

# CHECKLIST FOR VARIATION CHECKLIST

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## **CHECKLIST FOR VARIATION REGISTRATION**

**File Ref:**

**1) Date Acceptance endorsed by Lessee**

**2) SG'S Legal Opinion**

**3) Variation Document**

**4) Certified copy of TIN**

**5) Original Duplicate of Lease Document**

**6) Existing Rent**

**7) Re-assessed Rent**

**8) Date Notice Sent**