

## Viewings for Tenanted Houses:

In consideration of our tenants, we are unable to accommodate every viewing request.

Therefore, certain requirements must be met before we can arrange a viewing for your client.

Kindly ensure the following:

- (a) Thoroughly review all information available on our website with your client, including property details, asking price, floor plans, photos, virtual tour, and tenancy information.
- (b) Personally accompany your client to inspect the property from the outside and assess the location and general environment.
- (c) Confirm that your client is genuinely interested and financially capable of purchasing the property.
- (d) **IMPORTANT: Your client must give a preliminary offer (not budget) in the form of a cheque for the 1% option fee.**
  - a. **Prior to obtaining the cheque, please inform us of the offer price so we can seek approval from our management.**
  - b. **This cheque shall be held by you, the agent, and a photograph of the cheque must be sent to us.**
  - c. **The cheque should be issued by the prospective buyer, not the agent, and must be error-free to avoid rejection by the bank.**
  - d. **Unless there is a compelling reason (not evident from the information provided on our website and the external inspection), the original cheque shall be submitted to us as the 1% option fee after the viewing.**
- (e) Once the above requirements are fulfilled and a preliminary offer is secured, we will seek approval from our upper management and the tenant.
- (f) Provide a minimum of 3 working days' advance notice for your desired viewing time, which will still be subject to the tenant's approval.
- (g) If we successfully secure a viewing from the tenant:
  - a. Both you and your client must arrive promptly. Tenants may refuse entry if the agent and client are late.
  - b. In the event of cancellation or rescheduling (which we strongly discourage), you must provide a valid reason and give at least two (2) working days' prior notice.
  - c. After the viewing, our upper management will contact you for a comprehensive update.