

# Ensuring Safe Property Transactions

## DEED OF SALE - DOCUMENT ALIGNMENT CHECKLIST

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### Purpose

This checklist verifies whether all documents supporting a property transfer **tell the same story** before submission to BIR, LGU, or Registry of Deeds

### A. Identity Consistency

- Seller name identical across;
  - Transfer Certificate of Title / Condominium Certificate of Title
  - Government-issued identification
  - Deed of Sale
  - Tax forms and affidavits
- Buyer name identical across;
  - Deed of Sale
  - Bank loan documents (if applicable)
  - Tax forms
- No discrepancies in spelling, initials, middle names, or suffixes.

### B. Property Description Consistency

- Title number consistent across all documents
- Lot number / unit number identical across deed, title, and tax declaration
- Floor area and technical description consistent with the title
- No reliance on marketing descriptions or unofficial floor plans

### C. Price and Consideration Consistency

- Selling price identical across
  - Deed of Sale
  - Bank approval documents (if applicable)
  - Payment records or acknowledgements
- No conflicting figures that affect tax computation
- Declared consideration defensible against zonal or fair market values

### D. Transaction Structure Alignment

- Deed of Sale language aligns with actual payment structure

- No conditional or unpaid language inconsistent with registry practice.
- Bank financing structure (if any) does not contradict deed declarations.
- No side agreements that alter the transaction narrative

## E. Timeline and Status Consistency

- Execution dates consistent across documents
- No document presumes tax clearance, payment, or transfer ahead of actual status.
- No retroactive or anticipatory statements affecting registration.

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## Final Filing Control

**Any inconsistency above is a filing risk. Resolve before submission to the BIR, LGU, or Registry of Deeds**

Once documents are filed:

- Corrections become procedural
- Delays compound
- Rejections require re-filing

This checklist is a compliance control tool. Use it before filing—not after rejection.

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Prepared for documents alignment review in Philippine property transfers. Illustrative checklist only, filing requirements vary by transaction.