



Singapore Institute of
Surveyors and Valuers

PROSPECTUS

REAL ESTATE AGENCY COURSE

PREPARES YOU FOR THE

**CEHA
EXAMINATION**

20 MAXWELL ROAD
#10-09B MAXWELL HOUSE
SINGAPORE 069113
TEL: 62223030
FAX: 62252453
Email: sisv.info@sisv.org.sg
Website: <http://www.sisv.org.sg>
GST Reg No: M4-0004387-6

SINGAPORE INSTITUTE OF SURVEYORS AND VALUERS

The Singapore Institute of Surveyors and Valuers (SISV) was formed on 1st April 1982 following a merger between the Singapore Institute of Valuers (SIV). The SIV (reconstituted from the Real Estate Valuers Association of Singapore in 1977) was established in 1962 to cater for the interests of valuers and estate agents as a whole, while the SIS, a former Singapore branch of the RICS, was formed in 1968. With the merger, the SISV is now the only national body representing professional surveyors and valuers and real estate practitioners. Its membership comprises quantity surveyors, land surveyors and valuation & general practice surveyors.

The institute, is managed by 20-member Council elected at its Annual General meeting held every March. There are three Division in the Institute representing the interests of the three disciplines with each division headed by a Divisional Chairman. They are, the Land Surveying Division, Quantity Division and Valuation & General Practice Division. Membership of the Institute is divides into 6 categories, namely Honorary Fellows, Members, Probationers, Technical Members and Students.

The main objectives of the Institute are to advance and upgrade the surveying and valuing profession and to contribute to the economic and social well-being of the community and the public at large.

**“TOWARDS INCREASING
PROFESSIONALISM
IN REAL ESTATE INDUSTRY”**

1. REAL ESTATE AGENCY COURSE (REAC)

In its continuing effort to achieve its objectives, the Institute organises courses and seminars which have met with tremendous response from the relevant industries and general public.

One such course is the Real Estate Agency course, which has gained enthusiastic support and endorsement since the very first batch in 1984. This course is organised by the Valuation and General Practice Division of the Institute.

2. COURSE OBJECTIVES

The Real Estate Agency Course aims to train estate agents as well as upgrade the present standard of agency practice in Singapore.

It helps to ensure that an estate agent who has successfully completed the course is able to service his clients in more professional manner and provide a higher standard of service.

The course also aims to give aspiring estate agents knowledge of the industry and to prepare them to take the Common Examination for Housing Agents (CEHA). A pass in the CEHA will be pre-requisite for those wishing to apply for House Agent's Licence under the Auctioneers' & Licensing Act. The CEHA is to cater to HDB's requirement that the Agency staff of all firms listed under the Listed Housing Agents Scheme (LHAS) are to pass this examination.

3. COURSE CONTENTS

With effect from 2004, the Real Estate Agency Course will comprise 12 lectures and Mock examination. The twelve lectures are divided into three cores namely:

- (1) Law of Real Property;
- (2) Real Estate Marketing
- (3) Professional Practice and Management.

The syllabus and structure are subject to revision without prior notice to reflect current market and legislative changes.

4. ADMISSION CRITERIA

- An applicant must not be less than 21 years of age,
- Must possess a minimum qualification of 3 GCE 'O' levels (obtained in one examination) or equivalent.

5. ATTENDANCE

As this course is designed for maximum interaction between the candidates and the lectures, a candidate is therefore required to attend all the lectures.

A "Certificate of Attendance" will be issued to all the participants who have achieved at least 75% of the attendance of the course.

6. AWARD OF "CREA[®]" CERTIFICATE

Application for the award of the "Certified Real Estate Agent" (CREA[®]) Certificate by the Singapore Institute of Surveyors and Valuers must:

- (i) be at least 21 years of age at the time of applications;
- (ii) possess a (Common Examination for House Agents) CEHA Certificate
- (iii) have at least two years of local relevant practical training and experience in estate agency work preferably trained by a licensed appraiser or a CREA[®]; and
- (iv) be of good character and reputation.

An applicant who is successful for the award of the CREA[®] Certificate is entitled to use the symbol CREA[®] after his name.

The CREA[®] symbol is the hallmark of a professional estate agent.

A Certificate Real Estate Agent must adhere to the CREA[®] Code of Conduct and Ethics. Failure to do so may result in disciplinary action taken against him.

For more information, please call

6222 3030

or visit the Institute at:

**20 MAXWELL ROAD, #10-09B
MAXWELL HOUSE
SINGAPORE 069113**