

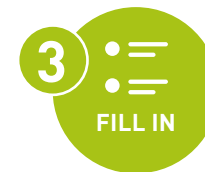
## REAL ESTATE SERVICE – REGISTER LEASE (ENTITY)



**Log in**  
Log into the ECA 360°  
eServices Portal



**Select**  
Select 'Real Estate Services  
– Register Lease to Own'



**Fill in**  
Fill in the electronic  
form application



**Upload**  
Upload all the required  
documents and submit  
the case



**Request**  
Schedule an appointment  
to visit the 360° Integrated  
Government Service Center to  
receive your ownership



## REAL ESTATE SERVICE – REGISTER LEASE (ENTITY)

### Service description

This service enables the Master, Sub-Developer or Broker to register lease to Own agreements in the Economic Cities' real estate registry.

### Service beneficiaries

- Master Developer.
- Sub-developer.
- Real Estate Broker.

### Service fees

150 Saudi Arabian Riyals.

### Service requirements

Copies of the following documents are required:

- Lease agreement.
- Power of Attorney or a delegation letter in case of third party representative of the current owner.
- National identification card for the Power of Attorney holder or delegated person.
- Lessee Commercial Registration.
- Power of Attorney or a delegation letter in case of third party representative for the Lessee.
- National identification card for the Power of Attorney holder or delegated person for the Lessee.

### Service conditions

- In case of a delegate, a delegation letter should be attested by the Chamber of Commerce and Industry or ECA as applicable.
- Provide all original documents for verification.

### Service pre-requisites

- Complete the 'Register Property' service.
- Issue the 'Issue Occupancy Permit' service in case the property type is a unit or building.

### Service channels

- ECA 360° eServices portal ([www.eca.gov.sa/360](http://www.eca.gov.sa/360)).
- 360° Integrated Government Service Center at the Economic Cities Authority building.

### Service time

- Three working days on complete application.

### After service completion

- A new lease Instrument will be added to the ownership certificate.