

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.

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