**STANDARD QUERY TO THE HOUSING & DEVELOPMENT BOARD ON HDB MATRIMONIAL ASSET (AGREEMENT FOR LEASE OF HDB FLAT)**

AT –

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(state address of the HDB matrimonial asset)*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Sales Registration No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(hereinafter called “the flat”)

|  |  |
| --- | --- |
| **PART 1 –** **PARTICULARS OF PARTIES** (*To be completed by party making the enquiry*) | |
|  |  |
| Name of Plaintiff |  |
| NRIC No. |  |
|  |  |
| Name of Defendant |  |
| NRIC No. |  |
|  |  |
| Nature of writ | Writ for Divorce / Annulment \* |
|  |  |
| Name of Solicitor for Plaintiff /Defendant \*  (specify the name of the solicitor representing the party who is making the enquiry) |  |
| Solicitor’s address  (if there is no solicitor, state the address of the party who is making the enquiry) |  |
| Fax No.  (HDB’s replies will be sent by fax or ordinary post to this address and number.) |  |
| Contact No. |  |

\* *Delete where inapplicable*.

**Instruction to party making the enquiry: Please complete the address and sale registration number of the flat in subsequent pages**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Address & sale registration number of the flat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **PART 2 - PARTICULARS OF THE FLAT (to be completed by HDB)** | | | | | | |
| Names of purchaser(s) | *Name* | | | *Relationship with Purchaser 1* | | |
| 1 | | | Self | | |
| 2 | | |  | | |
| 3 | | |  | | |
| 4 | | |  | | |
| Names of permitted occupiers and their relationship with Purchaser 1. | *Name* | | | *Relationship with Purchaser 1* | | |
| 1 | | |  | | |
| 2 | | |  | | |
| 3 | | |  | | |
| 4 | | |  | | |
| Holding Type |  Sole owner/tenant   Joint Tenancy   Tenancy in common in the following shares:  Share  Lessee 1 \_\_\_\_\_\_\_\_\_\_\_\_\_  Lessee 2 \_\_\_\_\_\_\_\_\_\_\_\_\_  Lessee 3 \_\_\_\_\_\_\_\_\_\_\_\_\_  Lessee 4 \_\_\_\_\_\_\_\_\_\_\_\_\_   Others (*please specify*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Type of Flat |  1-room   2-room   3-room   4-room   5-room   Executive   Others (*please specify*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Address & sale registration number of the flat:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **PART 3 - PARTICULARS OF THE AGREEMENT FOR LEASE**  **(to be completed by HDB)** | | | | | |
| Address of flat | |  | | | |
| Selling price | |  | | | |
| Date Agreement signed | |  | | | |
| Estimated date of physical completion | |  | | | |
| Keys available | | * Yes * No | | | |
| Deposit | | Purchaser 1 | Purchaser 2 | | Cash paid :  $ |
| CPF $ | CPF $ | |
| Purchaser 3 | Purchaser 4 | |
| CPF $ | CPF $ | |
| Stamp Fee | | Purchaser 1 | Purchaser 2 | | Cash paid:  $ |
| CPF $ | CPF $ | |
| Purchaser 3 | Purchaser 4 | |
| CPF $ | CPF $ | |
| Conveyancing fee  (inclusive of GST) | | Purchaser 1 | Purchaser 2 | | Cash paid:  $ |
| CPF $ | CPF $ | |
| Purchaser 3 | Purchaser 4 | |
| CPF $ | CPF $ | |

Note:

No loan has been granted by the HDB as the purchasers have not taken possession of the flat.

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| Address & sale registration number of the flat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| **PART 4 - TRANSFER OF AGREEMENT FOR LEASE** | | | | | | | | | |
| **Part 4.1 – Transfer of agreement for lease**  **(to be completed by the party making the enquiry)** | | | | | | | | | |
| (i) Where the parties have agreed on custody of the children, state which parent has the sole custody of the children. | | | | * Plaintiff. * Defendant. * No agreement has been reached. | | | | | |
| (ii) Where the parties have agreed on joint custody of the children, state which parent has care and control of the children | | | | * Plaintiff. * Defendant. * No agreement has been reached. | | | | | |
| (iii) If the proposed purchaser(s) of the flat is/are known, furnish the following information: | | | |  | | | | | |
| ***Proposed Purchasers*:** | | | | | | | | | |
| Name | NRIC/FIN | Relation-ship | Marital status | Date of birth | Age | Citizen-ship | Occupa-tion | In-come@ | Contact No. |
| 1 |  | Self |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| ***Proposed occupiers who will be residing in the flat:*** | | | | | | | | | |
| Name | NRIC/FIN | Relation-ship | Marital status | Date of birth | Age | Citizen-ship | Occupa-tion | In-come@ | Contact No. |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| (iv) Has any of the proposed purchasers or occupiers disposed of any private property#, whether in Singapore or overseas, within the last 30 months? If so, state the address, property type, share and value. | | | | * Yes (*give details*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * No. | | | | | |
| (v) Has any of the proposed purchasers or occupiers previously sold two or more HDB flats in the open market? | | | | * Yes **(***specify* *who*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * No. | | | | | |
| (vi) Has any of the proposed purchasers or occupiers inherited any share/interest in any HDB flat or private property#, whether in Singapore or overseas? If so, state the address, property type, share and value. | | | | * Yes (*give details*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * No. | | | | | |
| @ Gross monthly income  # Includes HUDC and Executive Condominiums | | | | | | | | | |

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| **Part 4.2 – Transfer of the Agreement For Lease**  **(to be completed by HDB)** | | | |
| (1) Can the agreement for lease be transferred to the Plaintiff? If not, what are the eligibility conditions for the Plaintiff to retain the agreement for lease? | | * Yes, based on the information supplied in Part 4.1. * No, based on the information supplied in Part 4.1 / insufficient information given\*.   The general eligibility conditions for the Plaintiff to retain the agreement for lease are set out in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| (2) Is the Plaintiff eligible for a loan from HDB when he takes possession of the flat? If not, what are the criteria for obtaining a loan? | | * Yes, based on the information supplied in Part 4.1. * No, based on the information supplied in Part 4.1 / insufficient information given\*.   The general eligibility conditions for the Plaintiff to obtain a loan are set out in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| (3) Can the agreement for lease be transferred to the Defendant? If not, what are the eligibility conditions for the Defendant to retain the agreement for lease? | | * Yes, based on the information supplied in Part 4.1. * No, based on the information supplied in Part 4.1 / insufficient information given\*.   The general eligibility conditions for the Defendant to retain the agreement for lease are set out in: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| (4) Is the Defendant eligible for a loan from HDB when he takes possession of the flat? If not, what are the criteria for obtaining a loan? | | * Yes, based on the information supplied in Part 4.1. * No, based on the information supplied in Part 4.1 / insufficient information given\*.   The general eligibility conditions for the Defendant to obtain a loan are set out in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \* *Delete where inapplicable.* | |  | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature, name & designation of HDB officer | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

|  |  |  |
| --- | --- | --- |
| Address & sale registration number of the flat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **PART 5 – TERMINATION OF AGREEMENT FOR LEASE**  **(to be completed by HDB)** | | |
| 1. Will the deposit be forfeited? If so, how much will be forfeited? 2. How much will be refunded to each party upon the termination of the agreement for lease? 3. Are there any other payments made by each party which will not be refunded? | * Yes, the amount forfeited will be $\_\_\_\_\_\_\_\_\_\_\_\_\_. * No. | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature, name & designation of HDB officer | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

|  |  |
| --- | --- |
| Address & sale registration number of the flat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **PART 6 – OTHER INFORMATION**  **(to be completed by HDB)** | |
| Part 6(1): Purchase of another HDB flat directly from HDB   1. Are parties eligible to buy another HDB flat directly from HDB in the event that the agreement for lease is terminated? 2. Where the agreement for lease is transferred to one party, is the outgoing party eligible to buy another HDB flat directly from HDB?   (Please state the eligibility conditions, if any.) | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature, name & designation of HDB officer | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

|  |  |
| --- | --- |
| Address & sale registration number of the flat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **PART 6 – OTHER INFORMATION**  **(to be completed by HDB)** | |
| Part 6(2): Purchase of another HDB flat in the open market   1. Are parties eligible to buy another HDB flat in the open market the event that the agreement for lease is terminated? 2. Where the agreement for lease is transferred to one party, is the outgoing party eligible to buy another HDB flat in the open market?   (Please state the eligibility conditions, if any.) | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature, name & designation of HDB officer | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
|  |  |

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| --- | --- |
| Address & sale registration number of the flat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **PART 6 – OTHER INFORMATION**  **(to be completed by HDB)** | |
| Part 6(3): Rental of HDB flat from HDB   1. Are parties eligible to rent an HDB flat from HDB in the event that the agreement for lease is terminated? 2. Where the agreement for lease is transferred to one party, is the outgoing party eligible to rent an HDB flat from HDB?   (Please state the eligibility conditions, if any.) | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature, name & designation of HDB officer | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

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| Address & sale registration number of the flat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PART 7 – OTHER COMMENTS (to be completed by HDB)** |
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Signature, name & designation of HDB Officer Date

**IMPORTANT NOTICE**

*The information provided above is:*

1. *accurate as at the date stated above and is subject changes from time to time in accordance with prevailing HDB’s policies at the relevant point in time; and*
2. *based on the information provided by the parties.*