PHILPROP MLS SOLUTIONS

RESIDENTIAL REAL ESTATE TRANSACTION PROCESS FLOW

PHASE I – Listing and Preparation

1. Seller Signs with PhilProp registered Broker to sell his property .

- The property owner engages a broker registered with PhilProp by signing a *Listing Agreement*, *Authority to Sell*, and *Seller's Advisory*.
- These documents define the broker's authority, selling terms, and seller obligations.

2. Opening of Escrow:

- The broker submits all signed documents to the PhilProp Escrow Department.
- An official transaction file is opened.

3. Document Review & Due Diligence:

- PhilProp verifies documents such as:
    - Transfer Certificate of Title (TCT)
    - Tax Declaration
    - Vicinity maps and property plans
- Any irregularities are flagged, and corrective actions are taken.

4. Seller And Buyer Requests:

- Services requested in the Listing Agreement and Offer to Purchase are promptly acted upon:
    - Property appraisal
    - Site inspection
    - Termite/pest control evaluation

5. Activation of Listing:

- Once all requirements are fulfilled, the property is tagged “ACTIVE” in the system and is ready for buyer offers.

PHASE II – Offer, Agreement & Closing

1. Buyer Engagement & Broker Disclosure:

- A buyer, through their broker or the same broker (dual agency), expresses intent to purchase.
- If dual agency occurs, it must be fully disclosed in writing to both parties.

2. Offer to Purchase:

- Buyer fills out the PhilProp *Offer to Purchase* form.
- The listing broker presents it to the seller.
- The seller may:
    - Accept (sign and initial all pages)
    - Reject
    - Submit a counteroffer
- Negotiations continue until both parties sign with finality.

3. Deed of Absolute Sale:

- The selling broker prepares the *Deed of Absolute Sale* based on the agreed Offer to Purchase.

4. Escrow Submission & Processing:

- Signed documents are submitted to PhilProp Escrow.
- PhilProp coordinates the following:

Ensuring all terms, conditions and seller/buyer requests are completed

Appraisal, inspection, and disclosure follow-ups

5. BIR Compliance:

- PhilProp's liaison officer processes:
    - Capital Gains Tax and Documentary Stamp Tax payment
    - Certificate Authorizing Registration (CAR) issuance from BIR

6. Registry of Deeds (ROD):

- CAR is submitted to ROD for issuance of a new TCT in the buyer's name.

DISCLAIMER:
PhilProp issues a formal *Disclosure & Disclaimer* to both parties stating:
"PhilProp is not liable for delays or mishandling by BIR and ROD."
This document must be signed and acknowledged by all parties and brokers.

7. Escrow Fund Management:

- PhilProp, through a designated bank (e.g., Queenbank), holds and manages all transaction funds.
- Disbursement is made accordingly to:
    - Seller
    - Brokers (commissions)
    - Service providers (with work orders)

8. Closing the Transaction:

- Once ROD releases the new TCT, it is officially handed over to the buyer through PhilProp .
- Seller receives payment in full, either direct from the bank or through PhilProp
- Brokers and service providers are paid with proper documentation .

For use only in PMSI-facilitated transactions. Not valid without complete signatures.