Hong Kong Housing Authority

Invitation for application on Estate Agents List Provision of Marketing and Leasing Services for Housing Authority's commercial properties

The Hong Kong Housing Authority (HA) wishes to invite applications from interested and eligible estate agency companies for inclusion into the Estate Agents List for the provision of marketing and leasing services for commercial properties.

Any interested estate agency company should apply for registration on the HA Estate Agents List. Once the estate agency company is accepted for registration on the said List, the estate agency company will be required to sign an estate agency agreement with the HA which will be valid until termination.

Commission will be awarded to the estate agency company who can introduce a suitable new tenant [Note1] acceptable to the HA to lease the concerned premises in HA's commercial properties and completion of all leasing formalities. The estate agency company shall be responsible for conducting marketing action and identifying, sourcing and proposing suitable new tenants for commercial properties in accordance with the planned trade mix and assist the prospective tenants to complete and submit the leasing tender documents to the HA. Before the commission is awarded, the status of the registered estate agency company will be checked again and only eligible estate agency company will be awarded the commission.

Estate agency companies satisfying the criteria listed below are invited to apply for registration:-

(a) being a properly incorporated company with limited liability under the laws of Hong Kong; and
(b) holding valid licences granted by the Estate Agents Authority including the individual estate agents who provide the services under the estate agency agreement with the HA.

Interested and eligible estate agency companies should submit their applications together with supporting information to demonstrate they meet the criteria as stated above to the following address by post/fax or by hand during working hours from 9:15am to 1:00pm and 2:00pm to 6:00pm from Monday to Friday (excluding public holidays):-

Commercial Properties Management Unit,
Wing A, Level 3, HKHA Customer Service Centre,
3 Wang Tau Hom South Road,
Kowloon, Hong Kong
Tel: 2794 5003 Fax: 2762 0757

Interested estate agency companies may be required to provide further information/ clarifications to substantiate their applications. The HA is not bound to accept any application.

Charmaine LEE, Director of Housing

Note[1]: New tenants shall not include existing tenants of HA commercial premises and their subsidiaries, any trade name currently operating in HA commercial premises, any tender submission or leasing application submitted by an estate agent in its own name, and any successful tenderer and its subsidiaries that has been awarded a commercial tenancy by HA (including any successful tenderer that has been awarded a tenancy but has not yet taken possession of the premises or executed the relevant tenancy agreement or licence agreement). HA shall have the sole and absolute discretion to determine whether a tenant, its subsidiary, or its trade name is to be regarded as a New Tenant, and its decision shall be final and binding.