

**CHECKLIST OF DOCUMENTARY REQUIREMENTS (CDR)
ON SALE OF REAL PROPERTY FOR TAX EXEMPT SALE OF PRINCIPAL RESIDENCE**

IMPORTANT:

1. Processing of transaction commence only upon submission of **COMPLETE DOCUMENTS**.
2. In all instances wherein xerox or photocopies are submitted, the original must be presented for authentication.

a. MANDATORY REQUIREMENTS (Taxable/Exempt)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | TIN of Seller and Buyer |
| <input type="checkbox"/> | Notarized Deed of Absolute Sale/Document of Transfer, but only photocopied document shall be retained by the BIR |
| <input type="checkbox"/> | Certified true copy of the latest Tax Declaration issued by the Local Assessor's Office for land and improvement relevant to the date of transaction |
| <input type="checkbox"/> | Owner's Copy for presentation purposes only together with the photocopy thereof for authentication or Certified True Copy of Transfer Certificate of Title (TCT), Condominium Certificate of Title (CCT), Original Certificate of Title (OCT) |
| <input type="checkbox"/> | Official Receipt/Deposit Slip and duly validated return as proof of payment |

b. ADDITIONAL REQUIREMENTS; if applicable

- ☐ a. Within thirty (30) days from the date of sale, exchange or disposition of principal residence
- ☐ Duly Sworn Letter of Intent
- ☐ Escrow Agreement duly signed by Revenue District Officer, Bank Representative and Taxpayer
- ☐ b. Within thirty (30) days from the lapse of the 18-month period taxpayer shall submit to RDO concerned the following documents:
- ☐ Sworn statement as to the amount utilized at the end of the eighteen (18) month period in acquiring a new residence whether by purchase or construction.
- ☐ c. Original copy of the Deed of Absolute Sale covering the purchase of his new residence if acquired by purchase
- ☐ d. If new residence is acquired through construction present the following:
- ☐ * Certified statement from his architect or engineer, or both showing the cost of materials and labor utilized at the end of the 18-month period
- ☐ * Building Permit issued by the Office of the Building Official of the City or Municipality where his new principal residence shall be constructed
- ☐ e. Such Other requirements as may be required by law/rulings/regulations/other issuances

NAME OF TAXPAYER

ONETT OFFICER

HEAD ONETT TEAM

DATE RECEIVED

DATE ISSUED

Telephone No: _____

Instruction: Prepare in duplicate and ascertain that CDR is signed by Head ONETT Team before release to taxpayer

Distribution: Original - Attach to Docket
Duplicate - Taxpayer's Copy

"Annex A-4"

CHECKLIST OF DOCUMENTARY REQUIREMENTS (CDR)
ON SALE OF REAL PROPERTY FOR TAX EXEMPT SALE OF PRINCIPAL RESIDENCE

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