

# EMAAR

## LAND REGISTRATION (TITLE DEED) FACTSHEET

Dear Homeowner,

Now that your new home is move-in ready, land registration is a pre-requisite for taking possession of your property. We've put together a checklist below to walk you through the steps and documents necessary for the process.

*All documents must be submitted as PDFs (colour scanned against a clear background). Images taken with mobile phones may not be accepted by the Dubai Land Department.*

### WHERE TO APPLY

Registrations have to be submitted online Emaar One App which can be downloaded from IOS Apps Store, or through the website on <https://eservice.emaar.com>. Existing users can log in with their Username & Password. New users must register first.

### LAND REGISTRATION FEES\*

- Payable at the time of application: Online application administrative fee – AED 525.
  - a) EMAAR cash counter (provide application number at the time of payment) OR
  - b) Online via eservice
- Please provide a receipt during application: Pre-registration fee – AED 3,000 OR Emirates Real Estate Solution – AED 842. can be done at Al Ansari Exchange outlets at the relevant EMAAR communities using WALLET ID.
- Only if you require urgent processing: Urgent Processing Fee – AED 5,020. Payable through a Manager's cheque towards Dubai Land Department. (Cash or personal cheques won't be accepted).

\*Payments made are non-refundable

### DOCUMENT CHECKLIST

<input type="checkbox"/> 1. Review outstanding payments towards your new home	Fill in all relevant details on the DEWA form, including your DEWA consumer number. <ul style="list-style-type: none"><li>· Download the <u>Emaar One App</u> (for iPhone users)</li><li>· Visit <u><a href="https://eservice.emaar.com">https://eservice.emaar.com</a></u></li><li>· Contact us at 800-EMAAR (36227) or if overseas, call +971 4 3661688</li></ul>
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### DOCUMENT CHECKLIST

<input type="checkbox"/> 2. Receive a 'Completion of Payment' certificate after settling your final payment and service charges	<p>You can then proceed to settle your final payment and service charges. For documents required for your final settlement, refer to our 'Finance Department Factsheet'.</p> <p>Please make your final payment and service charges at the Credit Control section at Customer Happiness Center Emaar Square, Building 2, Ground Floor.</p> <p>Once all payments have been cleared, the cashier will issue a 'Certificate of Completion of Payment'.</p>
<input type="checkbox"/> 3. Copy of Sales Agreement	
<input type="checkbox"/> 4. Copy of Manager's Cheque	<p>Only applicable if you are requesting Dubai Land Department for 'Urgent Processing'.</p>

On top of the above requirements, below are some additional documents you will need, based on your residency or property ownership type.

<input type="checkbox"/> 5. For UAE and GCC Residents	<input type="checkbox"/> Passport copy <input type="checkbox"/> Emirates ID (front & back) <input type="checkbox"/> For non-Emirates ID holders - Marsoom addressed to Dubai Land Department (dated no more than 20 days) <input type="checkbox"/> Residency Visa (if applicable)
<input type="checkbox"/> 6. For Non-UAE Residents	<input type="checkbox"/> Passport copy + ID card
<input type="checkbox"/> 7. For GCC Customers (Non-Residents)	<input type="checkbox"/> Passport copy <input type="checkbox"/> National ID copy
<input type="checkbox"/> 8. If your property is currently mortgaged	<input type="checkbox"/> Mortgage letter (in Arabic) from your mortgage provider, addressed to Dubai Land Department + mortgage contract copy <input type="checkbox"/> For Islamic Finance - Mortgage or Ejara Letter addressed to Dubai Land Department
<input type="checkbox"/> 9. Applicable For Land Plots and / or Shell & Core Units	<ul style="list-style-type: none"> <li>· Dubai Municipality Completion Certificate</li> </ul>

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<input type="checkbox"/> 10. For Company / Business Ownership	<input type="checkbox"/> Scanned coloured copy of the valid passport, Visa and Emirates ID for all directors & shareholders as per the certificate of incumbency <input type="checkbox"/> Copy of the incorporation certificate <input type="checkbox"/> Valid copy of the certificate of incumbency - 6 months <input type="checkbox"/> Valid copy of the certificate of good standing – 6 months <input type="checkbox"/> Valid copy of the NOC to buy from JAFZA - 1 month at the time of submission to LD <input type="checkbox"/> Memorandum of Association translated in Arabic ( Legal Translation) <input type="checkbox"/> Undertaking letter filled in, stamped and printed in company letter head (all shareholders has to be mentioned in the letter as per the certificate of incumbency) <input type="checkbox"/> All documents issued out of UAE should be attested in the point of origin and UAE Ministry of Foreign Affairs
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### PROCESSING TIME\*

- *Regular Application:* 30 days from the date of a successful application. The Dubai Land Department will ship the Title Deed directly to you via Aramex.
- *Urgent Application:* 3 days from the date of a successful application. The Dubai Land Department will ship the Title Deed directly to you via Aramex. Expedite fee is payable to Dubai Land Department and must be submitted in person at the Customer Happiness Centre.

### PLEASE NOTE

- All applications are subject to approval. The policy and procedures may change without prior notice.
- Registration is mandatory by law for all property types.
- For any future transactions post Property Registration, the Land Department will require a No Objection Letter (NOC) issued by EMAAR.
- If your application is incomplete, you will be notified by email, and the application will be closed, rendered null and void after 5 days of the email notification.
- All emails will be sent to your registered email ID.
- If your property has multiple owners, any one of the owners can undertake the application process.
- The Dubai Land Department will ship the Title Deed to the owner directly. We require the owner's complete courier address, along with his/her email ID and two active mobile numbers, at the time of application, or during CHO. This also applies if represented by a POA.

### WE ARE HERE TO HELP

Should you have any other questions, get in touch with EMAAR's dedicated Customer Relations Team. You can contact us at 800-EMAAR (36227) or if overseas, call +97143661688. Alternatively, you may drop us a message at [customercare@emaar.ae](mailto:customercare@emaar.ae), or reach us through the [Emaar One App](#) (for iPhone users). You can also visit <https://eservice.emaar.com>