

✓ 1/3 5 20152014 -1

### 出售房产委托书

委托人：姓名：[redacted] 性别：[redacted] 出生日期：[redacted]  
国籍：[redacted] 护照号码：[redacted] 电话：[redacted]  
地址：[redacted]

受托人：姓名：[redacted] 性别：[redacted] 出生日期：[redacted]  
国籍：[redacted] 护照号码：[redacted] 电话：[redacted]  
地址：[redacted]

委托事项：委托人[redacted]拥有一套，房产位于：[redacted]  
[redacted]《房屋所有权证》编号：x京房权证丰[redacted]。因委托人近期无法回国，  
现委托[redacted]为代理人，办理出售该房产的相关事宜。具体事项包括：

1. 到房管部门查阅和调取与该房产相关的一切档案资料；
2. 办理房源核检手续；
3. 签订房屋买卖合同，办理网签和注销网签相关事宜；
4. 配合买方办理公积金贷款或商业银行抵押贷款等相关事宜；
5. 办理房屋产权过户手续；
6. 代为缴纳转让上述房产过程中的相关税费；
7. 转让房产过程中，有权代为接受询问并签署文件；
8. 代为办理房产交易资金监管手续并签署资金监管协议及相关文件；
9. 代为办理房产交易涉及的监管存入及解冻手续；
10. 代为办理房产交易资金从解冻账户中的转出并签署相关文件；
11. 代办物业交割手续并签署有关文件；
12. 代为办理网络，有线电视，水，电，燃气等的过户手续并签署有关文件。

委托权限：受托人在其权限内所签署的有关文件，委托人均予承认。

委托期限：自即日起至上述委托事项办理完毕。

委托人(签名)：[redacted]

日期：[redacted]

I v [redacted]



Jan. 14, 2015

## Power of Attorney for Sale of Real Estate

**Principal:** Name: [REDACTED] Gender: [REDACTED], Date of Birth: [REDACTED]  
Nationality: [REDACTED], Passport Number: [REDACTED], Telephone: [REDACTED]  
Address: [REDACTED]

**Trustee:** Name: [REDACTED] Gender: [REDACTED] Date of Birth: [REDACTED]  
Nationality: [REDACTED], Passport Number: [REDACTED], Telephone: [REDACTED]  
Address: [REDACTED]

**Matters Entrusted:** The principal, [REDACTED], owns a property located at [REDACTED], [REDACTED], Floor [REDACTED], [REDACTED] District, Beijing. The [REDACTED] No. is [REDACTED]. Due to [REDACTED] ability to return to China in the near future, [REDACTED] is now entrusted as the trustee to handle matters related to the sale of this property. The specific matters include:

1. Visit the housing management department to access and retrieve all files related to this property.
2. Handle the property source inspection procedures.
3. Sign the housing sales contract, and handle matters related to online signing and cancellation of online signing.
4. Cooperate with the buyer in handling matters related to provident fund loans or commercial bank mortgage loans.
5. Handle the housing property transfer procedures.
6. Pay on behalf of the principal the relevant taxes and fees during the transfer of the above-mentioned property.
7. During the property transfer process, be authorized to accept inquiries and sign documents on behalf of the principal.
8. Handle on behalf of the principal the procedures for the supervision of real-estate transaction funds, and sign the fund supervision agreement and related documents.
9. Handle on behalf of the principal the procedures for depositing and unfreezing funds under supervision in real-estate transactions.
10. Transfer on behalf of the principal the real-estate transaction funds from the unfrozen account and sign relevant documents.
11. Handle on behalf of the principal the property handover procedures and sign relevant documents.
12. Handle on behalf of the principal the transfer procedures for network, cable TV, water, electricity, gas, etc., and sign relevant documents.

**Scope of Authority:** The principal shall recognize all relevant documents signed by the trustee within the scope of the trustee's authority.

**Duration of Entrustment:** From the date hereof until the completion of the above-mentioned entrusted matters.

Translated by: [REDACTED]

[REDACTED]

[REDACTED]