

Checklist for Buyer for Sale of Completed Private Residential Property

Prospective buyers are encouraged to go through this checklist before entering into a contract for the property transaction.

A. Before making payment for the Option to Purchase (OTP) to be issued, you should verify the following by sighting the originals (where available) of such documents.		
1	Name of seller(s)	
2	NRIC or Passport to verify identity of seller(s)	
3	ACRA Registration number or Unique Entity Number (if you are negotiating with a company)	
4	Ownership of property and property specifications (e.g. address, tenure, area, etc.) and restrictions, especially caveats lodged against the property by third parties	
5	Approved Property Use	
6	No unauthorised additions & alterations to the property	
7	Outstanding property tax unpaid by seller	
8	Buyer's stamp duty liability	
9	Associated costs such as service charge and maintenance fees charged by the Management Corporation Strata Title (MCST) - <i>applicable for Strata Title properties</i>	
10	Financial Planning <ul style="list-style-type: none"> - Home loan amount and loan period - Central Provident Fund (CPF) savings to finance the purchase - Cash amount required for the purchase 	
11	Seller's bankruptcy status	
<p>If you require assistance with or have specific requirements that need to be addressed in the property transaction process, you may wish to engage the services of a lawyer earlier in the transaction process.</p> <p>To further safeguard your interests, you should:</p> <ol style="list-style-type: none"> 1. If you are a foreigner, obtain an approval-in-principle to purchase restricted residential properties <u>before</u> entering into an agreement for the purchase. This will avoid a cancellation of the agreement should you fail to obtain approval for your application with the Land Dealings Approval Unit, Singapore Land Authority. 2. Obtain a copy of the approved plans of the property from the Building and Construction Authority (BCA) to verify the as-built conditions of building works against the approved plans. If required, engage a competent person (e.g. architect, engineer or building surveyor) to investigate whether the property is free from unauthorised structures or alterations by carrying out a site inspection and checking against approved plans. 		

3. Ask for a letter of confirmation from the seller stating that he or his company has not been treated as a property trader for Singapore income tax purposes if you are unsure whether the seller is considered as such. Otherwise, you will be required to withhold tax on the purchase price of the property.
4. Indicate the “-CVY” suffix when issuing a cheque in the name of the seller’s appointed law firm if you are making payments of conveyancing money to the law firm.
5. Check on powers conferred onto the person appointed to act on the seller’s behalf if a Power of Attorney (POA) is used.

B. If you engage the services of a property agent for a property transaction, the agent should assist you in the checks listed in Section A. However, you must check:

1.	Whether the property agent is registered with CEA	
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Where to conduct the checks

S/N	Description	URL
1	Property ownership	 https://app1.sla.gov.sg/inlis/#/
2	Property specifications and restrictions	
3	Property is approved for residential use	 https://www.ura.gov.sg/EnquiryOnApprovedUse/
4	ACRA Registration Number or Unique Entity Number	 https://www.uen.gov.sg/ueninternet/faces/pages/uenSrch.jspx?_afWindowId=boxbtro4n&_adf.ctrl-state=18qskgav4j_22
5	Stamp duty	 https://www.iras.gov.sg/IRASHome/Other-Taxes/Stamp-Duty-for-Property/
6	Registration of property agent	 https://www.cea.gov.sg/public-register
7	CPF monies	 https://cpf.gov.sg/members

8	Validity of NRIC/Passport	 https://eservices.ica.gov.sg/ipienquiry/web/ichack/landing
9	Application for Inspection and Making copies of Approved Drawings	 https://www1.bca.gov.sg/download-application-forms

This checklist is developed by the Digitalised Property Transactions Workgroup, as part of the Real Estate Industry Transformation Map's vision to enable the industry to deliver seamless, efficient, and secure property transactions.

For more information, please visit www.cea.gov.sg/DPTWG