

C&H Commission Guidelines

1. Interpretation

In this document,

“**C&H Company**” means C&H Realty Pte Ltd or C&H Properties Pte Ltd;

“**Clients**” means all those who engage, use or retain the services of the C&H Company;

“**Commission**” means all forms of remuneration including commission, brokerage fee, finder's fee, service fee, introduction fee, management fee or any other fee payable by clients to the C&H Company;

“**Gross Rental**” means total monthly rental (including rental of furniture, maintenance charge and sinking fund, where applicable);

“**HDB**” means the Housing and Development Board;

“**HUDC flats**” means flats in the housing estates known as HUDC housing estates; and

“**C&H Associate**” means Associate of C&H Realty Pte Ltd or C&H Properties Pte Ltd.

2. Introduction

2.1 The C&H Associate shall document at the outset, the agreement on Commission payable by Clients.

2.2 Payment for the Commission shall be made payable to the C&H Company and not to the individual C&H Associate.

2.3 This scale of Commission is not intended to restrict or interfere with any private arrangements which the C&H Associate may have with their clients.

3. Sale by Private Treaty, Auction or Tender (All types of properties except HDB Resale Flats and Non-Privatised HUDC Flats)

<u>Party to pay</u>	<u>Commission Payable to the C&H Company</u>
Vendor	Minimum of two percent (2%) of contracted price.
Purchaser	Minimum of one percent (1%) of contracted price

3.1 With effect from 15/11/2010, the same C&H Associate can only collect Commission from either the Vendor or the Purchaser but not from both in any one transaction.

3.2 The Commission shall become due immediately upon completion of the sale and purchase.

4. Sale of HDB Resale Flats and Non-Privatised HUDC Flats

<u>Party to pay</u>	<u>Commission Payable to the C&H Company</u>
Vendor	Minimum of two percent (2%) of contracted price.
Purchaser	Minimum of one percent (1%) of contracted price

4.1 With effect from 15/11/2010, the same C&H Associate can only collect Commission from either the Vendor or the Purchaser but not from both in any one transaction.

4.2 The Commission shall become due immediately upon completion of the sale and purchase.

5. Rental (All types of properties including HDB flats and Rooms)

Party to pay	Commission Payable to the C&H Company
Landlord	Minimum of one (1) month's Gross Rental for lease period of up to twenty four (24) months and an additional half (1/2) of a month's Gross Rental for each additional twelve (12) months' lease. Minimum of half (1/2) of a month's Gross Rental for each year of renewal.
Tenant	Minimum of one (1) month's Gross Rental regardless of lease period and regardless of the Gross Rental amount. Minimum of half (1/2) of a month's Gross Rental for each renewal regardless of lease period.

5.1 With effect from 15/11/2010, the same C&H Associate can only collect Commission from either the Landlord or the Tenant but not from both in any one transaction.

5.2 The Commission shall become due immediately upon execution of the tenancy agreement by the Landlord and the Tenant.

6. Assignment (All types of properties)

Party to pay	Commission Payable to the C&H Company
Assignor (party giving up)	Minimum of ten percent (10%) of assignment consideration or minimum of one (1) month's Gross Rental, whichever is higher.
Assignee (party taking over)	Minimum of five percent (5%) of assignment consideration or minimum of half (1/2) of a month's Gross Rental, whichever is higher.

6.1 With effect from 15/11/2010, the same C&H Associate can only collect Commission from either the Assignor or the Assignee but not from both in any one transaction.

6.2 The Commission shall become due immediately upon completion of the assignment.

7. Management (All types of properties)

Party to pay	Commission Payable to the C&H Company
Owner/Landlord	Minimum of ten percent (10%) of monthly Gross Rental per month or minimum of \$100.00 per month, whichever is higher.

7.1 The Commission is due and payable in advance on a monthly basis to the C&H Company upon receipt of rental from the Tenant.

7.2 The C&H Associate may, by prior agreement with clients, claim disbursements for expenses such as long distance phone calls and faxes (in the case of overseas client), postage and stationery, transportation costs, courier services, etc.

8. Other Charges

8.1 Goods & Services Tax (GST) on the Commission is payable by the clients.

8.2 In the case of an aborted sale or aborted letter of intent, 50% of the option money/deposit that is forfeited to the Seller/Landlord plus GST shall be payable to the C&H Company, provided C&H is representing the Seller/Landlord and subject to a maximum sum equivalent to the agreed Commission plus GST.

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- (b) When instructions are given for a sale by private treaty it is a matter for arrangement with the clients at the time how the expenses, including any advertising expenses, should be borne.
- 5. Sale or Purchase of Freehold and Leasehold Property by Private Treaty Auction or Tender.
Minimum 2 per cent on the sale price.
On Sale prices below \$10,000. Fee \$200.
- 6. Sale of Furniture, Trade Stocks, Plant or Machinery.
10 per cent on the sale price.

LETTINGS

Note:-

- (a) Should the rent be a progressive one, the commission is based on the average rent for the period up to the first possible break of the tenancy. When a premium is being paid, this should be taken into account.
- 7. Letting of Furnished or Unfurnished Premises.
 - (i) Where the letting is for twelve months or more - One month's rent.
 - (ii) Where the letting is on a monthly tenancy - Half a month's rent.

MANAGEMENT

Note:-

"Gross rental" means the rent reserved under the lease or letting plus any incidental receipts collected and/or accounted for in the course of management.

"Monthly property" refers to the method of payment of rent and/or other charges, irrespective of the length of the term for which the property is let.

The fees do not include the cost and expenses for supervision of repairs and maintenance of building. Such fees to be negotiated or by arrangements.

- 8. Management of Property, including the Collection of Rents.
 - (a) Monthly Property: 10 per cent of the gross rental.
 - (b) Other Property: 7½ per cent of the gross rental.
 - (c) Estate/Complex: Where a property consists of numerous tenancies/leases and/or land in hand and is of such a nature as to fall within the category of an Estate/Complex, a fee by arrangement having regard to (a) and (b) above.

INVENTORIES

- 9. Making or Checking Inventories of Furniture and Effects.
\$100 for a five hour working day
Minimum Fee \$100.

WORK UNDER ACTS FOR THE COMPULSORY ACQUISITION OF PROPERTY

- 10. (a) To the valuer who prepares the case (Including negotiations for a settlement, where required):-
Minimum 1 per cent of the amount of compensation.
- (b) To any additional valuer who qualifies to give evidence:
Minimum 3/4 per cent of the amount of compensation.