Agent.
- (6) Landlord includes a potential Landlord.
- (7) In an exclusive appointment, the Tenant agrees not to appoint any other agent during the Validity Period. Should the Tenant lease the Property himself directly or through another agent, he would be liable to pay commission to the Estate Agent.
- (8) To state description of Property to be leased e.g. type, locality and price range. If there is more than one Property, the relevant descriptions may be recorded on a separate sheet and attached to this Agreement. Alternatively, a separate agreement may be used for each Property.
- (9) A lease includes a sublease and an agreement for lease or sublease, under whatever name.
- (10) The relevant period or number of months should be stated. The amount or rate of commission is negotiable between the Tenant and the Estate Agent. In the case of renewal of lease, whether further commission is payable and, if so, how much are also matters that are subject to negotiation.
- (11) The Code of Ethics and Professional Client Care prescribes the Estate Agent's and Salesperson's duty to disclose and avoid any potential or actual conflict of interest.
- (12) Where the parties have made any choice above, they may subsequently vary such choice in writing but such variation must be dated and initialed by the parties. The parties may also vary the non-prescribed Additional Terms but such variation must be in writing, dated and initialed by the parties.
- (13) If there is a Salesperson representing the Estate Agent in the proposed lease of the Property, the Salesperson shall sign and fill in his particulars. Otherwise, if the Estate Agent acting in the proposed lease of the Property is a natural person, he shall sign and fill in his particulars. If there is more than one such Salesperson or Estate Agent who is a natural person acting in the proposed lease of the Property, their name(s) and particular(s) shall also be written, if necessary, on a separate sheet and attached to this Agreement.

## SCHEDULE 2

### DUTIES OF ESTATE AGENT

The Estate Agent shall:

- (a) search for and locate suitable properties in accordance with the Tenant's instructions for consideration or viewing by the Tenant.
- (b) provide reasonable assistance and advice to the Tenant throughout the process of leasing the Property.
- (c) represent the Tenant in negotiations with any prospective Landlord in accordance with his instructions.
- (d) promptly forward to the Tenant all offers, proposals or expressions of interest from potential Landlords or their agents.
- (e) advance the Tenant's interest unaffected by any interest of the Estate Agent, Salesperson or any other person.
- (f) assist the Tenant to enter into a binding lease with the Landlord and reasonably explain to the Tenant all relevant forms and documents. However, if the Estate Agent is in doubt on any matter, he shall state his doubt and advise the Tenant to seek advice from appropriate professionals.
- (g) comply with all reasonable instructions and requests of the Tenant in relation to the transaction.

Note: The following are also applicable in the case of HDB property

- (h) advise the Tenant on the eligibility of the Tenant to lease the HDB flat.
- (i) assist the Tenant of the HDB flat to submit such forms, documents and/or information as may be required by HDB.