

## **Agent Applications**

Estate Agents are also welcome to submit Expressions of Interest on behalf of their clients for leasing opportunities. Agency fee will be offered under and subject to the following conditions:

- only validly licensed estate agents in Hong Kong are eligible;
- a commission equivalent to one month's rent will be awarded if a new client introduced by the estate agent (**save and except for the existing shop tenants of URA or its subsidiary companies or applications made by the estate agent itself**) successfully enters into a tenancy agreement <sup>Note 1</sup> with URA. The relevant commission will be paid to the estate agent after execution of formal tenancy agreement and the shop opens for business;
- in special circumstances, and at the Authority's discretion, this commission may be increased to a maximum of two months' rent;
- the estate agent must include an appointment statement to URA with **the first submission of Expression of Interest** indicating that they are acting for the client and requesting a commission. This statement shall be confirmed and signed by the client, acknowledging the estate agent's entitlement to a commission from the landlord. Any subsequent requests for commission or client confirmations will be deemed invalid and will not be accepted by URA; and
- the estate agent is required to submit the Confirmation Letter Regarding Estate Agent (which all contains terms and conditions relating to the matters hereof) duly completed and signed.

The estate agent and each relevant party shall observe and comply with all applicable laws of the Hong Kong Special Administrative Region, including but not limited to the Prevention of Bribery Ordinance (Cap.201) and Estate Agents Ordinance (Cap.511) and all applicable codes, requirements, guidelines and rules promulgated by the Estate Agents Authority.

In any event, URA reserves the right to make the final determination regarding commission requests at its sole discretion.

In case of dispute, URA reserves its right to make the final and binding decision on all matters arising from this document and the interpretation of this document.

Interested party may contact our leasing hotline at 2588 2233 / 2588 2288 during office hours (Mon-Fri: 8:45am – 12:30pm & 1:30pm – 6:00 pm) or email to [leasing@mail1.ura.org.hk](mailto:leasing@mail1.ura.org.hk).

Note 1: The lease term shall be 2 years or more.