

## ✓ Resale Checklist for Buyers who do not engage salesperson

Buyers must complete this checklist before exercising an Option to Purchase.  
A scanned copy of completed checklist must be submitted with Resale Application.

Resale Flat Address: \_\_\_\_\_

### Buyers to do/note the following:

(✓ tick all the boxes)

#### (1) **Eligibility to Purchase**

- Check that you are eligible to buy a resale flat under one of HDB's eligibility schemes.
- If you are first-timers and meet the eligibility conditions for the CPF Housing Grant (including Additional CPF Housing Grant and higher-tier grant), you can apply for the grant.
- You and the sellers must comply with Ethnic Integration Policy and Singapore Permanent Resident Quota Policy.

#### (2) **Financing**

- For HDB housing loan, you must:
  - meet loan eligibility conditions. (For second HDB loan, the amount will be reduced by CPF balance/refund and up to half of cash proceeds from sale of current or immediate past flat.)
  - have a valid HDB Loan Eligibility Letter when exercising Option to Purchase and when submitting Resale Application.
- For bank loan, you must:
  - have a bank's Letter of Offer when exercising Option to Purchase.
  - have accepted Letter of Offer before submitting Resale Application.

#### (3) **HDB's standard Option to Purchase**

- You are given a 14-day Option Period to exercise Option to Purchase. Upon exercising Option to Purchase, you and the sellers will enter into a binding contract to buy/sell the flat.
- You have to read and understand the Option to Purchase document.

#### (4) **Upgrading Cost (if applicable)**

- You have to check whether the flat is under any upgrading programme and who to pay the cost.

#### (5) **Resale Information**

- You must give true information, e.g. resale price, income, and must not enter into any supplementary agreement or cashback arrangement, etc. (see Penalties for Infringement on Page 2)

### Confirmation by Buyer(s):

Yes, I/we have gone through all the items in this Checklist on \_\_\_\_\_ (date) before I/we exercise the Option to Purchase.

### Signature

(1) _____	(2) _____	(3) _____	(4) _____
Name	Name	Name	Name
NRIC No.	NRIC No.	NRIC No.	NRIC No.

## **Instructions for Completing the Resale Checklist**

### **1 Introduction**

The Resale Checklist is for buyers/sellers to ensure that they are aware of the important HDB purchase/sale and financing policies when buying/selling an HDB flat. Buyers/sellers who do not engage salesperson are required to complete the Resale Checklist before they commit to buy/sell a flat.

### **2 Instructions to Buyers**

- a) Go through all the items in the Resale Checklist and tick all the boxes.  
*(Advisable to complete the Resale Checklist as soon as you are considering to buy a flat)*
- b) If necessary, use the translated copies in Chinese, Malay and Tamil (available in the HDB InfoWEB) for reference. Only the English version is to be submitted to HDB.
- c) Attach a **scanned copy** of the completed Resale Checklist when submitting the **Resale Application**.
- d) Submit the **original** Resale Checklist to the HDB Resale Office at the **First Appointment**.

### **3 Points to Note**

- a) The **Resale Application** will not be accepted if the Option to Purchase is exercised before the Resale Checklist is completed.
- b) Buyers must ensure that the Resale Checklist is correctly completed and signed, and all documents related to the sale/purchase of the HDB flat are not back-dated or post-dated.
- c) Submitting the Resale Checklist to HDB does not mean an acceptance/approval of the Resale Application. HDB reserves the right to reject or cancel the Resale Application or revoke any approval for the sale/purchase if the information provided in the Resale Checklist, Resale Application Form and supporting documents are incomplete or incorrect.

## **Guide for Buyers who Conduct Own Transaction**

### **HDB InfoWEB**

Check online at [www.hdb.gov.sg](http://www.hdb.gov.sg) for resale policies and procedures, e-Services and latest information.

### **HDB Resale Seminar**

Attend the HDB Resale Seminar conducted in English, Mandarin or Malay (fee \$25 per person)

### **HDB Enquiry Line**

Call the Sales/Resale Customer Service at 1800-8663066

## **Penalties for Infringement:**

**In addition to other remedies, the Housing & Development Act (Chapter 129) provides that any person who makes a false statement is liable to a fine not exceeding \$5,000/- or to imprisonment for a term not exceeding 6 months, or both.**

**Under the Oaths and Declarations Act, any false statement made in a Statutory Declaration will constitute an offence under the Penal Code. The offence carries a penalty of up to 3 years' imprisonment or a fine, or both.**