

## PRIVATE SELLER CHECKLIST

### For Salespersons' Use

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

<b>(1) Pre-marketing Checks</b>	Status
Full name of owner(s) – including verification of identification documents	
Property ownership search ( <a href="https://www.sla.gov.sg/inlis/#/">https://www.sla.gov.sg/inlis/#/</a> ) – Print and retain a copy, and pass a copy to clients	
CEA Prescribed Agreement (Form 1, or Form 5 for Exclusive)	
Written consent from all owners to market property, if no CEA prescribed agreement signed	
Verify or disclosed basic information including but not limited to: - Tenure and Floor – SLA (Land titles Registry) - Service & conservancy charges – Management Corporation Strata Title (MCST) - Upgrading works and upgrading costs of private housing – MCST - Approved use of property	
Determine Seller's Stamp Duty payable	
Explain CPF and related S&P policies/terms and conditions/regulations/requirements	
*Legal documentation for authorised persons – Power of Attorney, Executor or Administrator	
*Legal document for divorced cases	
For Corporate Sellers: - ACRA Bizprofile search to determine shareholders & directors - Directors Resolution for Authorised Signatory	
<b>(2) Verifying Buyers' Information</b>	
Full name of buyer(s)	
*Verify identity 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.	
<b>(3) Documentation Checks</b>	
Allowed sufficient time for seller(s) and buyer(s) to read through and understand the contract(s)	
Procure signatures of all joint sellers; all amendments on contracts are counter-signed	
No blank/unfilled fields for essential/material terms or information in documents	
Offer to Purchase signed by all joint sellers and delivered to buyer(s)	
Provide copy of all relevant signed documents	
Conduct Anti-money laundering/Countering financing of terrorism checks on seller(s) using AML Checks in VO/VOM	
All relevant approvals from authorities with proper documentation	
<b>(4) Submission Checks</b>	
CEA Prescribed Form 1 / 5 / Letter of Consent for marketing, signed prior to serving client(s)	
*Offer to Purchase and/or 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)	
<b>(5) Handover Checks</b>	
*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.