

TENANCY CONTRACT RENEWAL PROCEDURES

1. REQUIRED DOCUMENTS:

A. Tenant

1.1 Leases in a Personal Name:

- Valid Passport Copy
- Valid Resident Visa Copy
- Valid Emirates ID Card Copy
- Tenant or Attorney along with duly attested power of attorney should be present for renewal formalities

1.2 Leases in a Corporate Name:

- Valid Trade License Copy
- Proof of authorized signatories "GM or attorney along with duly attested power of attorney "along with their valid passport copy, resident visa page and Emirates ID
- Occupant's valid passport copies, resident visa page and Emirates ID
- Lease documentation and other documents should be collected by an authorized person, along with an authorization letter on the company letterhead

B. Rental Payment (Cheques)

2.1 Rental Cheques: all cheques should be issue by the legal tenant or tenancy contract holder.
- Payment plan will vary depends on the location of the property, type and size.

2.2 Cheques should be made payable to "**Uniestate or Uniestate Properties LLC**".

2.3 Using Third Party Cheques or PDC

- Signed Authorization Letter
- Signed Undertaking Letter
- Valid Passport Copy, Visa Page Copy and Emirates ID Copy of the third party
- Valid Trade License for Company Cheque and Valid Passport Copy, Visa Page Copy and Emirates ID Copy of the Signatory

C. Security Deposit

3.1 Security Deposit may vary depends on the location of property and the value of rental amount per annum.

2. Attestation Fees

For Dubai

- Ejari Fee
- Tenant will be responsible for opening an account with DEWA (UM, UST & UMT) and Emicool (UM)

For Ras Al Khaimah

Residential Contracts:

- Five percent of the Annual Rent will be paid to Municipality of Ras Al Khaimah
- Processing Fee

Commercial Contracts:

- Processing Fee for attestation to the Municipality of Ras Al Khaimah

*Fees are due to change based on the requirements of different government authorities.

*Terms and conditions apply.

3. Other Charges

5.1 Other charges:

5.1.1 Rose Building Ras Al Khaimah

5.1.1.1 Sewerage Charges

- Annual Fixed Sewerage Charges with 5 % VAT
- To be paid in Cash or along with the instalment plan

5.1.2 Union Tower Ras Al Khaimah

Chiller Charges and Utilities

- Annual Fixed Chiller Charges/Utilities Charges with 5 % VAT
- To be paid in Cash or along with the instalment plan

4. VAT

- Will be applied as per the Law No.8 of 2017 on Value Added Tax (VAT) on the standards rates wherever applicable and will be collected with the payment plan.

IMPORTANT NOTE

All of the above requirements are mandatory, without which leasing formalities will be incomplete.

For Inquiries, please contact us via email at info@uniestate.com or call 07 2220222 (RAK) 04 3318333 (Dubai).