

# CHECKLIST PROVISIONAL SERVICE FEE

## OWNER DETAILS REQUIRED

- Title Deed
- Contact details (email & mobile number)
- Passport copy
- Emirates ID & Visa copy downloaded directly form the UAE ICP application  
**(if UAE resident Strictly no photographs or scanned images)**



## BUYER DOCUMENTS REQUIRED

- Contact details (email & mobile number)
- Passport copy
- Emirates ID & Visa copy downloaded directly form the UAE ICP application  
**(if UAE resident Strictly no photographs or scanned images)**



## SERVICE FEE STATEMENT SHOULD CONFIRM

- Outstanding service charges (if any)
- Any penalties or late payment charges



## IMPORTANT NOTES BEFORE TRANSFER

- All outstanding service charges must be cleared prior to Resale NOC issuance
- Pro-rata calculation must align with agreed transfer date
- Ensure developer system reflects cleared balance before blocking
- Request updated statement if transfer date changes

