

## HANDOVER FACTSHEET

Dear Homeowner,

Now that your new home is ready, we have here some essential pointers to ease your Handover process. Kindly go through the checklist below to ensure you have all the documents necessary for the Handover Finalisation Process.

### DOCUMENT CHECKLIST

<input type="checkbox"/> 1. Original 'Completion of Payment' certificate	<p>There are a number of ways to review your outstanding payments towards your new home:</p> <ul style="list-style-type: none"> <li>· Visit <a href="http://www.abodeproperty.ae">www.abodeproperty.ae</a></li> <li>· Contact us at <b>+971 4 881 2777</b></li> </ul> <p>You can then proceed to settle your outstanding payment and service charges. For documents required for your final settlement, refer to our 'Finance Department Factsheet'.</p> <p>Please settle your final instalment and service charges payment 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"/> 2. Original DEWA security deposit receipt	<p>You'll be required to pay a security deposit to DEWA before you take possession of your new home.</p> <p>For more information, please refer to 'DEWA Account Transfer Factsheet'.</p>
<input type="checkbox"/> 3. Original Passport and Original recognised Government Photo ID of owner(s)	
<input type="checkbox"/> 4. Original Power of Attorney or notarized Letter of authorisation if you or the other owner(s) specified in the 'Sales Agreement' is/are not physically present for the Handover	<p>Dubai courts must attest all notarized letters of authority. Or if you are living overseas, the letters have to be notarized by the UAE embassy in your country of origin and by the Department of Foreign Affairs in the UAE.</p> <p>Apart from the documents specified in the checklist, authorised representative should carry with them:</p> <ul style="list-style-type: none"> <li>· Their ORIGINAL Passport or recognised Government Photo ID</li> <li>· ORIGINAL Power of Attorney or Notarized Letter of authorisation from owner(s)</li> <li>· Coloured passport copy of owner(s)</li> </ul>

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### ADDITIONAL DOCUMENTS FOR COMPANY / BUSINESS OWNERSHIP

5. Original Trade License

6. Original notarized 'Letter of Authorisation' printed on company letterhead and signed by an authorised signatory

Dubai courts must attest all notarized letters of authority. Or if you are living overseas, the letters have to be notarized by the UAE embassy in your country of origin and by the Department of Foreign Affairs in the UAE.

7. Passport copy of authorised signatory

8. Original Passport or recognised Government Photo ID of authorised representative

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

#### ALSO, DO NOTE:

- Joint / Multiple ownership requires the presence of your spouse. If one or both parties are not physically present for the handover, a notarized letter authorising a representative is necessary.
- All properties financed through Islamic banks will be handed over in the presence of an authorised bank representative or upon the submission of an original NOC (No Objection Certificate) from the concerned bank.
- Land registration is a pre-requisite for taking possession of your property. After making the full and final payment for your property, you should complete your application via the [Emaar One App](#) (for iPhone users) or online via the [E-Services](#) site.

#### DURING THE HANDOVER, YOU WILL RECEIVE:

Apartments	Villas and Townhouses
<ul style="list-style-type: none"> <li>· Keys to your new home</li> <li>· Homeowner's manual</li> <li>· Parking bay number</li> <li>· Access Cards/Transponder</li> </ul>	<ul style="list-style-type: none"> <li>· Keys to your new home</li> <li>· Homeowner's manual</li> <li>· Gate pass stickers for vehicles</li> </ul>

#### WE ARE HERE TO HELP

Should you have any other questions, you can contact us on +971 4 881 2777. Alternatively, you can visit [www.abodeproperty.ae](http://www.abodeproperty.ae).