

Before you sign: identify the provider behind the fee

Do not accept an unexplained conveyancing line in a draft Form F—especially if it commits you to an in-house service. Understand the provider, work, price and agreed payer before approving the arrangement.

This checklist helps you prepare questions. It is not a substitute contract, a legal opinion or permission to disregard an agreement already signed.

Page 1: the questions

1. What legal entity provides the conveyancing service?
2. Who is appointing that provider?
3. What exact procedural work is included?
4. What work and decisions remain outside the scope?
5. What is the service fee, including VAT?
6. Which official and third-party charges are separate?
7. Who has agreed to pay each fee?
8. Does the proposed clause require this particular provider?
9. If I prefer an independent conveyancer, can the proposed terms reflect that arrangement?
10. What are the appointment, scope-change and cancellation terms?

Wording to send with the draft agreement

“Before I approve the agreement, please identify the conveyancing provider, its legal entity, the service scope, fee including VAT and separate charges. Please confirm who appoints and pays the provider, and whether the clause requires that specific service. I would like any independent-provider option discussed and the agreed arrangement recorded in the final document.”

Page 2: record the agreed answers

Field	Agreed answer / evidence
Provider's legal entity	
Service contact	
Included work	
Excluded work	
Service fee before VAT	
VAT-inclusive service fee	
Separate charges	
Appointing party and payer	
Required provider or agreed choice	
Appointment / cancellation terms	
Final agreement version and supporting confirmation	

Before approval

Check the complete document and additional terms against the answers. Resolve conflicting explanations before signing. If a clause's meaning or legal effect is unclear, obtain qualified advice. Keep the final version and supporting confirmations.

If already signed

Read the actual agreement and provider appointment. Obtain appropriate advice before changing a named arrangement, withholding a fee or assuming an obligation no longer applies.

Full guide: <https://conveyance.ae/guides/who-pays-conveyancing-fees-dubai/>

Conveyance fees: <https://conveyance.ae/pricing-fees/>