Sample “Commitment to Service” Agreement

To: \_\_\_\_\_\_\_\_\_ *(name of seller(s)/landlord(s))*

**Commitment to Service**

We hereby agree to provide the following services in the marketing of your property:

1. Make a comparative study of your property and its selling points to estimate the selling/rental price of your property (based on recently transacted prices and current asking prices of similar properties in the vicinity). A report will be prepared for you within 5 calendar days.
2. Prepare a good faith estimate of envisaged expenses and fees, and reflect the estimated net cash proceeds or loss you will receive based on your requested selling price within 5 calendar days after receiving your CPF statements and confirmation of the outstanding mortgage loan.
3. Undertake the following in marketing of your property:
   1. Use photographs/videos for marketing your property.
   2. Advertise \_\_\_\_\_\_\_\_\_\_ *(frequency)* in \_\_\_\_\_\_\_\_\_\_ *(advertising medium).*
   3. Conduct Open House \_\_\_\_\_\_\_\_\_\_ *(frequency).*
   4. Advise you in preparing your property for viewing.
   5. Update you \_\_\_\_\_\_\_\_\_\_ *(frequency)* on the marketing progress.
4. Review your competitive selling/leasing position \_\_\_\_\_\_\_\_\_\_ *(frequency)*.
5. Gather basic information of prospective buyers/tenants (e.g. nationality, employment status, individual co-tenants or family) and keep you updated before or soon after showing your property. Provide you with feedback after each and every viewing.
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(to be filled in by salesperson if he wishes to provide additional estate agency services)*

If \_\_\_\_\_\_\_\_\_ *(name of salesperson)* fails to perform any or all of the services stated in this COMMITMENT, you may choose to terminate the exclusive authorisation to sell/lease covered in this COMMITMENT, provided:

1. You give \_\_\_\_\_\_\_\_\_ *(name of estate agent)* written notice of your intention to terminate;
2. Cite the specific breach of the COMMITMENT; and
3. Allow \_\_\_\_\_\_\_\_\_ *(name of estate agent)* 7 calendar days to remedy the breach failing which the exclusive authorisation to sell/lease the property shall terminate and \_\_\_\_\_\_\_\_\_\_ *(name of estate agent)* shall unconditionally relieve you from the terms covered in the exclusive authorisation to sell/lease.