DOMICO / PRINTABLE BUYER WORKSHEET

Buying Company-Owned Property: Authority Checks

A director can represent a company. Check the authority for this particular sale.

Property / unit: _____ Visit / review date: _____

Connect the authority chain

[ ]	**Entity** - Match company name and title owner	Evidence / next step: _____
[ ]	**Status** - Check current corporate position	Evidence / next step: _____
[ ]	**Decision** - Review the required approvals	Evidence / next step: _____
[ ]	**Signatory** - Verify powers for this transaction	Evidence / next step: _____

Read the resolution's scope

[ ]	**Agreement** - Negotiate and sign the agreed terms	Evidence / next step: _____
[ ]	**Conveyance** - Execute and present the instrument	Evidence / next step: _____
[ ]	**Money** - Receive through a valid payment route	Evidence / next step: _____
[ ]	**Completion** - Deliver documents and possession	Evidence / next step: _____

Payment reconciliation

[ ]	**Lender** - Rs30 lakh for documented release	Evidence / next step: _____
[ ]	**Company** - Rs50 lakh gross allocation	Evidence / next step: _____
[ ]	**Tax** - Calculate withholding separately	Evidence / next step: _____
[ ]	**Receipts** - Connect all payments to the consideration	Evidence / next step: _____

Open questions / professional follow-up: _____

Read with the full Domico guide. This worksheet records checks; it is not a title, safety, loan or tax clearance. Verify applicable requirements for the exact property and transaction.