

## Commercial Properties Leasing Practice & Pitfalls

(CEA Serial No: C2L1S0571)

**25 August 2017**  
**(Friday, 2.00pm – 5.00pm)**

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

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

The seminar provide summary of key features in leasing of commercial properties. It aims to assist salesperson in undertaking leasing of commercial properties. Salesperson will be in a better position and aware of various negotiation techniques, pitfalls and lease negotiation in the drafting of Letter of Intent.

### LEARNING OBJECTIVES & OUTCOME

1. Learn the classification of commercial properties
2. Identify the different uses and requirement of commercial properties
3. Identify the factors of consideration in leasing of office and retail properties.
4. Prospecting and negotiation techniques
5. Drafting of Letter of Intent (LOI)
6. Pitfalls in drafting of commercial terms

### TARGETED TRAINING GROUP

- For all salespersons, managers and KEO
- This CPD is at Beginning to Intermediate level
- Some experience on leasing is preferred but not necessary
- Basic understanding of English is necessary

### PROGRAMME

1.45pm	Registration
2.00pm	<b>Seminar commences</b>
3.30pm	Break
5.00pm	End of Seminar

### LECTURER

Mr Lester Leow Kok Wee

- In real estate practice since 1994
- B.Sc (Estate Management) Honours, NUS
- Advanced Certificate in Training and Assessment (ACTA)
- Adjunct Nanyang Polytechnic lecturer
- Handle more than \$300mn investment sales
- Specializes in corporate real estate lease transactions, sales & leaseback and investment sales.
- Currently with an Agency providing investment and agency consultancy services.
- Previous experience includes Industrial REIT, lease management and negotiation, Investment sales

### 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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☎ 6222 3030 (Main) 6225 2453 (Fax)

Website: [www.siv.org.sg](http://www.siv.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.