HANDOVER CHECKLIST: DEVELOPER TO MANAGEMENT COMPANY, JOINTLY OWNED PROPERTY IN DUBAI

[General model. Check it against your own documents and your adviser before you rely on it, and delete this line.]

Project: [____] Building or plot: [____] Number of units: [__]
Category of the project (Law No. (6) of 2019, art. 18):
[major project / hotel project / project that is neither]
Developer: [____]
Receiving management company: [____]
Basis of the company's role: [selected and contracted by RERA, reference ____ / outsourced by the developer under an agreement approved by RERA, reference ____ / outsourced by the developer to a hotel project management company (hotel project), reference ____ / selected by RERA because there is no developer, reference ____]
Date of the completion certificate: [__/__/____] Date of this handover: [__/__/____]

1. Documents filed with the Dubai Land Department (art. 6)
Sixty days from the completion certificate end on: [__/__/____]
Extension granted by the Dubai Land Department:
[none / up to thirty days, until __/__/____]
Plans: [filed on __/__/____ / not filed]
Master Community Declaration: [filed on __/__/____ / not filed]
Statute: [filed on __/__/____ / not filed]
Building Management Regulation:
[filed on __/__/____ / prepared by RERA, not filed by the developer]

2. Records of the property (RERA Circular No. (3) of 2021)
Documents on the delivery and handover of units to the buyers:
[handed over on __/__/____ / pending]
Handover notice dates, unit by unit: [attached / pending]

3. Registration in Mollak
Management company registered in Mollak: [yes / no]
Community registered as a property group: [yes / no]
Management agreement assigned through Mollak: [yes / no]
Regulated bank account created: [yes / no] Bank: [____]

4. Service charges
Service charges account of the property: [bank, account name]
Service charges paid by owners before handover, in the Service Charges account:
[balance on __/__/____: ____]
Cash reserve account, separate from it: [bank, account name]
Developer's share for unsold units, and for sold units where he undertook to pay: [settled up to __/__/____]
Budget: [approved by RERA / temporary budget / to be submitted] Period: [____]

5. Insurance and guarantee (arts. 41 and 36)
Insurance policy for maintenance and reconstruction, with the Management Entity as beneficiary: [insurer, policy number, period]
Insurance against liability for damage and bodily injury:
[insurer, policy number, period]
Bank guarantee in favour of the Dubai Land Department:
[provided on __/__/____ / to be provided]

6. The developer's continuing liability (art. 40)
Structural parts, ten years from the completion certificate, until: [__/__/____]
Defective installations, one year from the handover of each unit, or from the completion certificate where the owner refrained from taking possession:
[unit-by-unit dates attached]
Known defects at handover: [list attached / none]

Handed over by the developer's authorised representative: [name, position] Signature: _____ Date: _____
Received by the management company's authorised representative: [name, position] Signature: _____ Date: _____
Reference of RERA's appointment or approval: [____]