

CHECKLIST FOR LEASE OF RESIDENTIAL PROPERTY FOR COMPLIANCE WITH THE IMMIGRATION ACT AND WOMEN'S CHARTER

Address of Property:			
Rental start date:		Rental end date:	
Where any tenant or occupier is a <u>Singapore Citizen or Singapore Permanent Resident</u>, to perform the following checks on <u>each</u> tenant and occupier:			
		Checked (Yes or No)	Remarks
1	Check original NRIC(s) of the tenants and occupiers for forgery and make copies.		
2	Check photograph(s) on NRIC(s) against the actual person(s) to confirm identity.		
3	Verify the validity of the NRIC(s) with ICA (through ICA website) and keep copies of the ICA screen capture or acknowledgement slip.		
Where any tenant or occupier is a <u>foreigner</u>, to perform the following checks on <u>each</u> tenant and occupier:			
1	Check original Immigration pass / work pass / student pass and make copies.		
2	Cross check particulars in these passes with original passport(s) and check photograph(s) against the actual person(s) to confirm identity. Keep copies of the passport(s).		
3	Verify the validity of the passes with MOM database and/or ICA database, and keep copies of the MOM/ICA screen capture or acknowledgement slip.		

DECLARATION

We declare that we have conducted the diligence checks on the NRIC/pass/permit as stated above and we have kept the necessary records arising from the checks.

 (Signature of Real Estate Salesperson)
 Real Estate Salesperson representing Landlord
 Name:
 Registration No:
 Estate Agent:
 Date:

 (Signature of Real Estate Salesperson)
 Real Estate Salesperson representing Tenant
 Name:
 Registration No:
 Estate Agent:
 Date:

ACKNOWLEDGEMENT

I acknowledge that the NRIC/pass/permit checks as stated have been carried out on the tenant(s) and occupier(s). Where the property involved is a HDB flat, the landlord shall comply with HDB's terms and conditions of renting out the flat, including the need to conduct regular checks and ensure that the tenants do not misuse the flat, further rent out the flat, and/or create nuisance to their neighbours.

 (Signature of Main Tenant)
 Name of Main Tenant:
 Date:

 (Signature of landlord)
 Name of Landlord:
 Date:





Important note to Tenants:

Pursuant to the Women’s Charter and the Immigration Act, real estate salespersons who facilitate rental transactions for their clients (whether representing the landlord or the tenant) are required to conduct due diligence checks on the tenants and occupiers. This checklist guides real estate salespersons on carrying out the due diligence checks, including making and keeping copies of the relevant documents.

Explanatory Notes:

1. Where there is any suspicion (e.g. a tenant or occupier refuses to provide the necessary identification documents for checks or make copies), or in situations where the identity of a tenant or occupier cannot be verified, the real estate salesperson has to inform the landlord and report the matter to the Police (<https://www.police.gov.sg/I-Witness>). The real estate salesperson should record accordingly in the “Remarks” column, including whether a Police report is made.
2. Estate agents and real estate salespersons are reminded to comply with the provision of the Personal Data Protection Act (PDPA), including Section 24 which states that an organisation shall protect personal data in its possession or under its control by making reasonable security arrangements to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks.

Where to conduct the NRIC/pass/permit validity checks¹

S/N	Description	QR Code
1	Validity of NRIC	
2	Validity of Student Passes/ Dependant’s Passes/ Long-Term Social Visit Passes	
3	Validity of Employment Passes/S Passes	
4	Validity of Work Permits	

¹ Each real estate salesperson is to keep his own record of the checks conducted, which includes:

- This Checklist, duly completed and signed;
- For each SC / SPR tenant and occupier: a copy of the NRIC and verification of NRIC with ICA;
- For each foreign tenant and foreign occupier: a copy of the immigration pass / work pass / student pass, a copy of the verification of the passes with MOM / ICA website, and a copy of the Passport.
- The real estate salesperson is required to submit these documents to the estate agent. The estate agent shall keep the records for 5 years.