

地產代理良好處理劏房租賃約章

Charter on Good Practices of Estate Agents in Handling Subdivided Unit Tenancy



房屋局副局長戴尚誠先生，JP（左六）；監管局主席蕭澤宇先生，BBS，JP（左七）；監管局行政總裁韓婉萍女士（左五）以及簽署《約章》的地產代理商舖代表出席簽署儀式。

The Under Secretary for Housing, Mr Victor TAI Sheung-shing, JP (sixth from left), the EAA Chairman Mr Simon SIU Chak-yu, BBS, JP (seventh from left) and the Chief Executive Officer of the EAA Ms Ruby HON (fifth from left) with the representatives of the participating estate agency shops at the signing ceremony of the Charter.

地產代理監管局（「監管局」）深信以良好作業模式處理劏房租賃，能保障租賃雙方的利益，並符合地產代理的專業操守和水平。有見及此，監管局協助地產代理業界推出《地產代理良好處理劏房租賃約章》（「《約章》」），並於2023年9月12日舉行簽署儀式。

《約章》簽署儀式由房屋局副局長戴尚誠先生，JP及監管局主席蕭澤宇先生，BBS，JP擔任主禮嘉賓。簽署《約章》的地產代理商舖來自五個地產代理商會，由各商會主席/副主席代表出席簽署儀式。

The Estate Agents Authority (“EAA”) firmly believes that good practices in handling the tenancies of subdivided units (“SDU”) can safeguard the interests of both the tenants and the landlords, which is also in line with the professional ethics and standards of estate agents. Hence, the EAA assisted the estate agency trade to roll out the Charter on Good Practice of Estate Agents in Handling Subdivided Unit Tenancy (“the Charter”). A signing ceremony of the Charter was held on 12 September 2023.

The signing ceremony was officiated by Mr Victor TAI Sheung-shing, JP, the Under Secretary for Housing, and Mr Simon SIU Chak-yu, BBS, JP, Chairman of the EAA. The participating estate agency shops come from five trade associations which were represented by their chairmen/vice chairmen of the associations at the signing ceremony.



房屋局副局長戴尚誠先生，JP 在《約章》簽署儀式上致辭。
Under Secretary for Housing, Mr Victor TAI Sheung-shing, JP, delivers a speech at the signing ceremony of the Charter.



監管局主席蕭澤宇先生，BBS，JP 在《約章》簽署儀式上致辭。
EAA Chairman Mr Simon SIU Chak-yu, BBS, JP, delivers a speech at the signing ceremony of the Charter.

兩個「不會」及六個「必會」

截至2023年9月12日，已有62間地產代理商舖簽署了《約章》。簽署《約章》的地產代理商舖承諾良好處理劏房租賃，做到兩個「不會」及六個「必會」。

Two "wont's" and six "wills"

A total of 62 estate agency shops have already signed the Charter as of 12 September 2023. Participating estate agency shops are committed to adhere to two "wont's" and six "wills" regarding the good practices of handling SDU tenancies.



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兩個「不會」：

- 一、 不會協助業主濫收公用設施及服務的費用
- 二、 不會協助業主違反租住權保障的要求

六個「必會」：

- 一、 必會向業主講解為劏房租賃協議打釐印的法律責任
- 二、 必會書面提醒業主7天內向租客提供租金收據及60天內遞交表格AR2
- 三、 必會向租客提供表格AR3
- 四、 必會採用政府或監管局建議的劏房租賃協議範本
- 五、 必會向租客清楚解釋劏房租賃協議的條款
- 六、 必會安排員工接受培訓

簽署《約章》的地產代理商舖名稱已在監管局網頁內的參與名單中顯示，而這些商舖可於櫥窗上張貼《約章》標誌及於店內展示相關宣傳物品。監管局鼓勵更多地產代理商舖簽署《約章》，向公眾展示良好處理劏房租賃的做法及專業的一面，以及對社會基層的關心。詳情請參閱監管局網頁（www.eaa.org.hk/zh-hk/SDU-Charter）。

The two “won’ts”:

1. We **won’t** assist the landlord to overcharge for public utilities and services
2. We **won’t** assist the landlord to contravene the requirements for security of tenure

The six “wills”:

1. We **will** explain to the landlord the legal responsibility for stamping an SDU tenancy agreement
2. We **will** remind the landlord in writing to provide the tenant with rent receipts within seven days and submit Form AR2 within 60 days
3. We **will** provide Form AR3 to the tenant
4. We **will** adopt the SDU tenancy agreement template recommended by the Government or the EAA
5. We **will** explain the terms of the SDU tenancy agreement to the tenant clearly
6. We **will** arrange training for our employees

The names of the participating estate agency shops have been included in the online list on the EAA’s website and these shops can post the Charter logo sticker on their shop windows and display promotional collaterals inside their shops. The EAA encourages more estate agency shops to sign the Charter and demonstrate to the public their good practice in handling SDU tenancies and their professionalism, and show their care for the grassroots of the society. For more details, please visit the EAA’s website (www.eaa.org.hk/en-us/SDU-Charter).

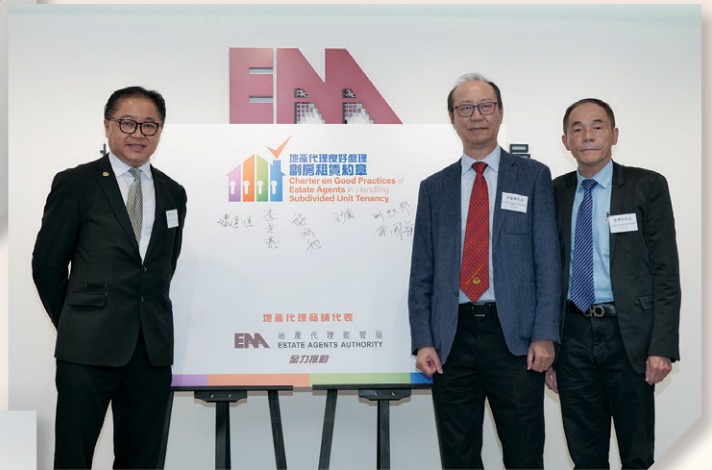


簽署《約章》的地產代理商舖可於櫥窗上張貼《約章》標誌及於其營業地點展示相關宣傳物品。

The participating estate agency shops can post the Charter logo sticker on shop windows and display promotional collaterals inside the shops.



香港地產代理商總會代表出席簽署儀式。
The representatives of Hong Kong Real Estate Agencies General Association at the signing ceremony of the Charter.



香港房地產代理業聯會代表出席簽署儀式。
The representatives of Hong Kong Property Agencies Association at the signing ceremony of the Charter.



地產代理（從業員）總工會代表出席簽署儀式。
The representatives of Estate Agent Association at the signing ceremony of the Charter.



香港新界地產代理商聯會代表出席簽署儀式。
The representatives of H.K.N.T. Estate Agents & Merchants Association at the signing ceremony of the Charter.



地產代理人員協會代表出席簽署儀式。
The representative of Property Agents Association at the signing ceremony of the Charter.