

## Procedures and Registration Fees for Real Estate Sale Service

Service Description	This service allows customers to register sale and purchase (full & partial) of real estate and lands after fulfilling conditions and procedures of the department.
Fees	<ul style="list-style-type: none"> <li>- 2% of property value from seller</li> <li>- 2% of property value from buyer</li> <li>- Agricultural land 18 fils per square foot</li> <li>- In the event of registration through the Sheikh Zayed Housing Program:  <div style="padding-left: 40px;">The grant is AED 1000 and the loan is AED 500 + 2% of the difference between the value of the assistance and the value of the property to the buyer, and 2% of the property value of the seller.</div> </li> </ul>
Service Provider	Customers Happiness Center
Number of Procedures/Duration	One Procedure/ 18 minutes
Required Documents	<ol style="list-style-type: none"> <li>1. Identity card of both the seller and the buyer (passport in the case of seller and buyer of foreign investors)</li> <li>2. Original ownership document of the seller</li> <li>3. Original property plan of the seller</li> <li>4. Original attorney if any (an official document stating that any representative has a mandate to sign on behalf of the seller).</li> <li>5. If one of the parties is an institution or a company, it is necessary to attach the company's Memorandum of Association, and the Basic Law. A certificate from the government entity for declaration of authorized signatory (original or photocopy) with Arabic Translation if necessary.</li> <li>6. In case of purchase from Sheikh Zayed Housing Program:             <ol style="list-style-type: none"> <li>a. Financing a home purchase letter</li> <li>b. Financial assistance letter</li> <li>c. Mortgage contract (in the case of a financial loan).</li> </ol> </li> <li>7. Inheritance imputation if one of the parties is deceased. In case of having minors among the heirs, then the permission of the legal judge of the guardian is required for the disposal of minors' funds.</li> <li>8. No objection certificate (NOC) from the real estate developer to act in real estate.</li> </ol>

<p style="text-align: center;">Real Estate Sale Registration Service</p>	<p>Both seller and buyer shall submit ownership transfer request along with supporting documents to service registrar at customers' service center in the land and property sector of the Municipality Department.</p> <p>Service Registrar verifies validity of the documents submitted before the referral of ownership certificate to investigation department to verify property map and sent to Technical Affairs Department to check without any cost. After obtaining the authorization and verification of the property certificate and the real estate map, the service registrar fills out the contract form for the sale of the property in the presence of the buyer and the seller who execute the contract of sale and pay the transfer fees to the same service registrar at the customers' service center. Once the payment is done, a receipt is issued. The standard sale contract includes property identification, date of the contract, names of buyer and seller, space, location, type of property and market value of real estate. The service registrar then transfers the documents to verification unit to issue the new document immediately, which is approved and signed by both the director of real estate trading and the director of the land and property sector.</p>
<p style="text-align: center;">Service Main Outcome</p>	<p>Ownership Document</p>
<p style="text-align: center;">Additional Services</p>	<p>Departure of employee to take seller's signature for service fee according to the Emirate and the region.</p>