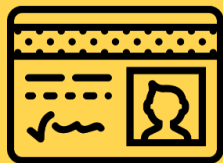


# ENGAGING A PROPERTY AGENT

## FOR RESIDENTIAL SALE AND PURCHASE TRANSACTIONS

### CUSTOMER'S IDENTIFICATION DETAILS



**Are property agents allowed to collect my NRIC or other personal identification details (e.g. take photos or make photocopies of my ID)?**

Property agents can request to collect NRIC, FIN, or Work Permit numbers of their clients because they need to accurately identify an individual in a property transaction. The Personal Data Protection Act allows for organisations to collect personal data when it is necessary to verify or establish the identity of an individual to a high degree of fidelity.

### COMMISSION RATE



**How much commission should I be paying?**

You can discuss the amount and terms with your agent before he starts work. Check if there is GST payable on the commission. You are encouraged to use CEA's [Prescribed Estate Agency Agreement](#) to document the agreed commission amount. When the transaction is completed, honour and pay the agreed commission to the property agency, not to the agent himself.

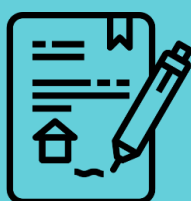
### CUSTOMER'S PARTICULARS FORM



**What is this Form and why do I have to fill it up?**

The Council for Estate Agencies requires property agents to request their clients to fill in and sign the Customer's Particulars Form. This is a mandatory form that helps in preventing money laundering and terrorism financing.

### SALE AND PURCHASE AGREEMENT



**What is this Agreement and where can I find it?**

There are two documents - *Option to Purchase (OTP)* and *Agreement for the Sale and Purchase (S&P agreement)* – which cover the terms and conditions of the sale and purchase of private residential properties. You can find the [templates](#) for these two documents on CEA's website.

These templates are just a guide, and you can amend the templates or negotiate the terms contained in them with your agent to suit your needs and/or requirements.

Visit <http://www.cea.gov.sg/consumers/educational-materials/sale-and-purchase-transactions> for more information.



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