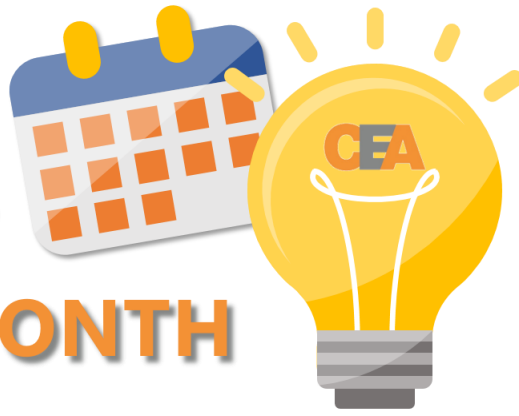


# TIP OF THE MONTH



## May Tip of the Month:

### Use standard tenancy agreement templates for residential rental transactions

In facilitating a rental transaction for a residential property, an issue that property agents often face is getting the landlord and tenant to agree on the terms and conditions of the tenancy.

It was with this in mind that the [Digitalised Property Transactions Workgroup](#) developed standard [tenancy agreement templates](#) that protect and balance the interests of both landlords and tenants.

In developing these templates, input was gathered from the various regulatory agencies, the Consumer Association of Singapore, as well as estate agency industry associations and practitioners who are experienced in the residential rental process.

The standard templates have clauses relating to the main aspects of the tenancy for the parties involved to negotiate, while providing flexibility by allowing additional clauses to be added.

Apart from the standard tenancy agreements, the workgroup has also mapped out a typical rental transaction [process](#) for both HDB flats and private residential properties, as well as the checks to be conducted at different stages of the transaction.

The intention of doing so is to support consumers and agents in navigating the rental transaction process and carrying out the necessary checks involved.

Here's a brief overview of a typical rental transaction:

#### 1. Listing or searching for a residential rental property

The rental property journey starts with the advertising of a property for rent or the search for one. The following are some checks that landlords and tenants, and their agents have to perform at this stage:

Checks on landlord	Checks on tenant
1) Whether the landlord of a HDB flat is <a href="#">eligible</a> to rent out his flat	1) Whether the tenant(s) is/are <a href="#">authorised to stay</a> in Singapore
2) Whether the property is <a href="#">approved</a> for residential use	2) Whether the tenant's work permit is <a href="#">valid</a> (if applicable for a foreigner)
3) <a href="#">Property ownership</a> details	3) Whether the tenant is a <a href="#">bankrupt</a>
<b>Additional checks to be conducted by property agents</b>	
<a href="#">Anti-money laundering and financing of terrorism</a>	<a href="#">Anti-money laundering and financing of terrorism</a>

## 2. Confirming the rental

When landlords and tenants have discussed and agreed on the terms of the rental, they should document all the agreed terms of tenancy in the [tenancy agreement](#).

For renting of HDB flats, agents and tenants should check if landlords have obtained [HDB's approval](#) to rent out their flat before they sign a tenancy agreement with their tenants.

## 3. Stamp duty payment and start of tenancy

After landlords and tenants have signed the tenancy agreement, both parties have to agree on when to hand over the property.

Within 14 days of signing the tenancy agreement, stamp duty on the rental must be paid to the Inland Revenue Authority of Singapore (IRAS). Generally, tenants are responsible for making the [stamp duty payment](#), unless otherwise agreed by the landlord, and can [check the amount payable](#) via IRAS' website.

The party paying the stamp duty should also check that the duty is fully paid by requesting the [stamp duty certificate](#).

Find out more about the residential rental transaction process at CEA's [website](#) or our [CEAenergy article](#).

*[Information accurate as at 31 May 2019. This emailer is sent to all property agents registered with CEA.]*

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