



香港地產建設商會

THE REAL ESTATE DEVELOPERS ASSOCIATION OF HONG KONG

香港中環德輔道中十九號環球大廈1403室

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Tel: 2826 0111 Fax: 2845 2521

To : REDA Corporate Members  
(Members of Executive Committee & Legal SubCommittee via fax)

Date : 10 October 2008

Subject: **Sale Descriptions of Uncompleted Residential Properties**

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Dear Members,

REDA has revised our Guidelines for Sales Descriptions of Uncompleted Residential Properties and I am pleased to enclose for your attention a copy of the latest version (10 October 2008) which supersedes the former version.

Stewart Leung  
Vice Chairman, Executive Committee



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### Guidelines for Sales Descriptions of Uncompleted Residential Properties

1. These Guidelines replace the former version (June 2001) and will take effect on 10 October 2008.
2. Should there be any conflict between these Guidelines and the conditions of the LACO Consent Scheme, the LACO Consent Scheme shall prevail.
3. Responsibility for the compliance of these Guidelines will rest with individual developers.
4. Members are encouraged to follow these Guidelines for projects under Non-Consent Scheme as far as possible.



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### **Guidelines for Sales Descriptions of Uncompleted Residential Properties**

#### **A. Information on residential properties for sale**

The following information concerning the residential properties should be provided::

##### **1. Floor Area of the Residential Properties**

The saleable area, unit covered area and gross floor area of the residential properties should be presented in sales brochures and price lists in accordance with the template as in Annex A.

##### **2. Floor Plan**

Floor plans of typical and non-typical floors should be shown. It is sufficient to show only one plan to represent a number of floors with similar layout and external dimensions. The floor plan should contain dimensions of compartments of the residential properties and the floor-to-floor height of the residential properties in each case in accordance with the latest building plan approved by the Building Authority.

##### **3. Prominent Fittings and Finishes**



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### **B. Information on the development and adjacent areas**

#### **1. Location Plan**

The location plan should show existing communal facilities as listed under Annex B located within a distance of 0.25km from the boundary of the development. Existing and proposed land uses of an area within 0.5km of the boundary as shown in the latest Outline Zoning Plan should be included. The location plan should indicate the location of public transport terminals and rail stations and any pictorial presentations should be drawn to scale.

#### **2. Disposition Plan**

The disposition plan should show the location and layouts of buildings, open areas and facilities within the boundary of the development and the expected completion date of the buildings and facilities.

#### **3. Conditions of the Government Lease**

The sales brochures should contain information on salient conditions of the Government lease including user restrictions, expiry date, any community facilities to be constructed and any obligations to construct or maintain structures or landscape inside or outside the boundary of the land on which the development is to be constructed, etc.

#### **4. Deed of Mutual Covenant**

The sales brochures should contain information on salient provisions of the Deed of Mutual Covenant including common parts, undivided shares, sharing of management fees, appointment of manager, retained areas, etc.

#### **5. Slope Maintenance**

The sales brochures should set out clearly the obligations of owners to maintain slopes etc. together with a plan showing such slope etc. and the undertakings, if any, of the developer to carry out any work on any slopes etc.

#### **6. Public Facilities and Public Open Space**

The sales brochures should set out clearly in a separate section the details on the size and exact location(s) of any public facilities and/or public open space that owners are required to maintain, manage and operate at their expenses. The location plan(s) and relevant terms of the Government Lease, Deed of Dedication and/or Deed of Mutual Covenant concerning these public facilities and/or public open space should also be listed clearly.

#### **7. Defect Liability Warranty Period**

The sales brochures should contain information on the duration of the defect liability warranty period.





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### **C. Timing of provision of sales brochures**

The sales brochures and price list should be made available seven calendar days before the date of public sale of the residential properties. For additional residential properties to be offered at the same sale exercise, the price list of such residential properties should be provided before the date of their public sale.

### **D. Notice as to possible changes**

The sales brochures should state their date of printing. The latest version of the sale brochures should be made available at the sales office immediately on the first date of public sale. A conspicuous note should be inserted to alert readers about information which is subject to change.

**Template for Presentation of Floor Area in Sales Brochures and Price Lists**

**樓盤名稱 Name of Development, 期數(如有) Phase (if any), 地區 Location)**

單位 (Unit)		A	B	C
實用面積 (包括露台及工作平台) (平方呎) Saleable Area (including balcony and utility platform) (sq.ft.)		905 (露台 : 22) (工作平台 : 12)	755 (露台 : 22) (工作平台 : 12)	605 (露台 : 22) (工作平台 : 12)
另	窗台 (平方呎) Bay Window (sq.ft.)	40	30	20
	冷氣機房 (平方呎) A/C Plant Room (sq.ft.)	15	15	15
單位有蓋面積 (平方呎) Unit Covered Area (sq.ft.)		960	800	640
單位所分攤的公用地方面積 (平方呎) Apportioned Share of Common Area (sq.ft.)		240	200	160
建築面積 (平方呎) Gross Floor Area (sq.ft.)		1,200	1,000	800
[單位其他面積 (平方呎)] [Other Area of the unit (sq.ft.)] • 如天台、平台、冷氣機平台等其他面積應分別列出。 • Area of other items of the unit such as roof, flat roof or A/C platform should be listed separately.				
樓層 (Floor)		訂價 (Price) (\$)		

準買家請參閱發展商所提供售樓書內有關上述資料之詳情。

- Prospective purchasers please refer to the sales brochure provided by the developer for further details of the above information.
- 實用面積包括露台面積及工作平台面積。  
Saleable Area includes area of the balcony and utility platform.
- 單位有蓋面積包括實用面積、窗台(如有)及冷氣機房(如有)面積。  
Unit Covered Area includes the Saleable Area, area of bay window (if any) and A/C plant room (if any).
- 建築面積包括單位有蓋面積及單位所分攤的公用地方面積。  
Gross Floor Area includes the Unit Covered Area and the apportioned share of common area of the unit.

制表日期  
Date of Printing: \_\_\_\_\_ d/m/y

附註詳見於後頁  
See Remarks overleaf

## 附註 (Remarks):

1. 單位所分攤的公用地方面積包括住宅之各樓層之電梯大堂、電梯槽、機電房、垃圾房、會所面積等等（如有把面積計算在內）。  
Apportioned Share of Common Area includes lift lobbies, lift shafts, electrical meter rooms, refuse room, clubhouse area etc (if such area is included in calculation of Apportioned Share of Common Area of the Unit).
2. 有關之建築圖則、分區計劃大綱圖、政府租契及已/待批核之大廈公契等各項文件之副本，均可向售樓處免費查閱。  
Copies of the related Building Plans, Outline Zoning Plan, Government Lease and the approved/draft DMC are available for free inspection at the sales office(s).
3. 單位樓面至樓面高度（指該樓層之石屎地台面與上一層石屎地台面之高度距離）。  
Floor-to-floor height (refer to the height between the top surface of the structural slab of a floor and the top surface of the structural slab of its immediate upper floor).
4. 層數較高單位由於結構牆較低層單位稍薄，因而室內空間或會稍為增多。  
The internal space of units on upper floors may be slightly larger than those of the same type on the lower floors due to reduced thickness of structural walls on those upper floors.
5. 詳細之訂正圖則以政府有關部門最後批准之圖則為準。  
All plans are subject to final approval by the relevant Government Authorities.
6. 本價目表 / 付款辦法 / 有關之優惠隨時調整，恕不另行通知。  
All prices, payment terms and contents of this price list are for information only and are subject to change without prior notice.
7. 有關本發展項目之公眾休憩用地/設施之管理/維修責任，請參閱發展商提供之售樓說明書內「參考  
(如有) 資料」所載政府租契/公用契約/大廈公契之相關條款。  
For details of the management/maintenance responsibilities of the public open space/facilities of the development, please refer to the relevant terms of the Government Lease/Deed of Dedication/Deed of Mutual Covenant stated in the "Information for Reference" section of the sales brochures provided by the developer.
8. ……（其他條款按個別樓盤情況自訂）  
……(Other terms and conditions etc depending on each development)



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### Annex B

The location plan should show clearly and identify all free standing and purpose-built facilities, such as:-

- i. clinics;
- ii. fire stations and ambulance depots;
- iii. funeral parlours and cemeteries;
- iv. judicial facilities;
- v. refuse collection points;
- vi. hospitals;
- vii. markets;
- viii. police stations;
- ix. public carparks and lorry parks;
- x. public conveniences;
- xi. public transport terminals and rail stations;
- xii. public utility installations;
- xiii. religious institutions;
- xiv. schools;
- xv. social welfare facilities and
- xvi. sports facilities and sports grounds

within 0.25km from the boundary of the lot.