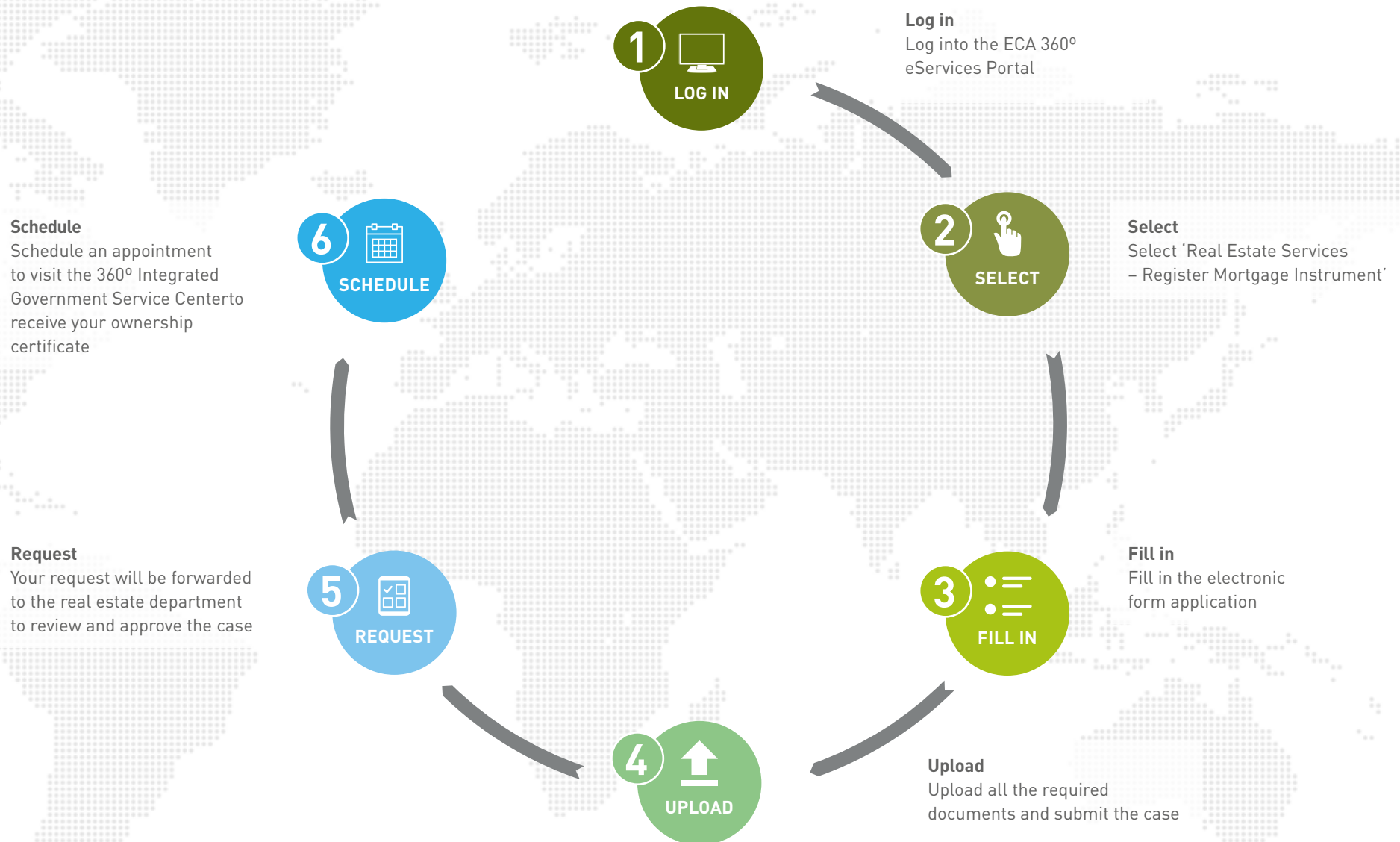


## REAL ESTATE SERVICE – REGISTER MORTGAGE INSTRUMENT (ENTITY)



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### Service description

This service enables the Master, Sub-Developer or Broker to register mortgage instrument and issue ownership certificate for the mortgaged property following the approved mortgage rules and regulations by Economic Cities Authority (ECA).

### Service beneficiaries

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

### Service fees

0.25% of Registered Mortgage Agreement.

### Service requirements

- 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.
- Master, Sub Developer's 'no objection' certificate.
- Board of Directors mortgage approval, for companies wishing to register a mortgage on any of its owned real estate.
- Mortgage contract and any additional related documents.
- Real estate evaluation report from a local certified evaluator, including a copy of valid commercial registration and license.
- Mortgager Commercial registration
- Investment license for Economic Cities entities.
- Power of Attorney or delegation letter in case of third party representative of the mortgagee.

### 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.
- Satisfying sales registration's urban planning and municipal requirements as per the 'Rules of Real Estate Sales in the Economic Cities, Chapter 3, Article 12'.

### Service pre-requisites

- Complete the 'Register Property' service.

### 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

- Five working days for complete application that fulfills all terms and conditions.

### After service completion

- A new ownership certificate is issued with the mortgagor as owner, with an identification of the mortgagee.