



## CHECKLIST FOR TRANSFER( Excluding DIFC project)

Property:		Reference:		
Unit:		Date:		
No	Description	Checklist	Dept.	Remarks
1.	Application letter – old buyer	<input type="checkbox"/> Yes, <input type="checkbox"/> No	CRM	
2.	Passport copy of the new buyer	<input type="checkbox"/> Yes, <input type="checkbox"/> No	CRM	Passport Number and Expiry Date:
3.	Passport copy of the old buyer	<input type="checkbox"/> Yes, <input type="checkbox"/> No	CRM	Passport Number and Expiry Date:
4.	Original reservation form of the old buyer	<input type="checkbox"/> Yes, <input type="checkbox"/> No	CRM	
5.	Mortgage for new buyer	<input type="checkbox"/> Yes, <input type="checkbox"/> No	CRM	
6.	Loan offer letter copy	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> N/A	CRM	
7.	Original lien request letter	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> N/A	CRM	
8.	Pay order for balance due to ETA STAR	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> N/A	CRM	
9.	Sale Agreement from the old buyer	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> N/A	CRM	
10.	Memorandum of association	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> N/A	CRM	
11.	Articles of Association	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> N/A	CRM	
12.	Trade License/Registration certificate	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> N/A	CRM	
13.	Board of Resolution	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> N/A	CRM	
14.	Power of Attorney of the buyer/seller	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> N/A	CRM	
15.	Copy of MOU between old buyer & new buyer	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> N/A	CRM	
16.	50% payment of the next instalment	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Finance	
17.	Administration fee: AED 5000/- in favour of ETA Star Property Developers L.L.C.	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Finance	
18.	No Dues	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Finance	
19.	Fee in favour of Dubai Lands Department (by Managers cheque): 2% by the Assignor & 1% by the Assignee	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Finance	
20.	Oqood charges by Assignor :AED1000/- in favour of ETA Star (towards registration of initial sale in Oqood)	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Finance	
21.	Oqood charges by Assignee:AED1000/- in favour of ETA Star (towards registration of resale in Oqood)	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Finance	
22.	Lien	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Mortgage	
23.	Original Lien Release letter	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> N/A	Mortgage	
24.	If mortgaged – check (22) & (23) documents	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> N/A	Mortgage	
25.	First Legal verification	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Legal	
26.	Signature verified by	<input type="checkbox"/> Yes, <input type="checkbox"/> No	CRM	
27.	Entry of new buyer details in Legal Master	<input type="checkbox"/> Yes, <input type="checkbox"/> No	CRM	
28.	Second Legal verification	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Legal	
29.	Executed set for DLD	<input type="checkbox"/> Yes, <input type="checkbox"/> No	CRM	
30.	DLD appointment	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Legal	
31.	Execution before DLD	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Legal	
32.	Legal Master updated	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Legal	
33.	Master data updated	<input type="checkbox"/> Yes, <input type="checkbox"/> No	IT	

I/we hereby confirm that all the above documents have been enclosed herewith.

I/we hereby confirm that the above transfer is subject to the approval of DLD.

I/we hereby acknowledge that we will execute the new SPA for my/our unit/s, within 7 days from the date of receiving the same.

\_\_\_\_\_  
CRM/date

\_\_\_\_\_  
Legal/date

\_\_\_\_\_  
Finance/date

\_\_\_\_\_  
IT/date

\_\_\_\_\_  
Mortgage/date

Signature of the old buyer	Signature of the new buyer
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