



PRACTICE AREA Snapshot CHECKLIST

Sub-sale of Property WITHOUT 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. Property particulars:

b. Accessory parcels:

c. Property address:

d. Developer:

e. Registered Proprietor, if different from Developer:

f. Property Tenanted: Yes / No

Name of Tenant:	Term of Tenancy: years	Expiry Date:
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g. Master Title Search

Date Requested:	Date Received:
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h. Master Title Particulars:

i. Tenure: Freehold / Leasehold

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

k. Express Conditions: Yes / No

l. Charges: Yes / No

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

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

4. LETTER OF OFFER (if any)

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

5. SALE AND PURCHASE AGREEMENT

a. Date:

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

i. Loan Sum (“LS”) (RM):	1. Amount, date paid:
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2. Amount, date paid:

ii. Difference Between BPP and LS (RM):	Date Paid:
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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:
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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.	Assignee's Redemption Statement and Letter of Undertaking		
	Date requested:	Deadline to deliver:	Date Delivered to Purchaser / Purchaser's Financier:
		Deadline Exceeded: days	





b. Vendor's Undertaking to Refund (if applicable)		
Date of Request from Purchaser's Financier:	Deadline to deliver:	Date Delivered to Purchaser / Purchaser's Financier:
	Deadline Exceeded: days	
c. Redemption Sum:	Amount (RM):	Date paid:
d. Deed of Receipt and Reassignment		
Prepared and Delivered to Assignee for execution: Yes / No		Date Delivered to Assignee:
		Date stamped:
Date Revocation of Power of Attorney Registered with the High Court:		
e. Delivery of Duly Executed Deed of Receipt and Reassignment, Original Assignment in Favour of Assignee and Other Relevant Documents to Purchaser/Purchaser's Financier		
Documents received from Assignee? Yes / No		Date Received:
Deadline for Vendor's Delivery of Documents:		Deadline Exceeded: days
Documents Delivered to Purchaser / Purchaser's Financier: Yes / No		Date Received:
Date Delivered to Purchaser / Purchaser's Financier:		Deadline to deliver:
		Deadline Exceeded: days
f. 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. Maintenance/ Service Charges			Yes / No
b. Assessment			Yes / No
c. Sewerage			Yes / No
d. Quit Rent			Yes / No
e. Others			Yes / No
			Yes / No
			Yes / No

12. VENDOR'S COMPLIANCE WITH SECTION 22D(2) OF THE HOUSING DEVELOPMENT (CONTROL & LICENSING) ACT 1966

a. Purchaser's Undertaking To Deliver Duly Stamped Deed of Assignment to Developer

Executed: Yes / No	Delivered to Vendor: Yes / No	Date delivered:
b. Dated Deed of Assignment	Copy received from Purchaser: Yes / No	Date delivered:

c. Vendor's Written Notice of Assignment to Developer

Written notice of assignment given to Developer: Yes / No	Date written notice of assignment given to Developer:
Purchaser informed that written notice of assignment has been given to Developer: Yes / No	Date purchaser is notified that written notice of assignment has been given to Developer:



My notes...

