

# STANDARD OPERATING PROCEDURE TENANCY AGREEMENT

(PROCESS APPROXIMATELY 7-15 WORKING DAYS)\*

## AGENT TO PREPARE TA

Click on the links below to download TA template :

1. [TA EXPAT 2 Years](#)
2. [TA 1 + 1 Year](#)
3. [TA 2 Years FIXED](#)
4. [TA 1 Year FIXED](#)
5. [TA Break Clause](#)

Click to access : [Stamping Fees & Administration Charges](#)

## SUBMISSION CHECKLIST FOR TA STAMPING

- ❑ **NATIONALITY** of the tenant / owner
- ❑ Non-Malaysian Citizen, **MUST** provide **PASSPORT NUMBER** and **NATION OF ORIGIN**.
- ❑ **INVENTORY LIST** must attach together (if furnished unit)
- ❑ Under Company Name must provide 12 DIGIT SSM NUMBER
- ❑ Must scan the TA and Inventory List (if any) into **one (1) page** only.
- ❑ Indicate clearly **total sq.ft** of property
- ❑ Signature at all pages by both **TENANT + OWNER** including **WITNESS** column.

