

Check List of Documents required for Property (Without Title)

From Purchaser:

Documents:	
Identity Card of the Purchaser	<input type="checkbox"/>
The "Letter of Offer" signed with real estate agency (if any)	<input type="checkbox"/>
Income Tax Number of the Purchaser & Relevant Branch for Submission of Income Tax (Optional)	<input type="checkbox"/>

From Vendor:

Documents:	
The "Letter of Offer" signed with real estate agency (if any)	
Identity Card of the Vendor	<input type="checkbox"/>
Income Tax Number of the Vendor & Place of Submission of Income Tax (Optional)	<input type="checkbox"/>
Latest copy of maintenance office statement	<input type="checkbox"/>
If Property is still charged to the bank: <ul style="list-style-type: none"> ○ Latest Vendor's Loan Account Statement ○ A copy loan documents with the Vendor's present bank (i.e. Loan/Facility Agreement, Deed of Assignment & Power of Attorney) ○ The copy of the <ul style="list-style-type: none"> ○ Sale & Purchase Agreement ○ Deed of Assignment from the Developer up to the present Vendor. ○ Deed of Mutual Covenants 	<input type="checkbox"/>
If the Property is not charged to the bank: <ul style="list-style-type: none"> ○ Original loan documents with the Vendor's present bank (i.e. Loan/Facility Agreement, Deed of Assignment & Power of Attorney) ○ The Original copy of <ul style="list-style-type: none"> ○ Sale & Purchase Agreement from the Developer up to present Vendor ○ Deed of Assignment from the Developer up to the present Vendor. ○ Deed of Mutual Covenants 	<input type="checkbox"/>
A copy of latest Assessments (Cukai Pintu) Receipt	<input type="checkbox"/>
If real property gain tax is chargeable, the relevant proofs of deductible expenses: <ol style="list-style-type: none"> 1. Real estate agents commission's receipt 2. Stamp Duty and Legal Fee's payment receipt 	<input type="checkbox"/>

<p>3. Renovation's payment receipt , including the receipts to for the purchase and installation of fixtures and immovable fittings (eg: fans, air-conds, kitchen cabinets, wardrobes, autogate, alarm system) being the expenses incurred to maintain/improve the value of the property</p> <p>4. Valuer's payment receipt</p> <p>5. Advertisement paid to find for buyers</p> <p>If the Vendor wish to apply for exemption for CKHT, the following documents:</p> <p>1) CF before the date of the sale of Property</p> <p>2) Telephone , Electric or Water bill for the sale of Property</p>	
--	--

For Companies (Purchaser/Vendor):

Documents:	
Memorandum and Articles of Association	<input type="checkbox"/>
Forms 24	<input type="checkbox"/>
Forms 44	<input type="checkbox"/>
Forms 49	<input type="checkbox"/>
Board of Directors' and members' resolutions authorizing the entry of sale & purchase, and execution of the Sale & Purchase Agreement and associated documents. (Note: The Board of Directors' resolution should state clearly the authorization to affix the common seal on the Memorandum of Transfer)	<input type="checkbox"/>

* Note that all the above company's documents need to be certified as true copies by the company secretary

 Copyright © Low & Partners All rights reserved.

42-B, Jalan SS 21/58, Damansara Utama (Uptown), Petaling Jaya, 47400, Selangor, Malaysia

Tel: 03-7729 5293 Fax: 03-7729 5298

Email: Admin@LowPartners.com Url: www.LowPartners.com

