

✓ Resale Checklist for Buyers who engage Salesperson

**Salesperson must go through this checklist with buyers before buyers exercise an Option to Purchase.
A scanned copy of completed checklist must be submitted with Resale Application.**

Resale Flat Address:	
Salesperson's Name:	CEA Regn. No.
Estate Agent's Name:	Salesperson's Phone No.

I have on _____ (date) advised the buyers on the following:

Signature of Salesperson

(✓ tick all the boxes)

(1) Eligibility to Purchase

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

(2) Financing

- For HDB housing loan, buyers 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, buyers 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

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

(4) Upgrading Cost (if applicable)

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

(5) Resale Information

- Buyers 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, my/our salesperson (name above) has gone through all the items in this Checklist with me/us in _____ (language) 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 salespersons to ensure that buyers/sellers are aware of the important HDB purchase/sale and financing policies when buying/selling an HDB flat. Salespersons are required to go through the Resale Checklist with their clients before they commit to buy/sell a flat.

2 Instructions to Salesperson

- a) Explain all items in the Resale Checklist to the buyers and tick all the boxes.
(Advisable to go through the Checklist as soon as the buyers are considering to buy a flat)
- b) State the language used to explain to the buyers. 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 buyers exercise the Option to Purchase before the Resale Checklist is completed.
- b) Only the salesperson engaged by the buyers is to complete the Resale Checklist, witness the signing of the Option to Purchase / Resale Application Form and execute the Estate Agent's Statutory Declaration. **These documents must be endorsed by the same salesperson.**
- c) The salesperson 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.
- d) 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.

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.

If a salesperson is found to have made a false declaration, HDB will report the matter to the appropriate authorities.