

Monika Fischer and her team..... introduction and our business model



I have been living in Singapore for eight years. Being an expatriate in various countries for over 25 years, I can very well combine my knowledge of the "western" lifestyle and Asian culture and mindset.

I am a property and relocation agent in Singapore active in this line for 4 years. I specialize in selling, renting out and buying of private properties in the areas around Orchard Rd, Tanglin Rd, River Valley Rd, Singapore river vicinity, Bukit Timah Rd, Holland Rd, Upper Bukit Timah Rd and vicinity, mainly districts 9, 10, also 11 and 21. For and with our tenants or buyers, we will go and search for the best place anywhere on the island. In cooperation with my colleagues and freelance specialists, we offer a wide range of relocation services to companies or individual clients.

Professional qualification:

CEHA certification in 2009 (as required by the new CEA laws)

Achievements:

OrangeTee TOP 50 Producer 2009 (position 32)

OrangeTee TOP 10 Team Producer in June 2009

OrangeTee TOP 10 Team Producer in January, February, June 2009

OrangeTee TOP 10 Achiever in February 2009

We offer a competent home search with focus on your needs and understanding of your requirements.

Moving and relocation to a foreign country, to an unknown world, culture and lifestyle is a challenging task for an individual and even more so for a family. We are here to assist you before and during your move.

We offer the following services and assistance to you and your company on top of the home search, and we trust that you will find them useful and competent and they will enable an easy transition to you, your family and your company to Singapore.

We will be the sole agent servicing the house hunting client, client's contribution is welcome. For best search results, we will contact co-broking agents or other sources, when necessary. It is our professional decision and practice. All property agents in Singapore work individually, have access to same information and databases, the distinction is in the understanding, determination, professionalism and personality. You do not limit your chances by accepting the service of one agent.

Client will have to commit to the exclusivity (meaning we will be always involved in closing a deal).

The rental process and what we do

Initial Assessment

Once a client contacts us, we will assess the client's requirements through our Questionnaire, such as the location, quality of equipment and apartment, furnishing, price.

Rental properties in Singapore are either **partially furnished**, which means that they come with air conditioners, lights and curtains, white goods (washing machine, dryer, refrigerator, stove, and oven), kitchen cabinets and built-in wardrobes in bedrooms.

Fully furnished properties (furnished with usually just basic pieces) are also available.

! Singapore uses 220 W, adaptors to foreign plugs are easily available.

Length of Lease

Two year leases are the standard in Singapore. One year or shorter leases can also be negotiated. The landlord may increase the price for a short-term rental.

Letter of Intent

When the ideal property is found, we will negotiate the basic conditions and prepare a Letter of Intent (LOI) for our client to approve. This is a letter stating the Tenant's intention to lease a property from the Landlord and will outline the Tenant's requirements. This LOI will be accompanied by a cheque over the first month rent. The Landlord has usually 2 days to reject or accept the offer by signing it.

It is important to list all your requirements now; any later wish will likely be rejected.

Documentation

You will need to submit (usually with the LOI):

- Photocopied passport/s of all occupiers
- Photocopied employment pass/es of all occupiers
- copy of ROC if a company

!! In case of a personal lease, the tenant can only sign an Agreement after her obtained his Employment Pass, or if the EP has sufficiently long validity.

Tenancy Agreement

After the LOI is signed, both parties will further negotiate the details of the lease and complete a Tenancy Agreement (TA). This is a legal contract between Tenant and Landlord. It outlines the terms and conditions of renting the property. Upon signing of the Tenancy Agreement, the client is required to pay to the landlord a **security deposit!** Only the TA is binding for the Landlord, not the LOI even if signed by him.

Some of the most important issues in the Agreement:

Security deposit

Usually equals two month rent. In case there are pets, or antique furniture, or similar, the landlord may ask for a higher deposit. The deposit should cover any damages to the property and/or defaults in payments.

Diplomatic Clause

This clause is to safe-guard you in the event that your employment is ceased or

you are transferred to another country. You can terminate the lease after 12 months by giving 2 months notice. Documentary proof must be produced. Thereafter, the security deposit will be refunded to you. Please note that most landlords will only include the diplomatic clause if the lease is more than a year.

Repairs

The Agreement spells out the conditions of who will pay for which kind of repairs and in which case.

Hand-over

The unit will be handed-over from landlord to tenant, inclusive keys and access cards. We will represent our client by reviewing the inventory list/handover form and taking notes and/or photographs of any flaws, defects, or damage to the rental property. It is important to pay attention to any defects or shortcomings now.

Agency Commission/Fee

Our commission fees are as follows:

Home search based on a two year term

A commission is usually paid by the landlord to his/her agents, and then shared if higher than approx. \$3500.

Home search for rental above \$3,800/M is **FOC for the tenant**.

Between \$3,800-\$3,500/M if the commission is not paid by the landlord, we charge half month rent.

Below \$3,500/M we charge one month rent.

In case of a one year lease term, the fees must be negotiated upfront.

Our service in overview

- Assessment of needs and requirements
- Pre-selection and screening of suitable properties, matching the units to the needs of tenant
- Arranging and conducting of viewings of prospectively matching units (on several days)
- Negotiating best terms for the client
- Preparation of and assistance at hand-over of the property
- Assistance in applying for Singapore Power account (electricity, water, gas)
- Assistance in getting internet/cable TV/phone line
- Follow-up and assistance during the first 30 days of tenancy

We will assist our clients during the whole duration of the tenancy where need be; handyman services, lease extension or hand-back and receipt of security deposit, and others.

What else can we do for you

Prior to your moving

Orientation Tour - when you come to Singapore first time and wish to check out the housing market. With extensive information on accommodation, life style, schools, shopping, cultural and social life and others in relation to your future housing.

Duration: Duration: approx. 4-5 hours blocks (on 1 or 2 days)

Costs involved: Chargeable per block and in dependence on the number of participants (1-3 persons, 4 and more). Minimal fee applies.

Recommendation of an international mover in Singapore with working relations in your country of origin

Recommendation of a commercial attorney (Wirtschaftsanwalt) for any corporate needs such as set-up, formal incorporation, accounting and taxation

Recommendation of a (German) insurance broker who offers a wide range of well-known German types of insurance for clients in Singapore

Frequent contact (emails, phone calls) in regards to your housing needs and any urgent matters

After you moved to Singapore*

Package Quick & Easy

For Singles/Couples

For Families

Package A - Cultural orientation / sightseeing

(Driving tour of approx. 4 hours)

Package B - Getting to Know Singapore

(Approx. 4 hours. Experience a typical day in your new life!)

Package C – Settling in - Informational

(Assistance with various services)

Package D – Intercultural Integration

(1 or 2-day interactive course with case studies)

* Charges and Terms & Conditions apply