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## REQUIREMENTS CHECKLIST FOR SELLER

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### Requirements of Seller

Name of Agent \_\_\_\_\_ Realty \_\_\_\_\_

Email Address \_\_\_\_\_ Mobile Number \_\_\_\_\_

Client Name \_\_\_\_\_ Unit Code \_\_\_\_\_

- Accreditation Form (for New Agent)
- ID of Agent
- Official Receipt of Agent
- BIR 2303 of Agent
- Sworn Declaration of Agent (2 copies & original)
- Payee Form
- Outright Form (If applicable)

If Payee (Agent) without OR

- BIR 2303 of OR's owner
- Sworn Declaration of OR's owner (2 copies & original)
- Copy of Official Receipt
- Letter of Authorization
- Broker's ID

*Note: - Deadline of sworn submission every 26th of January (yearly) with stamp.  
- For vatable w/branch please provide 000 BIR2303.*

Endorsed by:

Checked by:

Received by:

\_\_\_\_\_  
Sales Admin

\_\_\_\_\_  
OD Associate

\_\_\_\_\_  
Documentation Dept.