

PRIVATE TENANT CHECKLIST

For Salespersons' Use

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

(1) Preliminary Checks	Status
Full name of tenant(s)	
CEA Prescribed Agreement (Form 4, or Form 8 for Exclusive)	
*Verify validity and obtain copy of NRIC (if applicable)	
*Verify validity and obtain copy of Passport number (if applicable)	
*Verify validity of immigration pass (validity period of at least 3 months) https://www.ica.gov.sg/ – print acknowledgement slip	
Check original immigration / work or other passes and keep photocopies	
Cross-check passes with original passports and photographs, and keep photocopies	
For company leases: ACRA Registration Number / Unique Entity Number (if applicable) Directors' Resolution authorising any director to sign documents if all directors are not signing	
(2) Check on Owners	
Full name of owner(s) – including verification of identification documents	
Property ownership (https://www.sla.gov.sg/inlis/#/) – print a copy	
Verify basic information including but not limited to: - Registration of property agent representing Landlord (if applicable) - Tenure and Floor - Maintenance charges	
If party is not the actual owner or a corporate owner: - Confirm authorisation to act – POA, Executor, Administrator - Corporate owner – business profile search, Directors' Resolution	
(3) Documentation Checks	
Allowed sufficient time for landlord(s) and tenant(s) to read through and understand the contract(s)	
Procured signatures of all joint tenants; all amendments on contracts are counter-signed	
No blank/unfilled fields for essential / material terms or information in documents	
Letter of intent properly delivered and signed by all joint landlords and tenants	
Provide copies of all relevant signed documents	
Conduct Anti-money laundering / Countering financing of terrorism checks on tenant using AML checks in VO / VOM	
Submitted application for transfer of power supply and utility	
All relevant approvals from authorities with proper documentation	
(4) Submission Checks	
CEA Prescribed Form 4 / 8, signed prior to serving client(s)	
Letter of Intent and / or Tenancy Agreement	
Salesperson's Checklist on Customer Due Diligence, signed Customer Particulars' Form	
Stamp Duty to be done within 14 days from Tenancy Agreement date	
*Co-broke / Commission Sharing agreement	
Other relevant documents including AML report(s)	
(5) Handover Checks	
Inventory List – properly documented and signed, attached together with photographs	
*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.