	Alliex A-2
CHECKLIST OF DOCUMENTARY REQUIREMENTS	•
ON SALE OF REAL PROPERTY CLASSIFIED AS ORDINARY ASSE	
IMPORTANT: 1. Processing of transaction commence only upon submission of COMPLETE DOCU	
2. In all instances wherein xerox or photocopies are submitted, the original must be pr	resented for authentication.
a. MANDATORY REQUIREMENTS (Taxable/Exempt)	
TIN of Buyer and Seller	
Notarized Deed of Absolute Sale/Document of Transfer, but only photocopied document sha	
Certified true copy of the latest Tax Declaration issued by the Local Assessor's Office for lar	nd and improvement
applicable to the taxable transaction	
Owner's Copy for presentation purposes only together with the photocopy thereof for auther	
Copy of Transfer Certificate of Title (TCT), Condominium Certificate of Title (CCT), Original	Certificate of Title (OCT)
Sworn Declaration of No Improvement by at least one (1) of the transferees or Certificate of	No Improvement issued
by the Assessor's Office, if applicable	
Official Receipt/Deposit Slip for this purpose and duly validated return as proof of payment	
b. ADDITIONAL REQUIREMENTS; For sale of ordinary assets subject to expanded withholding	ng tax by real estate dealer
Seller's latest certificate of registration with HLURB, HUDCC and the latest License to Sell, i	
engaged in real estate business, applicable to the project that covers the property sold	,
Copy of the Contract To Sell and ORs of Payment in case of installment sales	
c. Other requirements, applicable	
Special Power of Attorney, if the person signing on the document is not the owner as appea	aring in the Title
Certification of the Phil. Consulate, if document is executed abroad	
	authorized representative
Certificate of Exemption/BIR Ruling issued by the Commissioner of Internal Revenue or his	authorized representative
if tax exempt	and as transfer
Location plan/vicinity map if zonal value cannot readily be determined from the documents s	submitted
Such other requirements as may be required by law/rulings/regulations/other issuances	
d. ADDITIONAL REQUIREMENTS for Ante dated Sales	
a. Certified True Copy of the Deed of Sale/Assignment/Exchange issued by the Clerk of Court of the	City or Municipality where the Notary
Public is registered or from the Regional Trial Court of Office of the Executive Judge of the City or	Municipality where the
Notary Public is registered or from the National Archives Office	
b. Such Other requirements as may be required by law/rulings/regulations/other issuances	
NAME OF TAXPAYER ONETT OFFICER	HEAD ONETT TEAM
	Phone No:
DATE RECEIVED DATE ISSUED Telepi	phone No:
DATE RECEIVED DATE ISSUED Telepi Instruction: Prepare in duplicate and ascertain that CDR is signed by Head ONETT Team before release to taxpa Original - Attach to Docket	phone No:
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HEAD ONETT TEAM

Telephone No: __

Instruction: Prepare in duplicate and ascertain that CDR is signed by Head ONETT Team before release to taxpayer
Original - Attach to Docket
Duplicate - Taxpayer's Copy

ONETT OFFICER

DATE ISSUED

NAME OF TAXPAYER

DATE RECEIVED