

## Checklist for Landlord/Property Agent of Landlord for Renting of HDB Flat

Prospective landlords/property agents of landlords are encouraged to go through this checklist before executing a tenancy agreement.

<b>If your prospective tenants are Singapore Citizens or Singapore Permanent Residents, you <u>must</u> verify:</b>		
1	Name of tenant	
2	Validity of NRIC	
3	ACRA Registration Number or Unique Entity Number (applicable only if you are renting your place to a company)	
<b>If your prospective tenants are non-residents, you <u>must</u> verify:</b>		
1	Name of tenant	
2	Passport number	
3	Validity of Immigration Pass (With a validity period of at least 6 months) <i>a. Employment Passes, S Passes or Work Permits* issued by MOM; or</i> <i>b. Student Passes, Dependant's Passes or Long-Term Social Visit Passes issued by ICA</i> <i>*Work permit holders from the construction, manufacturing, marine, and process sectors must be Malaysians.</i>	
4	HDB non-citizen quota	
5	ACRA Registration Number or Unique Entity Number (applicable only if you are renting your place to a company)	
<b>In addition to the above, you <u>may wish</u> to check:</b>		
1	Stamp duty <sup>1</sup>	
<b>When engaging the services of a property agent, you <u>must</u> check:</b>		
1	Whether the agent is registered with CEA	
<b>If property agent is engaged, property agent <u>must</u> carry out:</b>		
1	Anti-money laundering/Countering the financing of terrorism checks on landlord	

It is a good practice and also your responsibility to exercise due diligence when tenanting out your property. For example, you could periodically check on your property during the tenancy to avoid situations where your property is misused or illegally altered by your tenants. It also protects your interests, in ensuring that your property is not damaged during the tenancy.

<sup>1</sup> Stamp duty is payable on the tenancy agreement. The party who is liable to pay stamp duty is usually stated in the tenancy agreement. When the terms of the agreement do not state who is liable to pay stamp duty, the tenant shall be the party liable for stamp duty. Please refer to IRAS' website ([www.iras.gov.sg](http://www.iras.gov.sg)) for more details.

### Where to conduct the checks

S/N	Description	URL
1	Validity of NRIC	
2	Validity of Student Passes/Dependant's Passes/ Long-Term Social Visit Passes	<a href="https://ienquiry.ica.gov.sg/home.do">https://ienquiry.ica.gov.sg/home.do</a>
3	Validity of Employment Passes/S Passes	<a href="https://eponline.mom.gov.sg/epol/PEPOLUAMT012DisplayAction.do">https://eponline.mom.gov.sg/epol/PEPOLUAMT012DisplayAction.do</a>
4	Validity of Work Permits	<a href="https://wponline.mom.gov.sg/WPOLLoginController?action=WPOLLoginAction&amp;actionType=WPOLNonLogin">https://wponline.mom.gov.sg/WPOLLoginController?action=WPOLLoginAction&amp;actionType=WPOLNonLogin</a>
5	HDB Non-Citizen Quota	<a href="https://services2.hdb.gov.sg/webapp/BR12AWNCQuota/">https://services2.hdb.gov.sg/webapp/BR12AWNCQuota/</a>
6	ACRA Registration Number or Unique Entity Number	<a href="https://www.acra.gov.sg/online_Services/">https://www.acra.gov.sg/online_Services/</a>
7	Stamp duty	<a href="https://www.iras.gov.sg/irashome/Other-Taxes/Stamp-Duty-for-Property/Working-out-your-Stamp-Duty/Renting-a-Property/">https://www.iras.gov.sg/irashome/Other-Taxes/Stamp-Duty-for-Property/Working-out-your-Stamp-Duty/Renting-a-Property/</a>
8	Registration of property agent	<a href="https://www.cea.gov.sg/public-register">https://www.cea.gov.sg/public-register</a>

Note: Companies providing property transaction services can automate some of the above due diligence checks through the usage of Automated Programming Interfaces (API) implemented by the respective government agencies.

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This checklist is developed by the Digitalised Property Transactions Workgroup, as part of the Real Estate Industry Transformation Map's vision to enable the industry to deliver seamless, efficient, and secure property transactions.

For more information, please visit [www.cea.gov.sg/DPTWG](http://www.cea.gov.sg/DPTWG).