

Circular

Circular No. 17-01 (CR)

- **Follow all applicable guidelines set out in the relevant Circulars issued by the EAA when handling the sale and purchase or leasing of non-residential properties.**

Application of Circulars – Non-residential Properties

The Estate Agents Authority (EAA) has from time to time received enquiries regarding the scope of application of certain Circulars issued by the EAA.

For the avoidance of doubt, the EAA issues this Circular to clarify that save and except the Circulars set out in the **Schedule** hereto¹, licensees, when handling the sale and purchase or leasing of **non-residential properties**, are required to follow the guidelines set out in all other Circulars issued by the EAA, in so far as the guidelines are not specifically referable to residential properties only and/or to the provisions of the Estate Agents Practice (General Duties and Hong Kong Residential Properties) Regulation which are applicable to residential properties only.

Licensees who fail to follow the guidelines set out in the applicable Circulars may be subject to disciplinary action by the EAA.

July 2017

Holders of Statements of Particulars of Business
 should bring this Circular to the attention of all staff
 engaged in estate agency work

¹ which apply to residential properties only



Schedule

Circulars which Apply to Residential Properties ONLY

1. No. 16-02 (CR) First Sale of Residential Properties Order at First-sale Sites
2. No. 15-03 (CR) Declaration of Submission of Registrations of Intent in the Sales of First-Hand Residential Properties
3. No. 14-02 (CR) Special Stamp Duty and Buyer's Stamp Duty
4. No. 14-01 (CR) Execution of Estate Agency Agreements by Electronic Means
5. No. 13-04 (CR) First Sale of Residential Properties Conduct in Promotional Activities and Provision of Property Information
6. No. 13-02 (CR) Property Information and Completion of Property Information Form / Leasing Information Form
7. No. 12-02 (CR) Provision of Floor Area Information for Second-hand Residential Properties
8. No. 12-01 (CR) Printing Format for Prescribed Forms
9. No. 08-01 (CR) Listing Records, Estate Agency Agreements and Accounts
10. No. 07-04 (CR) New Premium Payment Arrangement for Home Ownership Scheme Flats
11. No. 05-05 (CR) Disposition of HOS/TPS Flats within the 3rd to 5th-year of the Alienation Restriction Period in the Open Market
12. No. 04-03 (CR) Disposition of HOS Flats in the Open Market
13. No. 03-05 (CR) Prices in Property Advertisements
14. No. 02-05 (CR) Regulations on Advertising
15. No. 01-09 (CR) Tenancy Matters for Residential Properties
16. No. 01-07 (CR) Estate Agency Agreement (2)
17. No. 01-01 (CR) Illegal Alienation of Flats under the Housing Ordinance
18. No. 00-09 (CR) Provisions on Advertising in the Practice Regulation