



PRACTICE AREA Snapshot CHECKLIST

Sub-sale of Property WITH TITLE – Vendor

File reference:

DISCLAIMER This Checklist is only intended to provide a general overview of the matters that should be considered in managing your case/transaction. The information provided in this Checklist is not intended to be legal advice. Many factors may affect the applicability of any steps or procedures set out here to your case and consequently you should apply your own discretion or seek appropriate advice (where applicable) before relying on these procedures.

1. VENDOR(S)

Name(s) of Vendor(s):	NRIC No / Passport No / Company No:	Winding Up / Bankruptcy Searches / Company Searches	
		Date Requested:	Date Received:
a.			
b.			
c.			

2. PURCHASER(S)

Name(s) of Purchaser(s):	NRIC No / Passport No / Company No:	Winding Up / Bankruptcy Searches / Company Searches	
		Date Requested:	Date Received:
a.			
b.			
c.			



3. PROPERTY PARTICULARS

a. Title Search	Date Requested:	Date Received:
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b. Title particulars:

c. Address:

d. Property Tenanted: Yes / No

Name of Tenant:	Term of Tenancy: years	Expiry Date:
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e. Tenure: Freehold / Leasehold

Tenure	Years	Commencement Date:	Expiry Date:
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f. Restrictions in Interest: Yes / No

g. Express Conditions: Yes / No

h. Charges: Yes / No

Name of Chargee:	Presentation No:
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i. Caveats: Yes / No

Presentation No:	Name of Caveator:	Type of Caveat:	Presentation Date:
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j. Other Encumbrances (if any):

**4. LETTER OF OFFER (if any)**

a. Date:	Earnest Deposit (RM):
b. Deadline for Execution of Sale and Purchase Agreement:	

5. SALE AND PURCHASE AGREEMENT

a. Date:	
b. Stamped Copy(ies): Yes / No	Date:
c. Stamped Copy(ies) given to Client(s): Yes / No	Date:

6. PURCHASE PRICE AND PAYMENT TERMS

a. Purchase Price (RM):		
b. Deposit (RM):		
c. Balance Purchase Price (“BPP”) (RM):		
d. Retention for Real Property Gains Tax (“RPGT”) (RM):		
e. If purchaser obtaining loan:		
i. Loan Sum (“LS”) (RM):	1. Amount, date paid:	
	2. Amount, date paid:	
ii. Difference Between BPP and LS (RM):	Date Paid:	
f. Completion Period/Date:	Revised Date:	Revised Date:
g. Extended Completion Period/Date:	Revised Date:	Revised Date:
h. Late Payment Interest Rate: % pa	Amount payable (RM):	Date Paid:

**7. INSTRUMENT OF TRANSFER (FORM 14A) AND STAMPING PROFORMA (PDS 15)**

a. Executed: Yes / No Date delivered to Purchaser/Purchaser's Solicitors:

8. CONDITIONS PRECEDENTS (if any)

a. Conditions Precedent Period:	Extended Conditions Precedent Period:	Further Extended Date, if applicable:	
b. Conditions Precedent ("CP")	Party Responsible for Attendance to CP:	Applied:	Fulfilled / Not Fulfilled:
i. Approval of Foreign Investment Committee:		Yes / No	Yes / No
		Date:	Date:
ii. Approval of State Authority:		Yes / No	Yes / No
		Date:	Date:
iii. Others:		Yes / No	Yes / No
		Date:	Date:
		Yes / No	Yes / No
		Date:	Date:

9. REDEMPTION OF CHARGE(S) (if any)

a. Chargee's Redemption Statement and Letter of Undertaking

Date of Request from Purchaser / Purchaser's Financier:	Date Delivered to Purchaser / Purchaser's Financier:	Deadline to deliver:
		Deadline Exceeded: days

b. Vendor's Undertaking to Refund

Date of Request from Purchaser's Financier:	Date Delivered to Purchaser / Purchaser's Financier:	Deadline to deliver:
		Deadline Exceeded: days



c.	Redemption Sum:	Amount (RM):	Date paid:
d.	Discharge of Charge (and Form 42B, if Chargor a Company)		
	Prepared: Yes / No		Date delivered to charge:
e.	Receipt of Original Title, Duly Executed Discharge of Charge, Duplicate Charge from Chargee		
	Document received from Chargee? Yes / No		Date:
	Date Delivered to Purchaser/Purchaser's Financier:		Deadline to deliver:
			Deadline Exceeded: days
f.	Stamping of Discharge of Charge: Yes / No		Date stamped:
g.	If Chargor is a Company, Preparation and Lodgement of Forms 41, 42B and 43		
	Prepared: Yes / No	Executed: Yes / No	Date lodged with CCM:

10. DELIVERY OF VACANT POSSESSION/POSSESSION

a.	Deadline for delivery of vacant possession / possession:		
b.	Vacant possession / possession delivered: Yes / No		Date Delivered:

11. APPORTIONMENT OF OUTGOINGS

Cut Off Date for Apportionment of Outgoings:

	Expense	Vendor's Portion (RM)	Purchaser's Portion (RM)	Reimbursed by Purchaser / Paid to Purchaser?
a.	Quit rent			Yes / No
b.	Assessment			Yes / No
c.	Sewerage			Yes / No



d. Others			Yes / No
			Yes / No
			Yes / No



My notes...

