



Sellers Guide

Complete Step-by-Step Process Under
Dubai Land Department (DLD) Regulations

Presented by Think Properties Real Estate

Selling a property in Dubai is a structured and legally regulated process designed to protect both sellers and buyers. The Dubai Land Department (DLD) and Real Estate Regulatory Agency (RERA) ensure transparency, financial security, and efficient ownership transfer.

This guide explains **every step a property seller must follow**, the **legal procedures required under DLD laws**, and how **Think Properties Real Estate** supports you throughout the entire journey.

1. Understanding the Dubai Property Selling Framework

All real estate transactions in Dubai are governed by:

- ◆ **Dubai Land Department (DLD)** – oversees property registration and ownership transfer.
- ◆ **RERA (Real Estate Regulatory Agency)** – regulates brokers and transaction compliance.
- ◆ **DLD Trustee Offices** – authorized centres where ownership transfers are completed.





Ownership transfer only becomes legal once registered with DLD and a **new Title Deed** is issued to the buyer.

2. Step-by-Step Property Selling Process in Dubai





1 Step 1

Property Evaluation & Market Preparation

Before listing, sellers should:

-  Determine current market value
-  Review comparable sales
-  Prepare documents
-  Ensure property compliance

Think Properties Services

-  Professional property valuation & pricing strategy
-  Market analysis using live Dubai data
-  Sales strategy tailored to investor or end-user buyers
-  Property presentation guidance

I Step 2

Sign Listing Agreement (RERA Form A)

To legally market a property, the seller signs a **Listing Agreement (Form A)** with a licensed brokerage.

This allows the broker to obtain a **Trakheesi marketing permit** from DLD before advertising the property.

Think Properties Services

- ✓ Licensed brokerage representation
- ✓ Marketing permit processing
- ✓ Legal compliance review
- ✓ Professional photography & listings exposure

I Step 3

Marketing & Buyer Qualification

Your property is promoted across major portals and buyer networks.

Qualified buyers are screened based on:

- ✓ Financial capability
- ✓ Mortgage approval (if applicable)
- ✓ Transaction readiness




Think Properties Services

- ✓ Premium portal advertising
- ✓ International investor network
- ✓ Buyer screening & negotiation handling
- ✓ Viewing coordination

I Step 4





Signing the Sale Agreement (Form F / MoU)

Once a buyer is secured:

-  Buyer and seller sign Memorandum of Understanding (Form F).
-  Terms include price, transfer date, and payment structure.
-  Buyer usually pays a 10% security deposit.

This legally formalizes the sale terms.




Think Properties Services

-  Contract drafting & explanation
-  Negotiation management
-  Deposit protection guidance
-  Transaction timeline planning

I Step 5




Mortgage Clearance (If Applicable)

If the property has a mortgage:

-  Seller requests a liability letter from the bank.
-  Buyer or buyer's bank settles outstanding loan.
-  Bank issues mortgage release confirmation.

Mortgage clearance is required before transfer can proceed.




Think Properties Services

-  Bank coordination
-  Settlement planning
-  Mortgage closure assistance

I Step 6




Obtain Developer No Objection Certificate (NOC)


The seller must obtain an **NOC from the developer**, confirming:

-  Service charges are fully paid
-  No legal disputes exist
-  Developer approves the sale

Without an NOC, DLD cannot transfer ownership.

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

-  NOC application handling
-  Developer coordination
-  Fee and documentation management

 Typical processing time: 3–10 working days.

I Step 7




Prepare Required Documents

Required documents typically include:

-  Original Title Deed
-  Emirates ID & passport copies
-  Signed Form F (MoU)
-  Developer NOC
-  Mortgage documents (if any)
-  Power of Attorney (if representative acts)

Documents are verified before transfer approval.






Think Properties Services

-  Full documentation checklist
-  Compliance verification
-  Legal coordination support





Step 8

Final Transfer at DLD Trustee Office

Buyer and seller attend a DLD-approved Trustee Office where:




-  Identity verification is completed
-  Payments are confirmed
-  Transfer documents are signed
-  DLD fees are paid
-  Ownership is registered

Think Properties Services

-  Transfer appointment scheduling
-  Attendance & transaction supervision
-  Payment coordination
-  Seller representation (POA option)

 The appointment usually takes 30–60 minutes.

Official Fees (Typical)

-  4% DLD Transfer Fee (usually buyer-paid)
-  Title deed/admin fees
-  Trustee service fees

Step 9




Issuance of New Title Deed & Payment Release

Once approved:

-  DLD issues new Title Deed to buyer.
-  Ownership transfer becomes legally complete.
-  Seller receives sale proceeds.

This finalizes the transaction officially.

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-  Secure payment coordination
-  Closing confirmation
-  Post-sale assistance

Step 10

Post-Transfer Formalities

After transfer:



Utilities transferred to buyer



Community management updated



Move-out or handover arranged

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Utility transition guidance



Handover coordination



Investor advisory support

3. Timeline of a Typical Dubai Property Sale

Stage

Estimated Time

Listing & Marketing

2-6 weeks

Buyer Agreement

1-2 weeks

NOC & Mortgage Clearance

5-15 days

DLD Transfer

Same day

Total Process

4-8 weeks average



(Timelines vary depending on financing and developer approvals.)

4. Why Sell with Think Properties Real Estate

Strategic Selling Approach

We focus on maximizing value, minimizing risk, and ensuring legal compliance.

Our Seller Services Include:



Accurate property valuation



Legal & DLD compliance management



Professional marketing campaigns



Buyer qualification & negotiation



Mortgage & NOC coordination



Transfer supervision at DLD



Secure transaction handling



Post-sale support

5. Our Commitment

At Think Properties Real Estate, selling property is not just a transaction — it is a carefully managed process built on expertise, transparency, and trust.

We guide sellers through every legal requirement under Dubai Land Department regulations while ensuring a smooth, stress-free experience from listing to final payment.

Think smart. Sell confidently.
Move forward with **Think Properties.**