

Ensuring Safe Property Transactions

DEED OF SALE - SELLER READINESS CHECKLIST

Prepared by: R. Allen Jr. of U-Property PH

Purpose

This checklist confirms whether a seller is ready to execute a Deed of Sale without leaving residual exposure. It is not a guide to selling property, It is a release-control document to ensure a clean exit.

A. Payment Security Confirmation

- ☐ Cleared funds verified (for cash transactions), **or**
- ☐ Buyer's loan formally approved and Letter of Guarantee (LoG) issued (for bank-financed sales)
- ☐ Deed of Sale payment declaration aligns with Registry of Deeds practice.
- ☐ No Deed of Sale signed in anticipation of future loan approval.
- ☐ Title and critical documents released only through controlled, coordinated handover.

B. Liability Cutoff and Risk Allocation

- ☐ Seller warranties limited to disclosed matters only.
- ☐ Property condition accurately disclosed prior to signing.
- ☐ "As is, where is" acceptance documented where applicable.
- ☐ Responsibility for taxes, due, and utilities clearly allocated.
- ☐ No open-ended obligations surviving execution and turnover.

C. Turnover and Exit Conditions

- ☐ Possession and turnover date clearly stated.
- ☐ Condition of property at turnover documented.
- ☐ Utility accounts and association obligations transitioned.
- ☐ Cutoff date for seller responsibility clearly defined.
- ☐ No post-sale operational or financial exposure remains.

D. Tax and Reporting Readiness

- ☐ Correct tax classification confirmed (Capital Gains Tax or Creditable Withholding Tax)
 - ☐ Declared consideration consistent and defensible.
 - ☐ Real property taxes and association dues are confirmed current as a condition to signing.
 - ☐ Timeline for tax payment and clearance understood.
 - ☐ Supporting documents prepared for BIR and LGU filing
 - ☐ No unresolved tax issues that could delay title transfer.
-

Final Release Control

If any item above is unresolved, delay execution until exposure is closed.

Once notarized, a Deed of Sale:

- Triggers tax liabilities
- Shifts leverage
- Limits corrective options

This checklist is an exit-risk control tool. Use it before signing—not after problems surface.

Prepared for seller- side risk management in Philippine property transactions. Illustrative checklist only.
Clause placement and requirements vary by transaction.