

Leasing Work Process

1. Receive Booking Request

The leasing team receives the booking request by email from the prospective tenant, along with the required supporting documents.

2. Send Offer Letter and KYC Form

After receiving and reviewing the booking request and documents, the leasing team sends the following to the client by email:

- Offer Letter
- KYC Form

The tenant is required to review the offer letter, confirm their interest, and proceed with the booking payment.

3. Booking Confirmation and Payment

To confirm the booking, the tenant must:

- Confirm their interest in the property.
- Pay the **10% booking fee**.
- Share a screenshot/proof of the booking fee payment.
- Return the **signed Offer Letter** by email.
- Share the **completed and signed KYC Form**.

4. UAE Pass Activation

After the booking is confirmed, the tenant must provide proof that their **UAE Pass** has been successfully activated.

5. Schedule Meeting with Leasing Team

The tenant must schedule a meeting with the leasing team **at least one week, or as otherwise advised, before the move-in date**.

During the meeting, the tenant will:

- Visit the office.
- Submit the required cheques.
- Sign the tenancy contract.
- Complete the required formalities for issuing Tawtheeq.

Leasing Work Process (continued)

6. Handover Documents and Tasleem Registration

Once the contract and Tawtheeq process are completed, the leasing team will share the following with the tenant:

- QAH Application link.
- Handover Permit.
- Copy of the signed contract.

The tenant can then use the required documents to register for Tasleem (AC System).

7. Final Documents Required from Tenant

As the final step of the leasing process, the tenant must share the following documents with the leasing team:

- Tasleem receipt.
- TAQA Welcome Letter.
- Signed Handover Permit.
- Occupant's Emirates ID.

Once all required documents are received, the leasing process and handover documentation can be completed.

Requested Documents to be Shared

The following documents and information are required from the tenant:

- Agreed number of payments.
- Email address.
- UAE mobile number and international mobile number.
- Preferred contract start date.
- 3-month bank statement of account.
- Bank signature attestation (for the cheques).
- Emirates ID (front and back).
- Passport copy and visa copy.

If the offer letter is under the company name, please send the following as well:

- Trade Licence of the company.
- POA (Power of Attorney) of the signatory.
- Documents of the signatory: Emirates ID (front and back), passport copy and visa copy.
- Email address and mobile number of the company to be registered.

Important: The client cannot move into the unit without an Emirates ID, clearance from the Finance Department including the cheque(s), and completion of any pending documents.