APPLICATION TO THE PRESIDENT OF THE HONG KONG INSTITUTE OF SURVEYORS FOR THE APPOINTMENT OF AN INDEPENDENT VALUATION EXPERT

The undersigned hereby requests the President of the Hong Kong Institute of Surveyors (HKIS) to appoint an Independent Valuation Expert.

Part 1: Details of parties			
1 st Party			
Name:			
Capacity: Landlord/Tenant/Ot Address:	hers		
Tel no.:	Fax no.	Email:	
Professional Advisor (if any)			
Name:			
Address:			
Tel no.:	Fax no.	Email:	
2 nd Party			
Name:			
Capacity: Landlord/Tenant/Others Address:			
Tel no.:	Fax no.	Email:	
Professional Advisor (if any)			
Name:			
Address:			
Tel no.:	Fax no.	Email:	

Part 2: Background Information			
Address of premises			
Type of premises (e.g. office, retail, industrial, restaurant)			
For Rent Reviews	For Other Valuation Appointments		
Present rent (per month):	Basis of Valuation :		
Date of Valuation	Date of Valuation :		
Other Relevant Issues :	Other Relevant Issues :		
Please enclose a copy of Tenancy/Agreement and highlight any special requirements stipulated in the relevant tenancy/agreement (if any) in relation to the appointment of independent valuation expert e.g. experience and qualifications.			
Please also state below any requirement for a reasoned determination and any representation procedure (including rebuttal) and other points which the applicant(s) may wish to bring to the attention of the President of HKIS and the Independent Valuation Expert.			
Part 3: Administration Fee			

A non-refundable administration fee of HK\$10,000 made payable to "The Hong Kong Institute of Surveyors" must be sent together with the application.

Part 4: Declaration

- (1) I / We hereby certify that details contained herein are true and accurate.
- (2) I / We acknowledge that the President of HKIS has complete discretion over who is to be appointed.
- (3) I / We acknowledge that no re-appointment will generally be considered for an appointment once made unless the contract provides for such.
- (4) I / We acknowledge that the terms of engagement and the fee to be charged of the independent valuation expert being appointed is to be confirmed with the said valuer direct.
- (5) I / We acknowledge that the President of HKIS has discharged his duty once he has notified the applicant(s) in writing, copied to the other party, the name of the duly appointed IVE.
- (6) I / We hereby confirm that I / we will be responsible for all fees and expenses in the appointment for which no liability attaches to the President of HKIS personally or to the HKIS.
- (7) I / We acknowledge that neither the President of HKIS nor the HKIS shall be liable for any act or omission whatsoever in connection with the appointment of the Independent Valuation Expert.

valuali			
Applicant	Applicar	nt	
Capacity	Capacity	<i>'</i>	
Signed	Signed		
Date	Date		
Please provide a letter of authorization from the applicant if this application form is signed by an Advisor to one of the parties.			

Application to be returned to:

The Hong Kong Institute of Surveyors Room 1205, 12/F, Wing On Centre 111 Connaught Road Central Sheung Wan, Hong Kong

Tel : +852 2526 3679 Fax : +852 2868 4612 Email : info@hkis.org.hk

Enclosures - Checklist for fully completed, signed and dated Application Form:

- 1) Cheque/cashier's order
- 2) Lease/Tenancy Agreement
- 3) Letter of Authorization (if signed by a Surveyor or an Advisor)
- 4) Copy of Letter Notifying Other Party of Application (if application is from a single party)