



## Circular

Circular No. 00-04 (CR)

27 March 2000

### Estate Agency Agreements

It has come to the attention of the Authority that some estate agency firms have pre-printed extra terms on the prescribed estate agency agreements (Forms 3-6), or have pre-printed, or filled in beforehand, the “✓” sign in spaces in the agreements where clients are expected to indicate their choices.

The estate agency agreements are standard documents prescribed by the Authority in accordance with the Estate Agents Ordinance. To avoid misunderstanding, practitioners should not pre-print any extra terms in the agreements. It is also to be noted that any extra term must not limit or contradict the original terms in the agreements and should be explained to the client and agreed upon before being added to the agreement.

In addition, practitioners should not pre-print or pre-enter the “✓” sign whereby the client’s choice will be unduly limited.

This Circular should be made available for the  
information of all staff engaged in estate agency work