

Unit Transfer Process

Dear Customer,

We are pleased to inform you of the process by which you can transfer (re-sell) your property at Dubai properties Group Free Hold projects.

Step 1) Title Deed Issuance

Owners wishing to resell their apartment must first complete the Title Deed issuance process. A complete process guide is available by Clicking on the link [Title deed Issuance Process](#) or contact Dubai Properties Group Customer Contact Center on + 971 4 360 2006; Email: info@dubai-properties.ae. You can visit Dubai Properties Group Office/ customer service Center for submission and collection.

Step 2) Visa Clearance Certificate

Once the Title Deed has been issued the owner may approach the TECOM Representative located at the Dubai Properties Group Customer Service Center for certificate issuance (owner representatives must present a duly authenticated POA). The fee for issuance is AED 110 and the Representative is available Sundays to Thursdays from 08:30am to 4:30pm.

Step 3) Owners Association Clearance Certificate

SALWAN Property Management will issue the Owners Association Clearance Certificate. The certificate will confirm that there are no outstanding fees to the Association for the subject apartment /Villa. The fee for certificate issuance is AED 500 and it will be valid for one month only from the date of issue. To obtain this certificate you will need to present the following documents to the SALWAN Representative located at the DIC 15 Grand Floor Office No.3 Sundays to Thursdays from 08:00am to 05:00pm.

Option One:-

- DEWA Clearance Certificate. /**Seller**
- Visa Clearance Certificate issued by TECOM / **Seller**
- Clearance Certificate from Empower/ **Seller**
- Clearance Certificate of the Service Charge from Salwan Finance.
- Passport (Original or Copy)/Trade License (if company) **Seller**
- Title Deed issued by the Dubai Land Department./ **Seller**
- Sales and Purchase Agreement or Certificate of Record/ **Seller**
- Power of Attorney if you are Seller /Buyer representative/ **Seller**
- *'New Owners' details – The 'Seller' will complete a Personal Data Sheet with all details of the 'New Owner'/buyer*
- *Passport copy – Of the 'New Owner'/buyer*
- *Memorandum of Understanding – This document being between both parties agreeing on the sale of the unit and signed.*
- Processing fee of 500 AED (payable by cash)./ seller.

Note: Clearance Certificates will be ready for collection after 2 working days after the day of submit.

Option Two:-

Salwan Property Management offers a one window Service which acts on behalf of the client in completing all required clearance documents from the government authorities for unit transfer:-

- Visa Clearance Certificate issued by TECOM-
- Dewa Clearance Letter.
- Clearance Certificate from Empower-
- Clearance Certificate of the Service Charge from Salwan Finance.
- Power of Attorney from owner to Salwan (For sellers, click [here](#). Buyers click [here](#)).
- New owner Registration with Dewa and Empower

- **Documents required from Owner(seller)**

- Passport (Original or Copy)/Trade License (if company)
- Title Deed issued by the Dubai Land Department.
- Sales and Purchase Agreement or Certificate of Record
- 'New Owners' details – The 'Seller' will complete a Personal Data Sheet with all details of the 'New Owner'
- Passport copy – Of the 'New Owner'
- Memorandum of Understanding – This document being between both parties agreeing on the sale of the unit and signed.
- Processing fee of AED 5,000 including VCL, DCL, ECL fees (payable by cash).
- All outstanding related to DEWA, EMPOWER and Service Charge is payable by the Seller.

Note: Clearance Certificates will be ready for collection the 2 working days at 2pm.

Once you have both these certificates you may then proceed directly to the Dubai Land Department who facilitate the transfer. For more information on the transfer process please call our customer Relation line on + 971 4 360 1514 or email your enquiry to info@salwan.ae