



<p><b>Step 01</b> </p> <h2>Find Dream Home</h2> <ul style="list-style-type: none"> <li><input type="checkbox"/> Get our Home Advice Specialist/ Relationship Manager to help you with your loan eligibility BEFORE signing Option To Purchase (OTP). Leave your details at <a href="http://www.posb.com.sg/myhomeloan">www.posb.com.sg/myhomeloan</a></li> <li><input type="checkbox"/> Pay Option Fee to seller (1% of purchase price or up to \$1000 in cash)</li> <li><input type="checkbox"/> Submit Request for Value to HDB</li> </ul> <p><b>Reminder:</b> Your Intent to Buy registered with HDB is valid for 12 months.</p> <p>You must exercise OTP within 21 days from OTP issuance, or it will expire</p>	<p><b>Step 02</b> </p> <h2>Apply for Loan</h2> <ul style="list-style-type: none"> <li><input type="checkbox"/> Receive Loans Factsheet with instructions via email and choose ideal home loan package</li> <li><input type="checkbox"/> Send documents to your Home Advice Specialist/ Relationship Manager</li> </ul> <p><b>Documents To Prepare</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> POSB Application Form</li> <li><input type="checkbox"/> NRIC</li> <li><input type="checkbox"/> Option to Purchase</li> <li><input type="checkbox"/> Income Documents</li> <li><input type="checkbox"/> Credit Card Statements &amp; other financial commitments</li> <li><input type="checkbox"/> HDB Flat Info &amp; Financial Info</li> <li><input type="checkbox"/> Value confirmed by HDB</li> </ul>	<p><b>Step 03</b> </p> <h2>Accept Loan</h2> <ul style="list-style-type: none"> <li><input type="checkbox"/> Get Home Loan approval</li> <li><input type="checkbox"/> Sign Letter of Offer</li> <li><input type="checkbox"/> Sign other documents relating to Home Loan</li> </ul> <p><b>Reminder:</b> You must have a bank's Letter of Offer and Acceptance when submitting to HDB (your property agent can help)</p> <p>The Bank's Letter of Offer must be issued BEFORE you exercise the Option</p>	<p><b>Step 04</b> </p> <h2>Exercise OTP</h2> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sign on the ACCEPTANCE portion of the OTP</li> <li><input type="checkbox"/> Pay Option Exercise Fee to seller. This fee plus the initial deposit must not be more than S\$5000 in total</li> <li><input type="checkbox"/> Agree with seller on when to submit resale application</li> </ul> <p>&gt; Lawyer has been appointed</p> <p><b>Urgent:</b> OTP must be exercised within 21 days from OTP issuance. Get agent to help submit exercised OTP to HDB for approval</p>	<p><b>Step 05</b> </p> <h2>Submit Resale Application</h2> <ul style="list-style-type: none"> <li><input type="checkbox"/> Both buyer and seller to submit the resale application via the HDB Resale Portal</li> </ul> <p><b>Reminder:</b> After the first portion is submitted, the second party must submit their portion within 7 calendar days.</p>	<p><b>Step 06</b> </p> <h2>Receive appointment date</h2> <ul style="list-style-type: none"> <li><input type="checkbox"/> Be notified by HDB of your resale completion appointment after your application has been approved.</li> </ul>	<p><b>Step 07</b> </p> <h2>Complete Resale</h2> <ul style="list-style-type: none"> <li><input type="checkbox"/> Signing of all legal documents for the transfer of property at HDB, arrange for CPF (if applicable) and pay Stamp Duty and legal fees.</li> <li><input type="checkbox"/> Collect keys from seller</li> <li><input type="checkbox"/> Receive Bank letter on loan disbursement and monthly instalment amount</li> </ul> <p><b>Reminder:</b> Check physical condition of flat before HDB Resale Completion</p> <p>Consider applying for the POSB Renovation Loan and enhance your Home Contents Insurance coverage. POSB Home Loans are packaged with fire insurance</p>	<p><b>Step 08</b> </p> <h2>Move In</h2> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that CPF or Loan Servicing Account has enough cash for monthly instalments (CPF deductions are made on the Sunday between 6th and 12th of the month)</li> </ul>
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Please note this is for general information only and does not constitute an offer of any facility by DBS Bank. This has not been tailored to your specific investment objectives, financial information and particular needs. Credit facilities are granted at the sole discretion of DBS Bank. Terms and conditions apply and they can be found at [go.dbs.com.sg/hlnc](http://go.dbs.com.sg/hlnc). DBS Bank accepts no liability for errors or omissions, nor for any loss arising from use of or reliance on this checklist. All information presented is subject to change without notice and without liability. DBS Bank has no obligation to update or correct any information at any time.

Note: The Association of Banks in Singapore (ABS) has published a consumer guide on home loans. You are encouraged to read the guide before committing to any home loan. The guide is available on the websites of ABS and the Monetary Authority of Singapore in the four official languages. You may also obtain a copy of the guide at any of our branches.