

RENTAL TRANSACTION FORM

Since 1982

To be completed by Associate who closes the deal – Details must be clear, correct & complete. This form with all supporting documents must be submitted to the office within seven (7) working days from the date of closing deal.



Note: If there is internal co-brokering, each Associate must fill in a separate form and submit together.

KEY-IN DATE:	date / month / year
NAME:	
FILE NO:	
TRANSACTION NO:	R
Associate's Code:	

1. Property Particulars

Address of Property rented:										
					Singapore					
Date of Letter of Intent: date / month / year	Tenancy commences on: date / month / year			Tenancy expires on: date / month / year						
Break-clause included? – Yes / No	Notice for Renewal by: date / month / year		Gross Rental: S\$			pm				
Option to Renew? – Yes / No										

2. Property Sector & Type (please circle accordingly)

HDB Flats	1'rm' / 2'rm' / 3'std' / 3'l' / 3'S' / 3'NG' / 3'A' / 3½' / 4'std' / 4'l' / 4'S' / 4'NG' / 4'A' / 5'std' / 5'l' / 5'A' / 5'A'
HUDC	Phase 3 & 4 – HUDC Apartment / HUDC Maisonette
Private Residential (including HUDC Phase 1 & 2)	“Landed” – Duplex / Terrace / Corner Terrace / Semi-D / Link-Bungalow / Bungalow “Non-Landed” – Apt / Mais / Townhse / Penthse / Cluster Housing / Strata Bungalow
Commercial	Office / Retail Shop / Showroom / Shophouse / Others:-
Industrial	Factory / Warehouse / Other Real Estate :- Land / Building / Hotel /

3. Type of Tenancy

Landlord – Company <input type="checkbox"/> Personal <input type="checkbox"/>	Tenant – Company <input type="checkbox"/> Personal <input type="checkbox"/>
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4. Landlord's Particulars

Full Name	Tel No:
	Mobile No:
Address:	Singapore

5. Tenant's Particulars

Full Name	Tel No:
	Mobile No:
Address:	Singapore

6. External Co-broker: GST Registered? – Yes / No (please circle)

Receivable

Payable

Co-brokering Agency Name:	Tel No:
Address:	Singapore
Co-brokering Agent-in-charge:	Mobile No:

7. Listing Type

<input type="checkbox"/> Signed Exclusive <input type="checkbox"/> • <input type="checkbox"/> Own Listing <input type="checkbox"/> • <input type="checkbox"/> Infotools <input type="checkbox"/> • <input type="checkbox"/> Company Listing <input type="checkbox"/> • <input type="checkbox"/> External Co-brokering <input type="checkbox"/>
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8. Enclosed all relevant supporting documents and checklist (Please and circle accordingly)

• Tenancy Agreement <input type="checkbox"/> • Inventory List <input type="checkbox"/> • Letter of Intent <input type="checkbox"/> • Signed Exclusive <input type="checkbox"/>		
• Landlord's Commission letter <input type="checkbox"/> • Tenant's Commission letter <input type="checkbox"/> • External Co-broker's commission letter <input type="checkbox"/>		
• DEANS Co-broking letter <input type="checkbox"/> • Undertaking letter to Landlord <input type="checkbox"/> • Undertaking letter from Co-broker <input type="checkbox"/>		
Tenancy Agreement been stamped? – Yes / No	Sent to Landlord? – Yes / No	Sent to Tenant? – Yes / No
Has the utilities account been transferred / opened? – Yes / No		Has the telephone line been connected? – Yes / No
Is there any undertaking to refund commission to Landlord? – Yes / No . If yes, please enclose.		
Is there any undertaking between External co-broker and DEANS? – Yes / No . If yes, please enclose.		

9. Date to prepare / sent out invoice (i.e. date of finalisation of Tenancy Agmt)

date / month / year

10. Invoice sent out to :- • Landlord • Tenant • Co-broker • To be collected by Associate

11. My Team Manager is **and his / her Associate Code is**

12. Commission receivable by DEANS

a	Commission to be collected from	Landlord	GST	Tenant	GST	Co-broker	GST
b	Commission receivable 1 st year	\$	\$	\$	\$	\$	\$
c	Commission receivable 2 nd year	\$	\$	\$	\$	\$	\$
d	<small>If no split payment, fill in this column only</small> Total	\$	\$	\$	\$	\$	\$

13. Commission receivable from Landlord and / or Tenant or External Co-broker

(a) Total commission receivable by DEAN(b) less payment to External Co-broker (if applicable)

(c) Balance to Company after paying External Co-broker

\$ <small>Commission</small>	+	\$	+	\$	-	\$	+	\$	=	\$
		<small>GST</small>				<small>Co-broker's share</small>		<small>GST</small>		

If no co-broking, put 'NIL' & proceed to (c)

If 'NIL' at (b), this is the same as (a)

(d) Associate's share (percentage)
(Please circle accordingly)

(e) Associate's share Amount

(f) Balance to Company before Mgr's Mgmt Fee

80%	85%	90%	=	\$ 	=	\$
\$ 	\$ 	\$ 				\$

If the commission in this transaction allows you to qualify for next percentage, Please indicate the respective amount (in figure) in the boxes accordingly.

I, the undersigned Associate, hereby warrant that the details provided herein are true and correct.

Associate's signature Associate's Name / Code Date of this submission Verified by Team Mgr / Mktg Secy

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(g) Less Mgr's Mgmt Fee (%)
(Please circle accordingly)

(h) Mgr's Mgmt Fee Amount

(i) Nett balance to Co. (Amount)

(j) Percentage of 13 (c)

10%	5%	2%	=	\$ 	=	\$ 	%
of 13 (c)							

Approved by Accounts Dept.
Name: _____
Date: _____

Certified by Marketing Dept
Name: _____
Date: _____