

SALES TRANSACTION FORM

To be completed by Associate who closes the deal – Details must be clear, correct & complete. This form with all supporting documents must be submitted to the office within seven (7) working days from the date of closing deal.

Since 1982



Note: If there is internal co-brokering, each Associate must fill in a separate form and submit together.	KEY-IN DATE:	date / month / year
	NAME:	
	FILE NO:	
	TRANSACTION NO:	S
Associate's Code:		

1. Property Particulars

Address of Property sold:						
Singapore						
Date of Option or Agreement : date / month / year	Completion Date: date / month / year		S & P Price: \$			

2. Property Sector & Type (please circle accordingly)

HDB Flats	1'rm' / 2'rm' / 3'std' / 3'1' / 3'S' / 3'NG' / 3'A' / 3 ¹ / ₂ / 4'std' / 4'1' / 4'S' / 4'NG' / 4'A' / 5'std' / 5'1' / 5'A' / 5'A' Mais / Jumbo / Executive Apt / Executive Mais / Penthse / Executive Condo
HUDC	Phase 3 & 4 – HUDC Apartment / HUDC Maisonette
Private Residential <small>(including HUDC Phase 1 & 2)</small>	“Landed” – Duplex / Terrace / Corner Terrace / Semi-D / Link-Bungalow / Bungalow
	“Non-Landed” – Apt / Mais / Townhse / Penthse / Cluster Housing / Strata Bungalow
Commercial	Office / Retail Shop / Showroom / Shophouse / Others:-
Industrial	Factory / Warehouse / Other Real Estate :- Land / Building / Hotel /

3. Type of Sale

HDB Buy-Back <input type="checkbox"/>	JTC Buy-Back <input type="checkbox"/>	Private Sale & Purchase <input type="checkbox"/>	Developer Sale <input type="checkbox"/>
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4. Vendor's Particulars (Seller)

Full Name		Tel No:
		Mobile No:
Address:		Singapore
Solicitor's Company:	Lawyer-in-charge:	Tel No:

5. Purchaser's Particulars (Buyer)

Full Name		Tel No:
		Mobile No:
Address:		Singapore
Solicitor's Company:	Lawyer-in-charge:	Tel No:

6. External Co-broker: GST Registered? – Yes / No (please circle)

Receivable <input type="checkbox"/>	Payable <input type="checkbox"/>
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Co-brokering Agency Name:	Tel No:
Address:	
Singapore	
Co-brokering Agent-in-charge:	Mobile No:

7. Listing Type

<input type="checkbox"/> Signed Exclusive <input type="checkbox"/> Own Listing <input type="checkbox"/> Infotools <input type="checkbox"/> Company Listing <input type="checkbox"/> External Co-brokering

8. Enclosed all relevant supporting documents (Please accordingly)

• Option <input type="checkbox"/> • S & P Agreement <input type="checkbox"/> • Inventory List <input type="checkbox"/> • Tenancy Agreement <input type="checkbox"/> • Signed Exclusive <input type="checkbox"/>
• Vendor's Commission Letter <input type="checkbox"/> • Purchaser's Commission Letter <input type="checkbox"/> • External Co-broker's Letter <input type="checkbox"/>
• DEANS Co-broking Letter <input type="checkbox"/>

9. Date to prepare / sent out invoice (i.e. estimated completion date)

date / month / year

10. Invoice sent out to :- • Vendor • Purchaser • Co-broker • To be collected by Associate

11. My Team Manager is **and his / her Associate Code is**

12. Commission receivable by DEANS

a	Commission to be collected from	Vendor	GST	Purchaser	GST	Co-broker	GST
b	(HDB only) During 1 st appointment	\$	\$	\$	\$	\$	\$
c	On Completion	\$	\$	\$	\$	\$	\$
d	If no split payment, fill in this column only } Total	\$	\$	\$	\$	\$	\$

13. Commission receivable from Vendor and / or Purchaser or External Co-broker

(a) Total commission receivable by DEANS **(b)** less payment to External Co-broker (if applicable) **(c)** Balance to Company after paying External Co-broker

\$ Commission + \$ GST	-	\$ Co-broker's share + \$ GST	=	\$
		If no co-broking, put 'NIL' & proceed to (c)		If 'NIL' at (b), this is the same as (a)

(d) Associate's share (percentage) (Please circle accordingly) **(e)** Associate's share Amount **(f)** Balance to Company before Mgr's Mgmt Fee

<table style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td style="border: 1px solid black; padding: 2px;">80%</td> <td style="border: 1px solid black; padding: 2px;">85%</td> <td style="border: 1px solid black; padding: 2px;">90%</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">\$</td> <td style="border: 1px solid black; padding: 2px;">\$</td> <td style="border: 1px solid black; padding: 2px;">\$</td> </tr> </table>	80%	85%	90%	\$	\$	\$	=	\$	=	\$
80%	85%	90%								
\$	\$	\$								

If the commission in this transaction allows you to qualify for next percentage, please indicate the respective amount (in figure) in the boxes accordingly.

I, the undersigned Associate, hereby warrant that the details provided herein are true and correct.

Associate's signature
 Associate's Name / Code
 Date of this submission
 Verified by Team Mgr / Mktg Secy

FOR OFFICE USE

(g) Less Mgr's Mgmt Fee (%) (Please circle accordingly) **(h)** Mgr's Mgmt Fee Amount **(i)** Nett balance to Co. (Amount) **(j)** Percentage of 13 (c)

<table style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td style="border: 1px solid black; padding: 2px;">10%</td> <td style="border: 1px solid black; padding: 2px;">5%</td> <td style="border: 1px solid black; padding: 2px;">2%</td> </tr> <tr> <td colspan="3" style="border: 1px solid black; padding: 2px; font-size: x-small;">of 13 (c)</td> </tr> </table>	10%	5%	2%	of 13 (c)			=	\$	=	\$	=	%
10%	5%	2%										
of 13 (c)												

Approved by Accounts Dept.

Name: _____

Date: _____

Certified by Marketing Dept

Name: _____

Date: _____