

## HANDOVER FACTSHEET

Dear Homeowner,

Now that your new home is ready, we have compiled a list of essential guidelines to facilitate the Handover process. Please review the following checklist to ensure you have all the required documents for the Handover Finalization Process.

### DOCUMENT CHECKLIST

- ☐ Original 'Completion of Payment' certificate (For Fully-Paid Units))

- ☐ Post-dated cheques UAE Account (for Post-Payment Plans)

There are several ways to review your outstanding payments toward your new home:

- Download the Emaar One App
- Contact us at 800-EMAAR (36227) or if overseas, call +971 4 3661688

You can then proceed to settle your outstanding payment and service charges. Refer to our 'Finance Department Factsheet' for documents required for your final settlement. Please settle your final instalment and service charges payment at the Credit Control section at Customer Happiness Center Emaar Square, Building 2, Ground Floor. Once all payments have been cleared, the cashier will issue a 'Certificate of Completion of Payment'.

- ☐ Sales and Purchase Agreement (1st page copy)

- ☐ DEWA security deposit receipt

You'll be required to pay a security deposit to DEWA before you possess your new home. Please refer to the 'DEWA Account Transfer Factsheet' for more information.

- ☐ Original Passport, visa and recognized Government Photo ID of the owner(s)

- ☐ Original Power of Attorney or notarized Letter of Authorization

If you or the other owner(s) specified in the 'Sales Agreement' is/are not physically present for the Handover. Dubai courts must attest all notarized letters of authority. Or if you are living overseas, the letters must be notarized by the UAE embassy in your country of origin and by the Department of Foreign Affairs in the UAE. Apart from the documents specified in the checklist, the authorized representative should carry with them:

Original Passport or recognized Government Photo ID, Original Power of Attorney or Notarized Letter of authorization from the owner(s), and coloured passport copy of owner(s)

- ☐ Additional Documents for Company Ownership

- Original Certificate of Registration OR incorporation certificate.
- True Copy of Trade License OR incorporation certificate.
- Original Memorandum and Articles of Association along with a list of current directors (a notarized copy is OK).
- Board of Resolution
- Original certificate of good standing
- Certificate of Incumbency
- Original POA for the company manager to act on behalf
- Valid Passport copies of shareholders and directors. shareholders and direct
- Original notarized 'Letter of Authorization' printed on company letterhead and signed by an authorized signatory

Dubai courts must attest all notarized letters of authority.

Or if you are living overseas, the letters must be notarized by the UAE embassy in your country of origin and by the Department of Foreign Affairs in the UAE.

# EMAAR

## PLEASE NOTE:

- All owners are required to be available upon the handover of the property. In the event that any of the owners is not available, an ORIGINAL Power of Attorney or a Notarized Letter of Authorization will be required for the other party.
- All Power of Attorney must be attested by Dubai Courts or if you are living overseas, to be notarized by the UAE embassy in the country of origin and by the Department of Foreign Affairs in the UAE.
- All properties financed through Islamic banks will be handed over in the presence of an authorized bank representative only or upon submission of an Original No Objection letter from the bank.
- Land Registration/ Title Deed Application is a pre-requisite for taking the handover of your property for fully paid units. Kindly ensure you have completed the Land registration formalities prior to starting the handover process for your unit. You may apply through Emaar One App.
- Payment of security deposit to DEWA is mandatory to be completed prior to the handover of the property.
- Post-dated Cheques (UAE Account) are a requirement for all post-payment plans.

All applications are subject to approval. The policy and procedures may change without prior notice.

## DURING THE HANDOVER, YOU WILL RECEIVE:

### FOR VILLAS

- Keys to your new home
- USB of warranty Details, drawings, community rules and list of important numbers
- Vehicle Access Card Request Form

### FOR APARTMENT

- Keys to your new home
- Parking bay number
- Access Cards/Transponder
- USB of Warranty Details, Community Rules and list of important numbers

## DEFECT LIABILITY WARRANTY

If any new snags appear after your handover, you may raise a 'Service Request through Emaar ONE App or call the Emaar Contact Center on +971 4 366 1688 / Toll free on 800 EMAAR (36227) to register your service request.

## MANAGE YOUR PROPERTY ANYTIME, FROM ANYWHERE.

Download the [Emaar One App](#).

## WE ARE HERE TO HELP

Should you have any other questions, please get in touch with EMAAR's dedicated Customer Relations Team.

You can contact us at 800-EMAAR (36227) or if overseas, call +971 4 3661688. Alternatively, you may drop us a message on WhatsApp at 800-EMAAR (36227), or reach us through the Emaar One App.