

HDB SELLER CHECKLIST

For Salespersons' Use

Salespersons shall make use of this checklist to ensure minimum due diligence for every transaction.

(1) Pre-marketing Checks	Status
Full name of owner(s) – including verification of identification documents	
HDB flat ownership (https://services2.hdb.gov.sg/webapp/SX05AWSPCP/SX05PSPCPLogin.jsp)	
CEA Prescribed Agreement (Form 1, or Form 5 for Exclusive)	
Written consent from all owners to market property, if Form 1 or 5 not signed	
Explain CPF and HDB's policies/terms and conditions/regulations/requirements	
Registered Seller's Intent to Sell (valid for 12 months)	
Verify or disclosed basic information including but not limited to: - Tenure (Balance of lease term for older flats) and Floor – SLA (Land titles Registry), HDB - Service & conservancy charges – HDB Infoweb, Town Council Upgrading works and upgrading costs of public housing – HDB Infoweb	
Eligibility to sell including but not limited to: - Minimum Occupation Period (MOP) - Ethnic Integration Policy and SPR Quota Additional requirements in cases of bankruptcy or divorce	
*Legal documentation for authorised persons – Power of Attorney, Executor or Administration	
*Legal document for divorced cases	
(2) Verifying Buyers' Information	
Full name of buyer(s)	
Verify eligibility based on Citizenship	
*Verify validity and obtain copy of NRIC	
When asked by a buyer or through his salesperson, salesperson shall find out from the seller and convey to the buyer or the buyer's salesperson material information on the property including but not limited to the following: - Loan shark harassment; - Bankruptcy issues; - Recent death from unnatural causes in the property; - Divorce proceedings; - Any defect that would materially affect the property value or its suitability to be used for the purpose for which it is being acquired as a dwelling, e.g. pests, infestations, damages like spalling concrete and water leakages, and other possible hazards such as environmental hazards or natural disasters; - Unauthorised additions, structures, alterations or renovations; - Whether any caveats have been lodged; - Minimum occupation period (for HDB resale flats).	
(3) Documentation Checks	
Allowed sufficient time seller(s) and buyer(s) to read through and understand the contract(s)	
Procured signatures of all joint sellers; all amendments on contracts are counter-signed	
No blank/unfilled fields for essential/material terms or information in documents	
Provide copy of all relevant signed documents	
Conduct Anti-money laundering/Countering financing of terrorism checks on seller(s) using AML checks on VO/VOM	
All relevant approvals from authorities with proper documentation	
(4) Submission Checks	
CEA Prescribed Form 1/5 / Letter of Consent for marketing, signed prior to serving client(s)	
Option to Purchase	
Salesperson's Checklist on Customer Due Diligence, signed Customer's Particulars Form	
*Co-broke / Commission Sharing agreement	
Other relevant documents including AML report(s)	
(5) Handover Checks	
*All relevant handover documentations (such as but not limited to receipts, aircon servicing/maintenance proof, no. of keys, remote controls)	

*If applicable

This checklist is not meant to be exhaustive and may be updated without further notice. For the interest of your professional conduct and to ensure compliance with all relevant regulations, salespersons are advised to do their own due diligence.