



الإمارات العربية المتحدة - حكومة الشارقة

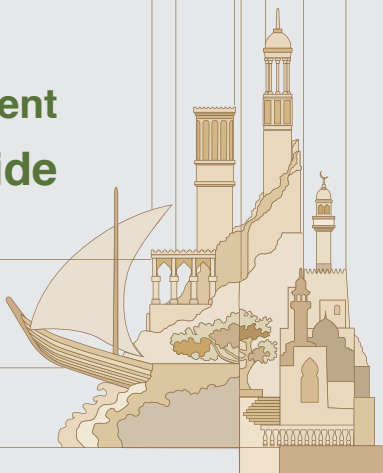
بلدية مدينة الشارقة

United Arab Emirates - Sharjah Government

SHARJAH CITY MUNICIPALITY

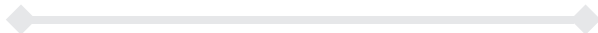


Rent Regulation Department Service Guide

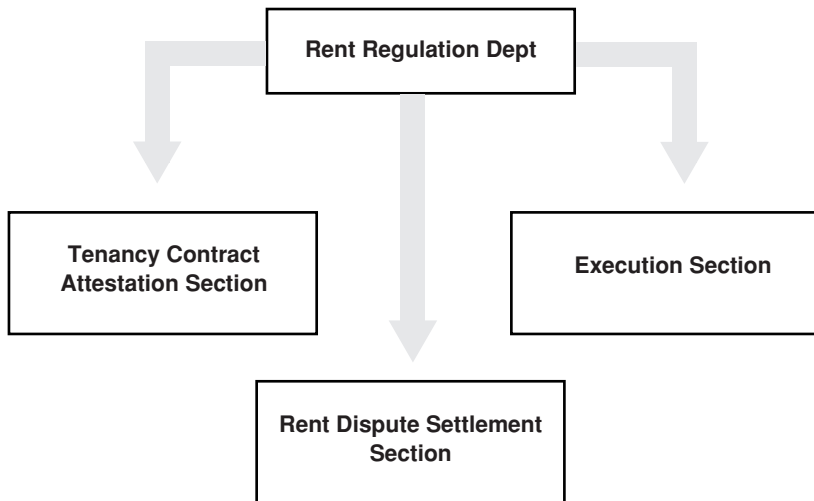
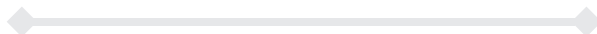


RENT REGUALTION DEPARTMENT (RRD)

Our vision

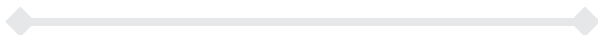


The Main Organizational Structure of the RRD



Achieving leadership by applying the highest international standards of management system

Introduction:



This Service Guide was prepared, based on the vision of the Rent Regulation Department, to meet the needs of the customers regarding the below mentioned services provided by the sections of the department:

- 1. Tenancy contract attestation services**
- 2. Rent dispute settlement services**
- 3. Services of the execution section**

First



**Tenancy Contract Attestation
Services**

Attestation of Residential Tenancy Contracts – New Contracts

Such contracts are limited to families according to the following procedures:

Request form:

Residential tenancy agreement form

Required documents:

- Copy of title deed (applicant may instead fill out the contract form with details of the deed), or plot plan of granted lands.
- Copy of Landlord's Emirates ID card or copy of Landlord's passport authenticated with his/her signature.

Note: Landlord Card obviates the need for presenting any other required documents from the Landlord for attestation of contracts.

- Copy of Tenant's passport or Emirates ID card, whether UAE citizen or expatriate.
- Copy of passport or Emirates ID card of Tenant's wife, whether UAE citizen or expatriate, or copy of Family Book of UAE citizens.

Note: Passport copy of Emirati wife is not required for attestation of contracts, except for Arabic houses contracts.

- Copy of marriage certificate, if wife is sponsored by someone other than husband.

Note: If wife is sponsored by husband, marriage certificate will be required, except for Arabic house contracts only.

- SEWA stamp of approval for new contracts.
- Copy of power of attorney, if necessary, and copy of legal representative's passport authenticated with his/her signature.

Steps:

1. Filling out contracts by both parties to the contract (Landlord and Tenant) or legal representatives thereof.
2. Taking approval of SEWA.
3. Attesting contract at the Tenancy Contract Attestation Section.
4. Filling out the undertaking form, which is available at the section by Landlord and Tenant (for Arabic houses only).

Fees:

- Price of tenancy contract form: Dhs100.
- Attestation fees: 4% of annual rent amount (min. Dhs500).

Note:

- Epress service is available against payment of Dhs150 on each transaction.
- Tenant is not entitled to register more than two contracts under his/her name.
- Emirates ID card is mandatory as of 15/11/2012.

Note Regarding Fees:

- If tenancy contract contains more than one leased unit, Dhs100 shall be paid on each unit for the price of e-contract form.
- If tenancy contract contains more than one leased unit and the term thereof is more than one year, Dhs100 shall be paid on each unit and for each year.

Procedural Steps:

- Approach the receptionist's desk for checking all required documents and taking a token number.
- Approach the counter employee for attesting the tenancy contract.

Attestation of residential tenancy contracts (RENEWAL)

These units are limited to families only, according to the following procedures:

Request form:

Request for a residential tenancy agreement document

Required documents:

- Submitting a copy of previous tenancy contract and SEWA's Customer No.
- Copy of power of attorney and proxy's passport authenticated by signature, if necessary.

Steps:

1. Contracts are filled out and signed by both parties (landlord and tenant), or their legal representatives.
2. Visiting the contracts attestation section.
3. The tenant and landlord fill out the undertaking that is available at the attestation section (for villas and Arabic houses only).

Fees:

- Dhs100 for purchasing the tenancy agreement form.
- 4% of annual rent value (min. Dhs500).

Notes:

- Epress service is available against payment of Dhs150 per each transaction.
- Tenant's Emirates ID Card is mandatory as from 15/11/2012.

Notes regarding fees:

- If tenancy contract contains more than one unit, Dhs100 shall be paid on each unit for price of e-contract form.
- If tenancy contract contains more than one unit and the term thereof

is more than one year, Dhs100 shall be paid on each unit and for each year.

Procedural Steps:

- Approach the receptionist's desk for checking all required documents and taking a token number.
- Approach the counter employee for attesting the tenancy contract.

Attestation of bachelors' tenancy contracts in commercial areas

Request form:

Residential tenancy agreement form

Required Documents:

- Copy of title deed (or just filling out the deed's details in the contract form). As for granted lands, a copy of the plot plan will be required.
- Copy of landlord's ID card and passport authenticated with signature.

Note: Landlord Card replaces any other documents required from the landlord at attestation of contracts.

- Copy of tenant's ID card or passport, whether UAE citizen or expatriate.
- Copies of the passports of the accommodation dwellers.

Note: If dwellers of a leased unit are skilled workers (e.g. tailors, barbers, etc.) and living near their business, they may share the unit, provided that the number of dwellers is in compliance with rules in force.

- SEWA's stamp of approval (for new contracts).
- SEWA's customer number or previous contract number (for renewals).
- Copy of power of attorney (if necessary), and copy of proxy's passport authenticated with signature.

Steps:

- Contracts shall be filled in and signed by the two parties (Owner and Tenant) or their legal agents
- Visiting SEWA's office (for new contracts only).
- Approaching the tenancy contracts attestation section.

Fees:

- AED 100 for obtaining the tenancy agreement documents
- 4% of the annual rent (Min. AED 500)

Remarks:

- Bachelors are not allowed to dwell in villas.
- Tenant's emirates ID card is mandatory as from 15/11/2012
- A tenant is not entitled to register more than one unit under the tenant's name.
- The number of inhabitants of the accommodation should be complied with rules as follows:
 1. 3 persons for studio
 2. 4 persons for one-bed room flat
 3. 6 persons for 2-bed room flat
 4. 9 persons for 3-bed room flat
- The main areas of labor accommodation are the Industrial Areas and Al Saga'a area only.

Notes regarding fees:

- Epress service is available against payment of Dhs150 per each transaction.
- If tenancy contract contains more than one unit and the term thereof is more than one year, Dhs50 shall be paid on each unit and for each year.

Procedural Steps:

- Approach the receptionist's desk for checking all required documents

and taking a token number.

- Approach the counter employee for attesting the tenancy contract.

Attestation of tenancy contracts of staff accommodation in commercial and industrial areas

Request form:

Residential tenancy agreement form

Required documents:

- Copy of title deed (or just filling out the deed's details in the contract form). As for granted lands, a copy of the plot plan will be required.
- Copy of landlord's ID card and passport authenticated with signature.

Note: Landlord Card replaces any other documents required from the landlord at attestation of contracts.

- Copy of trade license.
- Company stamp on the contract form.
- Official letter from the company stating the names of the staff dwelling in the unit.
- Copies of the passports of the staff.
- SEWA's stamp of approval (for new contracts).
- SEWA's customer number or previous contract number (for renewals).
- Copy of power of attorney (if necessary), and copy of proxy's passport authenticated with signature.

Steps:

1. Contracts shall be filled in and signed by the two parties or their legal representatives.
2. Visiting SEWA's office (in case of new contracts).
3. Attesting the contract at the tenancy contracts attestation section

Fees:

- AED 100 for obtaining the tenancy agreement documents
- 5% of the annual rent (Min. AED 500)

Remarks:

- The areas that are allowed for staff accommodation are the industrial and commercial areas, and Al Saga'a Area
- "Epress" service is available against a fee of AED 150 for each transaction.
- Companies have the right to provide their staff with family accommodation. In such case, an official letter from the company and passport copies of the employee and wife will be required.
- Companies have the right to provide their employee with family accommodation in villas and Arabic houses.
- The number of inhabitants of the accommodation should be complied with rules as follows:
 1. 3 persons for a studio
 2. 4 persons for a one-bed room flat
 3. 6 persons for a 2-bed room flat
 4. 9 persons for a 3-bed room flat

Note Regarding Fees:

- If tenancy contract contains more than one leased unit, Dhs100 shall be paid on each unit for the price of e-contract form.
- If tenancy contract contains more than one leased unit and the term thereof is more than one year, Dhs100 shall be paid on each unit and for each year.

Procedural Steps:

- Approach the receptionist's desk for checking all required documents and taking a token number.
- Visit the attestation office for attesting the tenancy contract.

Attestation of tenancy contracts of labour accommodation

Request form:

Residential tenancy agreement form

Required Documents:

- Copy of title deed (or just filling out the deed's details in the contract form). As for granted lands, a copy of the plot plan will be required.
- Copy of landlord's ID card and passport authenticated with signature.

Note: Landlord Card replaces any other documents required from the landlord at attestation of contracts.

- Copy of building permit.
- Copy of certificate of completion or valid certificate of utility connection. In case of expiration of the certificate, a written undertaking signed by both parties and stating their commitment to submit a valid certificate within six months from the date of the undertaking shall be submitted.

Note: the building permit and certificate of completion are not required in the case of labour accommodation located in the saga area or the industrial areas, provided that number of dwellers is complied with rules in force.

- Copy of trade license.
- Company stamp on the contract form.
- SEWA's stamp of approval (for new contracts).
- SEWA's customer number or previous contract number (for renewals).
- Copy of power of attorney (if necessary), and copy of proxy's passport authenticated with signature.

Steps:

1. Contracts shall be filled in and signed by the two parties or their legal representatives.
2. Visiting SEWA's office (in case of new contracts).

3. Attesting the contract at the tenancy contracts attestation section

Fees:

- AED 100 for obtaining the tenancy agreement documents
- 4% of the annual rent (Min. AED 500)

Note Regarding Fees:

- If tenancy contract contains more than one leased unit, Dhs100 shall be paid on each unit for the price of e-contract form.
- If tenancy contract contains more than one leased unit and the term thereof is more than one year, Dhs100 shall be paid on each unit and for each year.

Procedural Steps:

- Approach the receptionist's desk for checking all required documents and taking a token number.
- Visit the attestation office for attesting the tenancy contract.

Attestation of commercial tenancy contracts (new contracts)

Request form:

- Residential tenancy agreement form

Required Documents:

- Copy of title deed (or just filling out the deed's details in the contract form). As for granted lands, a copy of the plot plan will be required.
- Copy of landlord's ID card and passport authenticated with signature.

Note: Landlord Card replaces any other documents required from the landlord at attestation of contracts.

- Copy of trade name.
- Passport copy of the trade name's local owner, bearing his/her signature, and the family book or the Emirates ID Card (in case of new contracts).

Note: Citizens who have UAE passports but don't have family books shall provide an undertaking of their commitment to provide the same within one year from the date of the undertaking.

- Copy of a valid plan of granted lands.
- The economic department's Stamp and signature of approval on the contract.
- SEWA's stamp of approval (for new contracts).
- SEWA's customer number or previous contract number (for renewals).
- Copy of power of attorney (if necessary), and copy of proxy's passport authenticated with signature.

Steps:

1. Contracts shall be filled in and signed by the two parties or their legal representatives.
2. Visiting SEWA's office (in case of new contracts).
3. Attesting the contract at the tenancy contracts attestation section.
4. Visiting the Economic Development Department - Inspection Section.

Fees:

- AED 100 for obtaining the tenancy agreement documents
- 5% of the annual rent (Min. AED 500)

Note Regarding Fees:

- If tenancy contract contains more than one leased unit and the term thereof is more than one year, Dh50 shall be paid on each unit and for each year.

Procedural Steps:

- Approaching the receptionist's desk for checking all required documents and taking a token number.
- Visit the attestation office for attesting the tenancy contract.

Attestation of commercial tenancy contracts (renewal)

Request form:

Commercial tenancy agreement form

Required Documents:

- Copy of the previous contract.
- Copy of power of attorney and copy of the proxy's passport authenticated with signature.

Steps:

1. Contracts shall be filled in and signed by the two parties or their legal representatives.
2. Attesting the contract at the tenancy contracts attestation section.

Fees:

- AED 100 for obtaining the tenancy agreement documents
- 5% of the annual rent (Min. AED 500)

Note Regarding Fees:

- If tenancy contract contains more than one leased unit and the term thereof is more than one year, Dhs100 shall be paid on each unit and for each year.

Procedural Steps:

- Approaching the receptionist's desk for checking all required documents and taking a token number.
- Visit the attestation office for attesting the tenancy contract.

Attestation of investment leases

Request form:

- Investment lease agreement form

Required Documents:

- Copy of title deed (or just filling out the deed's details in the contract form). As for granted lands, a copy of the plot plan will be required.
- Copy of landlord's ID card and passport authenticated with signature.

Note: Landlord Card replaces any other documents required from the landlord at attestation of contracts.

- Copy of trade license of the real estate office that is legally licensed for investment in Sharjah.
- Copy of the emirates ID of the trade license holder or copy of his/her passport authenticated with signature.
- Copy of a valid plot plan of granted lands, if necessary.
- Copy of power of attorney, if needed, and copy of the proxy's passport authenticated with signature.

Steps:

1. Contracts shall be filled in and signed by the two parties or their legal representatives.
2. Attesting the contract at the tenancy contracts attestation section.

Fees:

- AED 100 for obtaining the tenancy agreement documents
- 3% of the annual rent (Min. AED 1000)

Note:

- Investment leases may not be attested except for real estate offices that are legally licensed for investment in Sharjah, and are among those allowed to lease, rent or invest lands and properties.
- Period of investment lease of residential buildings shall not exceed five years.

Procedural Steps:

- Approaching the receptionist's desk for checking all required documents and taking a token number.
- Visit the attestation office for attesting the tenancy contract.

Issuance of clearance certificate and cancellation of residential, commercial and investment leases

Required Documents:

- **Residential contracts**
- Letter from the parties to the contracts stating their desire to terminate the tenancy relationship.

Notes: A certificate of clearance may be issued according to an official letter from the section of execution (acquittance).

- Copy of the tenancy contract that is required to be cancelled.
- Declaration and undertaking from the landlord, provided that 15 days shall be passed since the expiration of the contract.

- **Commercial contracts**
- Letter from the parties to the contracts stating their desire to terminate the tenancy relationship.

Notes: A certificate of clearance may be issued according to an official letter from the section of execution (disclaimer).

- Copy of the tenancy contract that is required to be cancelled.
- The economic department's approval of the contract cancellation, or a letter stating the final termination of the contract.
- The landlord's signature on the undertaking form which is given and approved by the municipality, if 30 days or more have passed on the cancellation of the contract.

- **Investment contracts**
- A certificate of clearance may not be issued in case of investment leases.
- Letter from the parties to the contracts stating their desire to terminate the tenancy relationship.
- Providing the two original copies of the investment lease agreement.
- The investment lease is cancelled as per an official letter from the section of execution without the need to provide a certificate of clearance.
- Cancellation of investment leases is done only in the main office at the industrial area 5.

Note:

- Certificate of clearance is not given manually to customers who have unattested contracts and unpaid fees on previous years. Such transactions are done at the industrial area 5.

Steps:

1. Visiting the attestation section for cancellation of contract.

Fees:

- The fees for obtaining a clearance certificate are calculated according to each month passed after the cancellation of the contract.

Note Regarding Fees:

- If tenancy contract contains more than one leased unit, Dhs100 shall be paid on each unit for the price of e-contract form.
- If tenancy contract contains more than one leased unit and the term thereof is more than one year, Dhs100 shall be paid on each unit and for each year.

Procedural Steps:

- Approaching the receptionist's desk for checking all required documents and taking a token number.

- Visiting the attestation office for attesting the tenancy contract.

Note:

- Epress service is available

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Issuance of clearance certificate as per the landlord's request

Request form:

- Not available

Required documents:

- Landlord's Undertaking (form is available at the municipality) stating his request for obtaining the clearance.
- Providing the insurance deposit receipt, if required (in case of non-existence of an attested contract).
- The economic department's approval of the contract cancelation (for commercial leases).
- Certificate of clearance may be issued (for residential contracts) provided that:

Landlord signs the ready-made form.

At least 15 days passed after the termination of the contract.

Procedural Steps:

- Visiting the attestation office for cancelling the tenancy contract.

Fees:

- The fees for obtaining a clearance certificate are calculated according to each month passed after the cancellation of the contract.
- Dhs100 for tenancy agreement form, in case of non-existence a valid tenancy contract.

Notes regarding fees:

- If tenancy contract contains more than one leased unit, Dhs100 shall be

paid on each unit for the price of e-contract form.

- If tenancy contract contains more than one leased unit and the term thereof is more than one year, Dhs100 shall be paid on each unit and for each year.

Note:

- Epress service is available

Procedural Steps:

- Approaching the receptionist's desk for checking all required documents and taking a token number.
- Visiting the attestation office for attesting the tenancy contract.

Issuance of landlord card

Request form:

- Landlord card request form

Required Documents:

- Copy of title deed (applicant may instead fill out the contract form with details of the deed), or plot plan of granted lands.
- Copy of Landlord's Emirates ID card or copy of Landlord's passport authenticated with his/her signature.

Note: Landlord Card obviates the need for presenting any other required documents from the Landlord for attestation of contracts.

- Copy of power of attorney and proxy's passport authenticated by signature, if necessary.

Steps:

1. Filling out the request form of landlord card.
2. Signing the ready-made form by the landlord.
3. Visiting the attestation counter to complete the transaction.

Fees:

- New Card: Dhs20

- Replacement of Card: Dhs20
- Updating card details: Dhs20

Procedural Steps:

- Checking the required documents with the competent employee.
- Receiving the card from the counter.

Naming of buildings

Request form:

- Request for naming of a building

Required documents:

- Copy of title deed
- Copy of Landlord's Emirates ID card or copy of Landlord's passport authenticated with his/her signature.
- Copy of plot plan, if needed.

Steps:

1. Filling out the form of building naming
2. Signing the ready-made form by the landlord.
3. Visiting the attestation counter to complete the transaction.
4. Paying the required fees.

Fees:

- Fees are paid one time only, as follows:
- Name in Arabic: Dhs2000
- Name in English: Dhs4000

Procedural Steps:

- Checking with the competent employee for attestation of documents and receiving the certificate of building name.

Letter to the economic development department

Request form:

- Not available

Required documents

- Copy of the previous contract
- Copy of trade license.
- Bringing a new contract signed by the tenant to determine the required fees.
- Fees receipt (2% of rent).
- Deposit receipt
- Request for the judge's approval of deposit.
- Letter from the tenant stating the landlord's refusal to give him a contract.
- Bank statement of rent payments (first installment at least).

In case of failure by the landlord to sign the contract, the first four documents shall be required.

Steps:

1. Visiting the attestation center to submit the request.
2. Issuing a letter to the economic department stating the request to renew the license.
3. Commercial name and license holder's name shall be written in the letter.

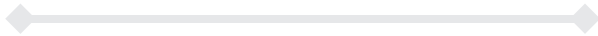
Fees:

- Dhs110 for issuing a letter to renew the trade license.

Procedural Steps:

- Checking with the competent employee to obtain the letter.

Second:



**Services of Rent Dispute
Settlement Section**

Services of Rent Dispute Settlement Section

Request for registration of rental lawsuit

Request form:

Filing a bill

Required documents:

- Proof of identity of the plaintiff and defendant.
- A valid or attested tenancy contract.
- Old tenancy contracts.
- Petition.
- Copy of title deed.
- Copy of Plot plan.
- Copy of power of attorney (attested by the notary public) in case a legal agent represents either party.

Steps to accomplish service

- The competent employee checks the required documents and receives filled-in forms from the applicant.
- The applicant pays the stipulated fees of filling a lawsuit to the cashier (by a payment order).
- Registering and enrolling the lawsuit by a serial number, setting a date for considering the lawsuit and notifying parties of the date of the hearing.

Fees:

- Contract attestation fees (new contracts)
- Fees of 2% for lawsuit registration, provided that fees do not exceed Dhs10,000 or be less than Dhs500.

Renewal of nonsuited lawsuit

Request form:

Not available

Required documents:

- Proof of identity of the plaintiff and defendant or the legal agents who represent them with power of attorney, attested by the notary public.
- Request for nonsuited Lawsuit renewal.

Steps to accomplish service:

- Checking the identity of the plaintiff and defendant.
- Submitting a request for nonsuited lawsuit renewal.
- Checking the number of case nonsuited and the non-expiration of the legal time limit for renewal.
- Paying the stipulated fees for case renewal at the cashier's counter.
- Renewing and enrolling the lawsuit with its old number and the committee sets a date for considering it and informs the parties thereof.

Fees:

- Dhs300 for renewing the lawsuit within month from the date of nonsuited, otherwise the lawsuit charges shall be paid in full.

Appealing a ruling issued by the rental dispute settlement committee

Request form:

Not available

Required documents:

- Proof of identity of the plaintiff and defendant or the legal agents who represent them with power of attorney, attested by the notary public.
- Petition of Appeal stating the reasons for appeal.

- Copy of the rental suit ruling.
- Copy of the respondent's notification about the petition of appeal and the date of set hearing.

Steps to accomplish service:

- Proof of identity of the plaintiff and defendant or the legal agents who represent them with a power of attorney.
- Filling out the petition of appeal stating the reasons for appeal.
- Paying the stipulated fees for appeal at the cashier's counter.
- Registering and enrolling the lawsuit by a serial number assigned for appeals and setting a date for considering it and informs the parties thereof.

Fees:

- Fees for enrolment of appeal are 3 % of rent amount (not exceeding Dhs15000 or be less than Dhs1000).

Request for deposit of rent at the municipality's treasury

Request form:

Request Form for Deposit of Rent

Required documents:

- Deposit of first installment of the rent
 1. Residential lease
 - Copy of current lease agreement
 - Copy of electricity deposit to check years of residence in the leased premises.
 2. Commercial lease
 - Copy of current lease agreement
 - Copy of electricity deposit to check years of residence in the leased premises.
 - Copy of trade license

- Deposit of remaining installments
 - Copy of current lease agreement stating payment of previous installation
 - In both of the above cases (residential and commercial), the order of the judge of execution, which obligates the party who failed to at test the contract to do the same, shall be submitted.

Steps to accomplish service:

1. In case of deposit of first installment of the rent:
 - After checking the documents and legal period, and filling out the forms, the request will be referred to the committee's chairman for approval of deposit.
 - After approval, the applicant deposits the rent and the stipulated fees for this service by a payment order.
2. In case of deposit of first installment of the rent
 - After checking documents, the request form is filled out.
 - The tenant deposits the rent after paying deposit fees.

Fees:

- Dhs150 per each deposit.
- Dhs20 (notification charge) is added to the deposit fees on payment of the first installation.

Third



**Request for Registration of
Execution lawsuit**

Request for Registration of Execution lawsuit

Request Form:

Request for Execution of Judgment

Required Documents:

- The original judgment with the execution wording.
- request for execution of judgment
- Copy of power of attorney (attested by the notary public) in case of the presence of a legal representative.
- Passport copy of the applicant of execution and the other party if possible.
- Copy of tenancy contract.
- Copy of title deed.
- Copy of plot plan.
- Copy of utility receipts.
- Copy of trade license (for companies).

Steps:

1. Filling out the required forms and checking the submitted documents with the competent employee.
2. The applicant pays the stipulated fees for execution request at the cashier counter (by a payment order).
3. Registering and enrolling the execution request with a serial number, and printing the notification of execution.

Fees:

- Registration fees: Dhs200
- Registration fees (article 19): Dhs300
- Registration fees (urgent application): Dhs300.



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