

## TITLE DEED APPLICATION

CHECKLIST #1

- First 3 (three) pages of Sale and Purchase Agreement (SPA).
  - Emirates ID copy (front & back)  
Note: If you don't have an Emirates ID, you can submit your National ID with the unique reference number from country of citizenship. If your Emirates ID card is in process, submit a recent letter from immigration/the latest Marsoom copy, addressed to Dubai Land Department.
  - Scanned colored copy of valid passport with visa page (Expats).
  - Edbara page (UAE Nationals only).
- UNITS UNDER COMPANY OWNERSHIP**
- Certified copy of Certificate of Incorporation or Business Registration/Trade License.
  - Registered shareholders & directors of the company.
  - Certified copy of Memorandum and Articles of Association / Memorandum of Understanding  
If you do not have the memorandum, present a letter from the free zone stating no memorandum has been issued and also submit a copy of the notarized Share Certificate by the Free Zone.
  - Valid and original Certificate of Incumbency.  
In case, representative is not one of the directors for Free Zone:
    - Power of Attorney from notary public to buy and register the property on behalf of company along with other requirements as highlighted above
    - No Objection Certificate from the free zone authority to purchase the property unless the activity of the trade license is to buy and sell the property
- For offshore company:**
- All the company documents must be attested by notary (or similar) and legalised by the UAE embassy in the country of issue and Department of the Foreign Affairs  
For loan offers to companies or where property owners are individuals and loan is provided to their company:
    - No Objection Certificate, stating that the property is being offered as a collateral against the finance provided to their company  
Relevant passport copies
- ADDITIONAL DOCUMENTS FOR MORTGAGE BUYERS**
- Arabic request letter from the bank addressed to the Dubai Land Department
  - Mortgage contract
  - Ejara letter addressed to the Dubai Land Department (finance if applicable)

CHECKLIST #2

### DEWA REGISTRATION APPLICABLE TO ALL CUSTOMERS

- DEWA form duly signed by the primary and joint purchaser
- DEWA consumer number (mentioned in the Handover Notification Letter)
- A copy of Payment Completion Certificate / Sale and Purchase Agreement / Initial Contract of Sale copy / Company Documents Passport copy with residence visa page
- Emirates ID or National ID card from country of citizenship

CHECKLIST #3

### HANDOVER & OBTAINING PAYMENT COMPLETION CERTIFICATE

#### FOR SINGLE, JOINT, MULTIPLE OWNERSHIP AND AUTHORIZED REPRESENTATIVES

- Original signed and stamped Sale and Purchase Agreement (signed and stamped by finance company in case of mortgage).
- Original receipt of DEWA Security Deposit
- Original passport or recognised photo ID of all purchaser(s).
- Original Power of Attorney or notarised letter of authorization from all purchasers/spouse (if purchasers are not present)

#### ADDITIONAL DOCUMENTS FOR COMPANY OWNERSHIP

- Original Trade License
- Original notarised Letter of Authorization on company letter head signed by authorised signatory
- Passport copy of authorised signatory
- Original passport or recognized photo ID of authorised representative