

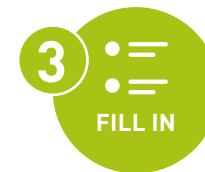
REAL ESTATE SERVICE – REGISTER LEASE (INDIVIDUAL)



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 (INDIVIDUAL)

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 identification card.
- 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).
- 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.