**1711201-212188-雙地政士執行業務進度考核表-昨訪客1122人次**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 項次 | 案件進度 | 月 | 日 | 需參與之人打O | | | | 備註(如付款預定日) |
| 買方 | 賣方 | 協辦 | 其他 |
| 1 | 產權調查 |  |  |  |  |  |  |  |
| 2 | 契約認可 |  |  |  |  |  |  |  |
| 3 | 簽定契約 |  |  |  |  |  |  |  |
| 4 | 文件用印 |  |  |  |  |  |  |  |
| 5 | 第一期款 |  |  |  |  |  |  |  |
| 6 | 第二期款 |  |  |  |  |  |  |  |
| 7 | 第三期款 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 | 增值稅申報 |  |  |  |  |  |  |  |
| 11 | 契稅申報 |  |  |  |  |  |  |  |
| 13 | 第四期款 |  |  |  |  |  |  |  |
| 14 | 第尾期款 |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |
| 16 | 辦理土地登記 |  |  |  |  |  |  |  |
| 17 | 房地點交 |  |  |  |  |  |  |  |
| 18 | 實價登錄 |  |  |  |  |  |  |  |
| 19 | 申報合一稅 |  |  |  |  |  |  |  |
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說明：

一、本表係依「**房地買賣雙地政士執行業務辦法」第五條所訂定**

二、本表由主辦地政士所製作，依進度隨時以適當方法傳送予需參與之人。

**附件2-雙地政士執行業務辦法確認書**