

## Learn to draft a proper Letter of Offer and Letter of Intent for Lease

(CEA Serial No: C2L1 S0363)

**21 March 2017**  
(Tuesday, 10.00am – 1.00pm)

2 Core CPD credits awarded under Core Category 2 / Level 1 approved by CEA for the mandatory CPD Scheme.

### VENUE:

#### SISV Training Centre

110 Middle Road  
#09-00 Chiat Hong Building  
Singapore 188968

### ENQUIRIES & REGISTRATION

☎ 64240 272 (Manisah) [manisah@sisv.org.sg](mailto:manisah@sisv.org.sg)

☎ 64240 297 (Ping Ping) [pingping@sisv.org.sg](mailto:pingping@sisv.org.sg)



Singapore Institute of Surveyors and Valuers  
110 Middle Road #09-00 Chiat Hong Building  
Singapore 188968

☎ 6222 3030 (Main) 6225 2453 (Fax)

Website: [www.sisv.org.sg](http://www.sisv.org.sg)

### SYNOPSIS

Many salespersons are still using the convention way of closing rental deals which can be unproductive. There are better ways of negotiating rental deals which could save valuable time. This course aims to teach salespersons alternate ways of closing rental deals and also to use documents appropriately.

### LEARNING OBJECTIVES & OUTCOME

1. Due diligence of Salesperson in compliance with Estate Agents Act 2010 and Professional Service Manual with regards to lease transactions.
2. Learn the difference between Letter of Offer (LO) and Letter of Intent (LOI) and when to use them.
3. Learn other ways in handling lease transactions without the use of Letter of Offer or Letter of Intent.
4. Learn how to close deal with email correspondences
5. Identify the common mistakes made by Salespersons
6. Learn to use words appropriately
7. Learn to put forward client's offer appropriately
8. Drafting of Letter of Offer and Letter of Intent
9. Understand the extent of Salesperson's duties in lease transactions.

### TARGETED TRAINING GROUP

- For all salespersons
- This CPD is at Beginning to Intermediate level
- Some experience on tenancy is preferred but not necessary
- Basic understanding of English language is required.

### PROGRAMME

9:45am	Registration
10:00am	<b>Seminar commences</b>
11.30am	Break
1.00pm	End of Seminar

### LECTURER

Mdm Celeste Ng

- In real estate practice since 1990
- Portfolio includes sale & lease of industrial, retail, office & residential properties.
- Degree in B.Sc (Estate Management) NUS
- Certificate in Law of Conveyancing
- Advanced Certificate in Training of Assessment (ACTA)
- Lecturing Real Estate Courses (CEHA, CES, RES) since 2004
- Experienced and knowledgeable
- Trained more than 5000 salespersons since 2004.

### CERTIFICATE OF ATTENDANCE

Certificate of Attendance will be awarded upon successful completion of the programme.

**Registration Fee** (includes GST & notes) &  
**Membership Category**

**\$65 (A)** SISV Members & Staff of Member Firms  
CES & REAC (CEHA) Course Participants of  
SISV/SISV Services, Affiliates [CREA®, GRES  
participants, Subscribers of SISVREALink]

**\$85 (B)** Others

**Limited Seats! Book now!!**

**Notes**

Registration is on a first-come-first-served basis. Reservation by fax or email will only be accepted upon receipt of payment. Confirmation of registration will be via email. No cancellation is allowed once registration is confirmed.

Fees paid are not refundable under all circumstances. This will also apply to participants who are unable to attend on that day. However, replacement by another individual is allowed and notification must be made in writing at least 3 days before the event. In the case of a non-member replacing a member, the non-member will have to pay the fee difference.




The Organiser reserves the right to alter the programme or cancel the event as may be necessary. In the event of cancellation, full refund will be made to participants.

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  -  **64240 297 (Ping Ping)** [pingping@sisv.org.sg](mailto:pingping@sisv.org.sg)
  -  6222 3030 (Main) 6225 2453 (Fax)
- Website: [www.sisv.org.sg](http://www.sisv.org.sg)

**REGISTRATION FORM**

**Name of Participants**

#	NAME / NRIC / CEA Registration No / Mobile No. / Email	Mbrshp Category	Amt \$	
1	Name:			
	NRIC:			CEA Registration No:
	 Mobile			Email :
2	Name:			
	NRIC:			CEA Registration No:
	 Mobile:			Email :
3	Name:			
	NRIC:			CEA Registration No:
	 Mobile			Email :
Total Amount Payable \$				

Company .....

CEA Estate Agent Licence No. : ..... Contact Person .....

Address : .....

..... S( )

Tel/HP ..... Email .....

**PAYMENT MODE**

Receipt No : \_\_\_\_\_ (for official use)

- Cheque** (Bank/Cheque No ..... Amount \$.....  
Crossed cheque payable to “Singapore Institute of Surveyors & Valuers”. Please indicate your name, company and date of event on the back of the cheque.
- Via ibanking/Bank transfer.** Details as follows: DBS current account no: 007 005007 0. Please include your name and date of event (Tan Xx Xx 23072015) when transferring.