

Enquiry & Requirements Form — Commercial

Requirements brief for a commercial buyer or tenant.

CONTACT DETAILS

Name		Company (if applicable)
Contact number	Email	Preferred contact method
Best time to contact	How you heard about us	Date of enquiry

REQUIREMENT

☐ Purchase	☐ Lease	☐ Shophouse
☐ Retail	☐ Office	☐ F&B
☐ Medical / clinic	☐ Other	
Intended trade or use	Floor area required (sq ft)	Floor preference
Budget — purchase (S\$)	Budget — monthly rent (S\$)	Budget psf
Lease term sought	Fitting-out period needed	Target occupation date
☐ Ground floor required	☐ Shopfront / frontage required	☐ Grease trap required
☐ Exhaust required	☐ Heavy power supply	☐ Loading bay access
☐ Lift access	☐ 24-hour access	

DECISION AND TIMING

Who else is involved in the decision	Target decision date
Current arrangement (owning / renting / other)	Financing status
Notice period	

PREFERRED LOCATIONS

Area or district 1	Area or district 2	Area or district 3
Specific buildings or streets of interest		

PROPERTIES SHOWN

DATE	PROPERTY ADDRESS	OUTCOME / FEEDBACK

Keep a running record of what has been shown against this brief.

POSITION AND TIMING☐ First-time buyer / tenant☐ Existing property to sell☐ Existing lease to end☐ Financing arranged☐ Financing to arrange☐ Ready to view immediately

Anything else we should know

ACKNOWLEDGEMENT

This form records what the enquirer is looking for so that suitable properties can be identified. Completing it does not appoint an estate agent, does not create any exclusivity, and places the enquirer under no obligation to transact. Any appointment would be made separately using the estate agency agreement prescribed by the Council for Estate Agencies.

Enquirer

Name:

Date:

Received by

Name:

Salesperson CEA Reg. No.:

Date:

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