

Everything we need to open a file, and how the handover works.

Send the documents below by WhatsApp or email when you instruct us. Providing the correct documents at the beginning saves time and effort for everyone — the file can be reviewed and the breakdown prepared within one calendar day.

DOCUMENTS REQUIRED FOR EVERY CONVEYANCING DEAL

- ☐ **Contract F (CF)**
The signed Agreement of Sale between buyer and seller.
- ☐ **Title deed of the property**
The current deed (or Oqood for an off-plan unit).
- ☐ **Buyer's documents**
Passport, Emirates ID and visa (if they have one).
- ☐ **Seller's documents**
Passport, Emirates ID and visa (if they have one).
- ☐ **Statement of Accounts (SOA)**
If the property is off-plan, or handed over with a payment plan still running.
- ☐ **Unified Tenancy Contract**
If the property is rented — the tenancy contract itself, not the Ejari certificate.
- ☐ **Company documents**
If the buyer or seller is a company: trade licence, certificate of incumbency, memorandum / articles of association, and each shareholder's passport and Emirates ID.

HOW THE HANDOVER WORKS

- 1 All documents are sent to ASMA by WhatsApp or email.
- 2 We review the case and prepare the cost breakdown and a simplified process guide within one calendar day.
- 3 Once the review is done, the agent is asked to create two separate WhatsApp groups: (i) buyer's side, agent and conveyancer — adding the mortgage advisor if the buyer has a mortgage; (ii) seller's side, agent and conveyancer.
- 4 The agent sends an introduction message in each group so everyone knows who is who.
- 5 Once the introductions are done, the conveyancer steps in and handles everything else.

Fixed fee AED 2,625 incl. VAT per property

Buyer or seller side, cash or mortgage. DLD, trustee, developer NOC and bank charges are paid by the client at cost and itemised in the breakdown. ASMA does not hold client funds and is not a DLD registration trustee.