SERVICE CHARGE CHECK SHEET: 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.]
This sheet is not an invoice. Service-charge invoices are issued through Mollak.

Project or community, as shown in Mollak: [____]
Management Entity, as shown in Mollak: [____]
Unit number: [____]   Owner: [____]
Checked by: [name]   Role: [owner / member of the owners committee]   Date: [__/__/____]

1. The budget
Budget period: [____]
Status: [approved by RERA after approval by a certified audit firm recognised by
        RERA / temporary budget approved by RERA / not found in Mollak]
Date of RERA's approval: [__/__/____]
Approved rates shown on the Mollak website: [yes / no]
Cash reserve contribution included in the approved budget: [yes / no]
Reserve kept in an account separate from the service charges account:
  [confirmed by the Management Entity on __/__/____ / not confirmed]

2. My share
Area of my unit as recorded in the Real Property Register: [____]
Total area of the jointly owned property: [____]
Share, the area of my unit divided by the total area: [____]
Method used, as approved by the Director General: [____]

3. The invoice
Mollak invoice number: [____]   Issued on: [__/__/____]   Period: [____]
Amount invoiced: [____]
Amount my share comes to under the approved budget: [____]
Difference: [____]
The invoice matches the approved budget: [yes / no]
Amount paid: [____]   Paid on: [__/__/____]   Way of payment: [escrow account transfer / management company portal or office / Noqodi]
Payment slip given to the management company on: [__/__/____ / not applicable]
Balance shown in Mollak after payment: [____]

4. If the figures do not match
Question sent to the Management Entity on: [__/__/____]   How: [email / letter / in person]
Reply received on: [__/__/____]   Reply: [____]
Complaint passed to the owners committee on: [__/__/____]
Owners committee notified the Management Entity on: [__/__/____]

Checked by (signature): _____   Date: _____