

Pre-Transfer Document Checklist

Check document and cost readiness before the transfer date at the Land Office to avoid a failed transfer.

Property / project

Transfer date

Land Office

Seller's Documents

- ☐ Original title deed ☐ ID card ☐ House registration ☐ Marriage/divorce cert. ☐ Name-change cert.
☐ Power of attorney (if any) ☐ Juristic debt-clearance (condo) ☐ Mortgage release

Buyer's Documents

- ☐ ID card ☐ House registration ☐ Marriage cert. (if any) ☐ Loan approval letter ☐ Cashier's cheque
☐ Power of attorney (if any)

Costs at Transfer (state who pays)

Transfer fee 2%

Withholding income tax

Specific business tax / stamp duty

Mortgage fee 1% (if loan)

Checked by (agent)

All complete / Date

Disclaimer: This form is provided only as a guideline for recording preliminary information and agreements between users. Portsup is not a party to any agreement and does not guarantee any legal outcome or commission payment between the parties. Users should consult a legal professional for high-value transactions or special conditions.