PROPERTY BUYER'S CHECKLIST

Check the checkbox with a ✓ when a task is completed.

JA PROPERTY ASSOCIATES
(876) 291-0037
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Property purchases, registration and transfers

	DOCUMENTATION
☐	Obtain Pre-Approval Letter from (Mortgage Company)
☐	Identify Property within budget
☐	Complete *Offer to Purchase Form*
☐	Conduct Survey Identification Report and Title Search, valuation
☐	Lodge Caveat (optional)
☐	Review/Negotiate/Sign Sales Agreement
☐	Obtain copy of Stamped Sales Agreement and Pay Half of Stamp Duty (within 30 days of signing)
☐	Application to Register Sale submitted at the National Land Agency – (along with prescribed fee)
☐	Process Closing Payment
☐	Obtain Duplicate Certificate of Titles
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	ESTIMATE OF FEES
☐	Stamp Duty- $2500
☐	Registration Fee- 0.25%
☐	Agreement for Sale- 0.5%
☐	Deposit- 10%
☐	Letters to Utility Companies- ($12,500- 20,000)***
☐	Surveyor's Identification Report- (30,000-50,000)
☐	Legal Fees – 2-3% + GCT
☐	**Mortgage Closing Costs**
☐	Commitment Fee- 1-2%
☐	Documentation Fee-
☐	Stamp - 5000
☐	Registration Fee- 0.5%
☐	Title Search – $5000***
☐	Power of Attorney- $500*
☐	Discharge of Mortgage – $100**
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