



# DBS HOME LOAN Private Property (Resale) Checklist

Note: Process varies if you're applying for your loan just before you get your keys. Contact us for more information.



## Step 01

### Find Dream Home

- Get our DBS Home Advice Specialist/ Relationship Manager to help you with your loan eligibility BEFORE signing Option To Purchase (OTP). Leave your details at

[go.dbs.com/sg-myhomeloan](http://go.dbs.com/sg-myhomeloan)

- Pay Option Fee to seller (1% of purchase price or up to \$1000 in cash)
- Receive Option to Purchase



**Reminder:**  
Sign the OTP within 14 days from date of issuance and pay the balance of the deposit (usually an additional 4% cash)

## Step 02

### Apply for Loan

- Receive Loans Factsheet with instructions via email and choose ideal home loan package
- Send documents to your DBS Home Advice Specialist/Relationship Manager

#### Documents To Prepare

- DBS Application Form
- NRIC
- Option to Purchase
- Income Documents
- Credit Card Statements & other financial commitments
- HDB Flat Info & Financial Info

## Step 03

### Accept Loan

- Get Home Loan approval
- Sign Letter of Offer
- Sign other documents relating to Home Loan

## Step 04

### Exercise OTP

- Meet lawyer to sign OTP  
*You can use your own lawyer or the Bank's*
  - Pay relevant Stamp Duty in cash. Remember to reimburse from CPF if applicable
  - Pay remaining 20% down payment after receiving S&P
- > Lawyer has been appointed
- > Consider applying for the DBS Renovation Loan nearer to collection of keys

#### Documents To Prepare

- OTP
- Cheque Book
- NRIC
- CPF Statement
- Others (Check with lawyer)

**Reminder:**  
Stamp Duty has to be paid within 14 days of signing OTP

## Step 05

### Pay Remaining Down Payment

- Sign mortgage documents at lawyer's office
  - Pay remaining unfinanced portion of down payment in cash or CPF if applicable
  - Pay legal fees
- > Lawyers will take appropriate legal action on the purchase of property
- > Consider applying for the POSB Renovation Loan nearer to collection of keys

## Step 06

### Complete Resale

- Collect keys from seller
- Receive Bank letter on loan disbursement and monthly instalment amount



**Reminder:**  
Check physical condition of property before handover

Consider applying for the DBS Renovation Loan and enhance your Home Contents Insurance coverage. DBS Home Loans are packaged with fire insurance

## Step 07

### Move In

- 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)*

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-htnc](http://go.dbs.com/sg-htnc). 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.