

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

We promise:

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

Name of the estate agency shop: _____

Chop of the estate agency shop: _____

SPOB number: _____

Name of person in charge: _____

Title: _____

Signature: _____

Date: _____