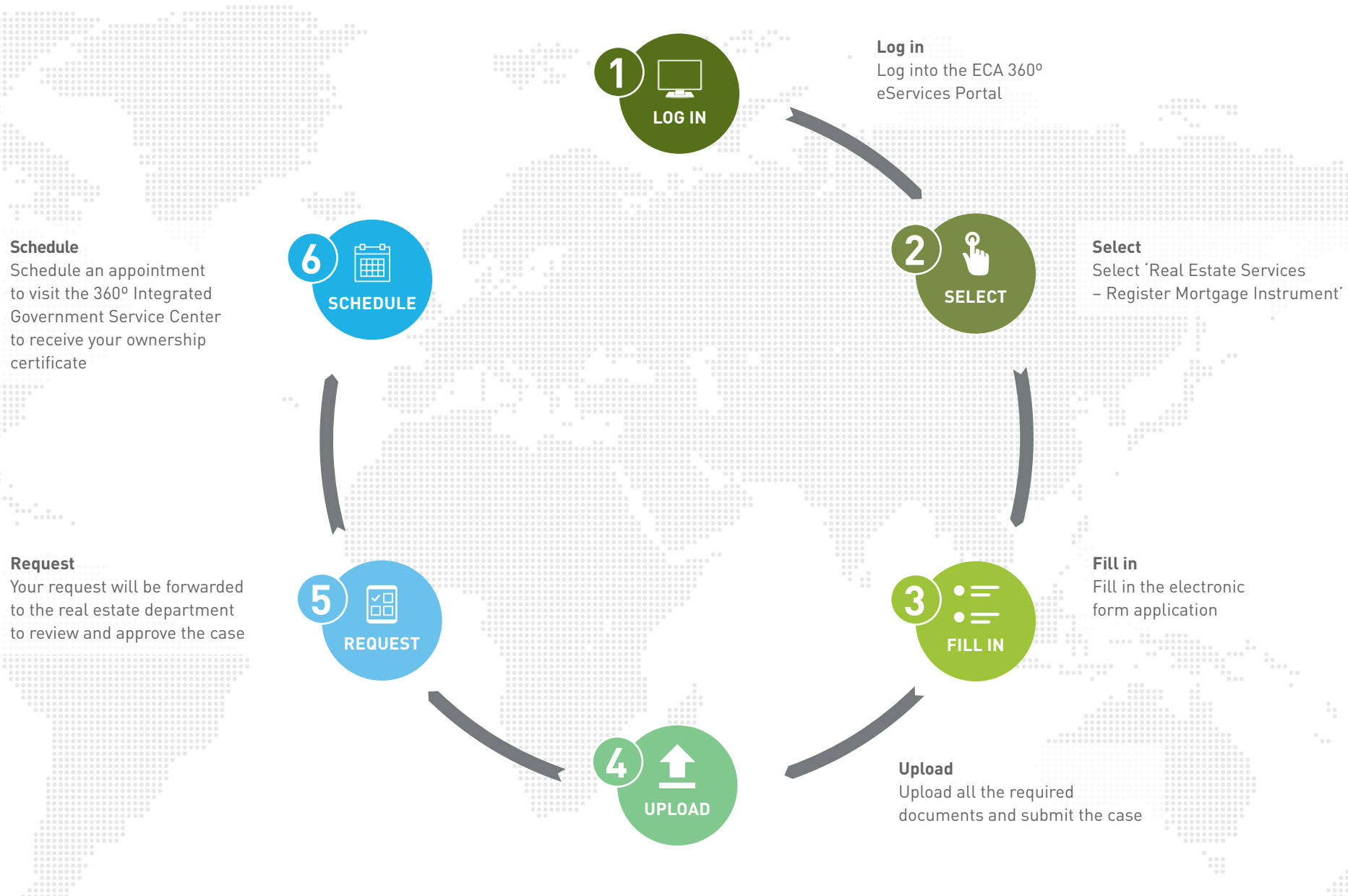


## REAL ESTATE SERVICE – REGISTER MORTGAGE INSTRUMENT (INDIVIDUAL)



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### Service description

This service enables Individuals, Banks and Mortgage Companies 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

- Developer.
- Real Estate Broker.
- Property Owners (via IGS Center only).

### Service fees

0.25% of Registered Mortgage Agreement.

### Service requirements

#### Mortgagor (Loan borrower)

- Power of Attorney in case of third party representative of the current owner.
- National identification card for the Power of Attorney holder.
- Master, Sub Developer's 'no objection' certificate.
- Real estate evaluation report from a local certified evaluator.

#### Mortgagee (Loan provider)

- Mortgage contract and any additional related documents.
- Power of Attorney in case of third party representative of the mortgagee.

### Service conditions

- Provide original Ownership Certificate upon collection of new Ownership Certificate.
- All Power of Attorney and Identification Cards are active upon submitting the case

### Service pre-requisites

- Complete the 'Register Sale' 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

- The ownership certificate is re-issued with the mortgage instrument.