

To,
DOWIN REAL ESTATE AGENCY
7, Jalan Permas 10/1,
Bandar Baru Permas Jaya,
81750 Johor Bahru, Johor.
Tel : 07-386 1988 Fax : 07-386 3233

LETTER OF AUTHORITY TO SECURE A TENANT

* I / We _____ NRIC No. _____ of _____
_____ do hereby authorise you to secure a Tenant to rent my
property known as _____
(hereinafter called ` the said Property) to display signboards, and to advertise in any form so as to
promote the rental of the said property. The terms of the rental of the said Property shall be as follow : -

1. The rental of the said Property shall be RM _____.
2. The authority hereby given shall be on EXCLUSIVE / SOLE / ADHOC * AGENCY basis.
3. This authority given shall be valid for the period from _____ to
_____ and shall be deemed renewed for a period equivalent to the original
terms unless either party gives written notice of termination.
4. * I / We hereby undertake to pay you, your professional fees equivalent to ONE
MONTH rent upon signing of the Tenancy Agreement.
5. a) Should an earnest deposit or amounts paid for the property for rental be forfeited,
half (1/2) of the deposit or amounts paid therefore shall be entitled by your agency,
providing however, that the Agency's share of any forfeited deposit or amounts paid
shall not exceed the commission.
b) It is further agreed that prospective tenant brought in by you will be recognised
as such upon receipt of your covering memorandum or upon evidence of
their signing your viewers' acknowledgement form; and in such an event the
agreed commission is payable when they eventually rent the property.
6. This authority is given to you in * my / our company's capacity as :-
 - a) Registered proprietor.
 - b) Duly authorised representative pursuant to a Power of Attorney.

WITNESSED BY

SIGNATURE : _____
NAME : _____
NRIC : _____
DATE : _____

SIGNATURE : _____
NAME : _____
NRIC : _____
DATE : _____

* I acknowledge that I have read and understood this agreement including the important information on the reverse side and have received a copy

EXPLANATORY NOTES

TYPES OF AGENCY

- (i) **EXCLUSIVE AGENCY** - This refers to the instruction from a client to a single registered estate agent to act on his behalf. The client may make introductions but will leave the closing of the transaction to the registered estate agent.
- (ii) **SOLE AGENT**- Just as in exclusive agency, a single registered estate agent is engaged. The client may, however, wish to reserve the right to close deals in addition to making introduction or an arrangement may be made for a discount in fees where the client plays an active role.
- (iii) **SOLE JOINT AGENCY** - This is a variation of the Sole Agency. The registered estate agent works together with the client as a team and the fee is divided on a pre-agreed formula. The client has the flexibility to compensate additional registered estate agents and at the same time maintain the advantage of having one registered estate agent in control.
- (iv) **JOINT AGENCY** - This is where more than one registered estate agent is appointed and only the registered estate agent who closes the deals gets paid. The number of agents appointed is limited and each is aware of the appointment of the others.
- (v) **AD HOC BASIS** - In this case, the client can engage an unlimited number of registered estate agents on an adhoc basis and fees are paid only on successful introduction.
- (vi) **CO-AGENCY** - This is where the owner agrees with the principal estate agent that he can enlist the services of another agent(s) and share the agency fees accordingly. Co-agency can exist only when the principal estate agent is appointed on an exclusive agency basis.

Dowin