

Client Document Checklist — Commercial

Documents to be collected from the client for a commercial transaction.

CLIENT AND TRANSACTION

Client name	Entity name / UEN	
Transaction type (buy / sell / lease / let)	Property address	File reference
Salesperson	Salesperson CEA Reg. No.	Date opened

TRANSACTION SUMMARY

Agreed price or rent	Target completion / commencement	Deposit paid
Solicitor / conveyancer	Lender	Counterparty salesperson

IDENTITY AND AUTHORITY

- | | |
|--|--|
| ☐ ACRA business profile (dated within 3 months) | ☐ Certificate of incorporation |
| ☐ UEN confirmation | ☐ Directors and shareholders register |
| ☐ Board resolution authorising the transaction | ☐ Authorised signatory identification |
| ☐ Beneficial ownership declaration | ☐ Company stamp specimen |

OWNERSHIP AND PROPERTY DOCUMENTS

- | | |
|--|--|
| ☐ Title search / subsidiary strata certificate of title | ☐ Latest property tax statement |
| ☐ Existing tenancy agreement(s) | ☐ Rent roll / schedule of tenancies |
| ☐ Management corporation by-laws | ☐ Approved use / URA written permission |
| ☐ Fire safety certificate | ☐ Outstanding mortgage statement |

FINANCING AND FUNDS

- | | |
|--|--|
| ☐ In-principle approval from lender | ☐ Latest audited financial statements |
| ☐ Bank statements (last 3 months) | ☐ Proof of source of funds |
| ☐ GST registration status | |

REGULATORY DUE DILIGENCE

- ☐ Customer due diligence forms completed
- ☐ Screening completed and documented
- ☐ Unrepresented counterparty forms completed
- ☐ Enhanced due diligence required
- ☐ Estate agency agreement signed

The customer due diligence and unrepresented counterparty forms are prescribed by the Council for Estate Agencies and are published in the Guide on Estate Agents (PMLPFTF) Regulations 2021. Use the current versions issued by CEA. This checklist records only whether they have been completed; it does not replace them and does not restate the obligations under those Regulations.

DOCUMENT RECEIPT LOG

DOCUMENT	RECEIVED ON	RECEIVED BY	REMARKS

Record each document as it is handed over, so the file shows what was collected and when.

RECEIVED AND VERIFIED

Documents outstanding

Client

Name:

Date:

Salesperson

Name:

Estate agent: GHL Resources

Date:

Copies of identification and supporting documents are collected and retained in accordance with the privacy policy at sqftai.co/privacy.