

THINGS TO NOTE WHEN SELLING YOUR HDB FLAT

1. MINIMUM OCCUPATION PERIOD
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1. MINIMUM OCCUPATION PERIOD (MOP)

FLAT TYPE/LOAN	NO LOAN	HDB LOAN	with CPF HOUSING GRANT	BANK LOAN
2-RM - EXEC (Direct)	5 YEARS	5 YEARS	5 YEARS	5 YEARS
2-RM - EXEC (Resale)	1 YEAR	2.5 YEARS	5 YEARS	1 YEAR

7 YEARS if your HDB is bought under **Selective En-Bloc Redevelopment Scheme (SERS)** or 5 YEARS from effective date of possession, whichever is earlier.

1 YEAR if your HDB is bought without a CPF housing grant and from resale market and have not taken any HDB loans OR fully redeemed their HDB market rate loans OR refinanced their existing HDB market rate OR takes bank loan.

No MOP required for 1Room or HUDC Flat.

You may submit an e-Request via HDB InfoWeb at www.hdb.gov.sg under

Home Owners > Flat Owners > Computation of Occupation Period for Purpose of Resale

2. CERTIFICATE OF ELIGIBILITY TO SELL ('COE')

To get approval from HDB to certify owner is eligible to sell, submit & obtain a COE to sell from

- HDB Branch Office managing the flat e.g. Bukit Merah Branch Office
- HDB Info Web at www.hdb.gov.sg (click on HAES, then submit an e-Request)

3. RESALE & UPGRADING LEVY

RESALE LEVY

Sellers who bought directly from HDB or with CPF Housing Grant are considered as having enjoyed a housing subsidy. They are liable to pay a graded resale levy when they sell their flats in resale market & buy another **subsidized flat** from HDB.

Seller's Flat	Need to pay Resale Levy?
Bought from RESALE MARKET without CPF Housing Grant	NO
Bought from RESALE MARKET with CPF Grant	YES
Bought DIRECT from HDB	YES

Sellers can opt to pay resale levy immediately at the point of resale or defer payment until the purchase of another flat from HDB. **Deferment of payment will incur an interest of 5% charge per annum.**

How Much?

FLAT-TYPE	Resale Levy
2-RM	\$15,000
3-RM	\$30,000
4-RM	\$40,000
5-RM	\$45,000
EXEC	\$50,000

NO RESALE LEVY if

- you are not buying a second subsidized flat from HDB (i.e. you are buying flat from resale market or a private property)
- the flat you are selling is a 2nd direct purchase from HDB (as you will not be able to buy another direct flat).

UPGRADING LEVY for Main Upgrading Programme (MUP)

NO upgrading levy if you sell a 2nd already upgraded flat or you are S'pore PR who is selling an already upgraded flat.

If the seller's flat is undergoing MUP...

	Who pay Upgrading Cost?
BEFORE completion of resale	SELLER
AFTER completion of resale	BUYER

Billing starts after upgrading works are completed and upgrading cost are finalized. Seller can request to deduct the upgrading cost from the net resale proceeds.

4. FINANCIAL CALUCATION for SELLERS

It is important for sellers to have an estimate on the resale proceeds.

Not all resale guarantees a positive sales return.

Resale Price	+
Outstanding Loan [obtainable from HDB Branch Office or Statement of Acc.]	-
CPF Utilized + Accrued Inerest (obtainable from CPF office or website w/ SIngPass)	-
Resale Levy (if applicable)	-
Upgrading Levy (if applicable)	-
Upgrading Cost (If applicable)	-
Cash Contra (if applicable)	-
Renovation/Touch-up (e.g. Painting)	-
Others (Valuation Report, overdue payment for income tax, property tax, conservation fees, etc...)	-
Agent's Service Fee	-
ESTIMATED RESALE PROCEEDS	

VALUATION REPORT

A Valuation Report is required for setting the selling price. The selling price can be either above or above valuation.

If the buyers are applying for a mortgage loan, they need a valid valuation report at the time when submitting the resale application to HDB.

Valuation Report is carried out by HDB Panel of Valuers and is only valid for 3 months for the date of release.

Request for Valuation Report can be done by Listed Housing Agents via HDB Resale Net System or HDB Resale Office by post/hand.

1-2ROOM: \$124/- [INC. ADMIN & GST]

3-ROOM & ABOVE: \$176/- [INC. ADMIN & GST]

5. IMPORTANT DOCUMENTS NEEDED

Sellers **must** produce a **duplicate lease** or **Title Deed** to provide ownership.

If lost after resale, HDB can act for Sellers in the application for a fresh subsidiary certificate from Singapore Land Registry, provided resale transaction is approved and HDB is acting as solicitors in the transaction.

For **DECEASED**

In the event when Lessee is deceased, the Administrator/Executor must produce the following:-

- Death Certificate (original and 3 copies)
- Grant of Letters and
- Last Will/Inheritance Certificate (if applicable)

Court Order will sanction the sale if lessee has been deceased more than 6 years.

For **DIVORCE**

In the event **divorce** occurs after the MOP has been fulfilled, the sellers are allowed to sell the flat if they meet all the conditions for resale.

The sellers must produce the following:-

- Deed of Separation or
- Decree Nisi & Certificate of Making the Decree Nisi Absolute/Divorce Certificate or
- Court Order (if any).

Sellers who are undergoing divorce proceedings may have to engage their own private solicitor to act for them in the conveyance for the sale of the flat.

6. OTHERS

RENOVATION

Sellers must ensure that all renovation works done are authorized & permitted by HDB.

To check, the sellers can obtain the information from their HDB Branch Office in-charge and once the resale application is submitted, HDB Resale Office will send a letter to inform the date & time of resale inspection. The HDB officer will check for any unauthorized renovations in the flat.

If there are any, Sellers & Buyers still attend the Resale Appointment; but the Sellers must remove the unauthorized renovation before the completion of Resale Transaction.

SPOUSE CONSENT

HDB requires the Seller's spouse to endorse the Resale Application Form if she is not listed one of the owners. This is because the spouse constitutes an integral part of the family nucleus. She has to sign on the relevant section in the form.

PROPERTY TAX & CONSERVANCY CHARGES

Sellers are liable to pay up to the day of completion of resale. Otherwise, the resale transaction cannot be completed. The sellers must produce the official payment receipts as proof.

VACANT POSSESSION

Sellers must deliver vacant possession of the flat to the buyer on resale inspection. Sellers not allowed to sign any tenancy agreement to rent the flat. They will be committing an offence under Housing & Development Act. Sellers make their own necessary accommodation arrangements after they sell their flat.

BANKRUPTCY CASES

As long as one of the sellers is an undischarged bankrupt, he needs a Letter of Consent from Official Assignee (OA) before entering into HDB Option to Purchase with Buyers.

Buyers also need to obtain a LOC from OA before they can buy an EXEC (APT/M), HUDC or Multi-Generation flat.

HDB OPTION TO PURCHASE

Sellers & Buyers must use the HDB standard Option To Purchase (OTP) as the form of contract for a resale transaction.

Further clarification on your eligibility to sell can be made through HDB Home Link at **1800-866-3060** OR hdbresale@hdb.gov.sg