

# 2026 Dubai Property Transfer Checklist

A step-by-step execution guide for a seamless sale or purchase at the Trustee Office.

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**Use this as a pre-appointment checklist.** Most same-day transfer failures come from missing originals, mismatched names, or incorrect cheque preparation.

## SECTION 1: THE ESSENTIAL DOCUMENTS (ORIGINALS REQUIRED)

- Original Title Deed (the most recent version issued by Dubai Land Department).
- Valid passports (for all buyers and sellers).
- Original Emirates IDs (mandatory for UAE residents).
- Valid UAE visas (for non-residents, ensure entry stamps are visible).
- Signed Form F (MOU) (the unified contract between buyer and seller).
- Developer NOC (must be valid and specifically issued for "sale").

## SECTION 2: FINANCE & CHEQUE PROTOCOL

- DLD transfer fee (4%): manager's cheque payable to "Dubai Land Department".
- Admin fee (AED 580): usually paid by credit card or as specified at the trustee office.
- Trustee office fee: AED 4,000 + VAT (for properties above AED 500,000).
- Seller's funds: manager's cheque(s) payable to the seller's name exactly as per the title deed.
- Agency commission cheque (if applicable).

## SECTION 3: REMOTE / POA TRANSFERS (IF SIGNING VIA POA)

- Notarised Power of Attorney: property-specific or with explicit buy/sell authority.
- MOFA attestation: if issued outside the UAE, ensure Ministry of Foreign Affairs attestation is complete.
- Certified Arabic translation: required if the POA is English-only or not bilingual.

## SECTION 4: PRE-TRANSFER VERIFICATION (24 HOURS BEFORE)

- Service charge clearance: confirm the developer has marked the unit "cleared" in the system.
- MOU validity: confirm the Form F date has not expired and all terms remain current.
- Cheque amounts: reconcile liability letters and final manager's cheque values.

## WHY INDEPENDENT CONVEYANCING?

A transfer is 90% preparation. We run an execution-ready check so that when you walk into the Trustee Office, your file is consistent, complete, and aligned to the day's operational requirements.

### Need help today?

<b>Office</b>	2604 Aspect Tower, Business Bay, Dubai
<b>Web</b>	conveyance.ae
<b>POA support</b>	poas.ae
<b>WhatsApp</b>	[Your phone number]

Disclaimer: This checklist is indicative and may vary by developer, trustee office, transaction structure, and prevailing operational requirements. Final requirements are confirmed at appointment scheduling and on the day of transfer.