

This service is eligible for Customers who interested to re-sell and transfer the Ownership of his Property(s) to a New Buyer. The documentation requirements and an overview of the procedure are provided below for your convenience. This process will be handled by the Operation Department of the Mismak Properties LLC ("Mismak"), Sundays to Thursdays between the hours of 08:00am and 04:00pm. **If you own multiple Properties you must submit a separate set of documents and individual checks for each Property.**

Documentation Requirements:

Individual:

- Passport copy of all Owners listed on the Sales and Purchase Agreement and the New Buyer along with valid residence visa.
- Owner(s) to provide original Sales and Purchase Agreement/ Reservation Form and all receipts.
- Owner(s) to provide Clearance of Three60's service charge.
- Contact details of the New Buyer to be submitted through signing "Request for Assignment Letter" as per Mismak's format (a copy of which is available on Mismak website).
- Along with the signed "Request for Assignment Letter" by the Owner(s) as per Mismak's format (a copy of which is available on Mismak website), a payment of all outstanding due installment(s) should be made payable to "Mismak Properties LLC" {if applicable}.
- In case the Property is Mortgaged, a Mortgage Released Letter to be submitted from the concerned Bank/ Finance Institute.
- Payments required to conclude this process are indicated below.

Corporate:

- Copy of trade license, Commercial Registration Certificate and Articles of Association.
- Owner(s) to provide original Sales and Purchase Agreement/ Reservation Form and all receipts.
- Owner(s) to provide Clearance of Three60's service charge.
- Contact details of the New Buyer to be submitted through signing "Request for Assignment Letter" as per Mismak's format (a copy of which is available on Mismak website).
- Along with the signed "Request for Assignment Letter" by the Owner(s) as per Mismak's format (a copy of which is available on Mismak website), a payment of all outstanding due installment(s) should be made payable to "Mismak Properties LLC" {if applicable}.
- In case the Property is Mortgaged, a Mortgage Released Letter to be submitted from the concerned Bank/ Finance Institute.
- Payments required to conclude this process are indicated below.

Payments Required: *The following payments need to be made at the time of the Transfer Appointment*

- A Manager Cheque representing 2% of the original purchase price of the Property given in your Sales and Purchase Agreement.
- For Individual Transfer and in case the Owner and the New Buyer are relatives, the supporting documents that prove so to be submitted along with AED 5,000/- administration fees.

- For Corporate Transfer and in case the Shareholders of the Owner and the New Buyer are identical, the supporting documents that prove so to be submitted along with AED 10,000/- administration fees.

About the Process:

Following submission of all documents listed above and after verification of these documents by Mismak Operation Department, transfer process will take place through scheduling your transfer appointment at our offices and the parties' attendance is a must. To schedule your transfer appointment please call the contact centre on +971 2 6354444 or email: customercare@mismak.ae. Appointments are available from 9:00am to 04:00pm Sundays to Thursdays; we will do our utmost to schedule your appointment at a time convenient for you.

During the transfer session, the originals of all documentation mentioned above should be presented. An Assignment Form to be signed by the Owner(s) and the New Buyer(s), a copy of which is available on our website for your ease reference.

Processing Time:

Following your appointment, transfer to be executed on the Mismak system along with the issuing two (2) sets of the new Sales and Purchase Agreement (SPA) in the name of the New Buyer(s) and get them signed by Mismak Authorized Signatories. We will contact you as soon as your SPA is ready for your signature and collection of your set of the SPA and the other for Mismak records. Processing time for ownership transfer will require approx one (1) week from the date of your appointment.

SPA Collection:

We will hand over the original SPA to the New Buyer(s) listed on the SPA. If you wish to appoint a representative to collect the original on your behalf then please do so via an authorization letter which must be hand carried by your representative. SPA for Financed units will be collected directly by your lender.

Specific Power of Attorney:

A representative may be assigned to act on behalf of the Owner(s)/ New Buyer(s) by providing us with a Power of Attorney (POA) document as well as an original passport. The POA must be attested by the Abu Dhabi/Dubai Courts. Where the POA document was issued outside the UAE; it must be authenticated by the following institutions:

- The competent government department in the country where the POA document is issued;
- The UAE Embassy/Consulate in the country where the POA document is issued; and
- The UAE Foreign Ministry in the UAE.

For any clarifications please contact the Mismak Properties Customer Care Center at +971 2 6354444 or via Email: customercare@mismak.ae.