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**TO THE GENERAL DIRECTORATE OF  
EMLAK KONUT REAL ESTATE INVESTMENT COMPANY INC.**

I have paid all the debts for independent unit No. .... Block ..... Parcel ..... Lot  
..... in the

..... project. I  
kindly request that you complete the necessary deed transfer procedures and deliver my deed to me.

**Contract No:** .....

**Telephone:** .....

**Requested Documents:**

- **Copy of Identity Card**, (The original identity card must be present ed during signing.)
- **Market Value Document** (To be obtained from the related municipality.)
- **2 photographs** (Passport photographs taken in the last 6 months)
- **'No Unpaid Dues' Letter** (To be obtained from the Building Complex Management.)
- **Bank mortgage documents** in case a loan was used, **loan closed letter** if the loan is paid off.
- **Deed of consent** must be written and sent if payments were made to the customer's account under a different name.
- **Turkish Catastrophe Insurance Pool (TCIP) Policy** (Necessary for condominium projects)
- **Power of Attorney** (Our customers who cannot personally come to the Directorate of Land Registry can submit a **notarized** Statutory Power of Attorney Form (**See, Power of Attorney Petition Sample**) for the transfer procedures.

**Additional Documents Requested from Companies:**

- The **original certificate of authority** issued as per Article 2 of the Land Registry Law by the Office of the Trade Register of the companies subject to the provisions of the Turkish Code of Commerce, where the identity information of the authorized people and their authorities with regard to sales of immovable property are explicitly stated, shall be received from and approved by the related Chamber of Industry and Trade. This document must be issued in the same year the transfer is made.
- Copy of company tax certificate
- Original authorized signatures list of the company authorities
- Original statutory power of attorney form if an attorney will complete sales in the name of the company

**Note:** I accept responsibility for any delay in the transfer procedure should the above documents not be delivered as attachments to this petition.

**SIGNATURE  
NAME/SURNAME**

.....

## **INFORMATION FORM ON DEED TRANSFER PROCEDURES**

### **I. STAGES OF DEED TRANSFER PROCEDURES**

- a) An application to initiate deed transfer procedures must be made to the General Directorate of Emlak Konut REIT. A petition sample can be found in the FAQ menu at [www.emlakkonut.com.tr](http://www.emlakkonut.com.tr)
- b) If the independent unit to be transferred is within the scope of Revenue Sharing, an application must be made to the contracting company directly.
- c) It is very important that all documents specified in the deed transfer petition are submitted completely in order to start the deed transfer procedures.
- d) After submitting a petition for deed transfer, an official document proving that there is no debt with regard to the relevant independent unit (debt status document) is delivered by our Finance Department and Marketing Headquarters to the Directorate of Real Estate and Expertise.
- e) Upon receipt of the debt status document, an official letter of application is sent to the relevant Directorate of Land Registry to request the deed transfer.
- f) Following the application, the related Directorate of Land Registry performs the necessary inspections and notifies us of the title deed fees via SMS. The required amounts (buyer's and seller's fees) are deposited and the deed transfer signing procedure is completed.

### **II. DOCUMENTS REQUIRED FOR DEED TRANSFER PROCEDURES**

#### **Natural Persons:**

1. – Copy of Identity Card (Customers who will personally come to the Directorate of Land Registry must bring the original identity card to the signing. Driver's licenses, etc. are not valid.)
2. – Market Value Document (To be obtained from the relevant municipality.)
3. – 2 photographs (Must be passport photographs taken in the last 6 months. Biometric photographs will not be accepted.)
4. – 'No Unpaid Dues' Letter (To be obtained from the Building Complex Management. This is unnecessary if the Building Complex Management is not yet formed.)
5. – If a Bank Loan was used for the independent unit which will be transferred, the mortgage documents or a loan closed letter must be obtained from the relevant bank on the bank's official letterhead together with the authorized signatures list.)
6. – Deed of Consent (If other persons deposited money into the account of the customer who will receive the deed transfer, the deed of consent provided in **Annex 1** must be completed and signed.)
7. – Statutory Power of Attorney Form (Customers who will not personally come to the Directorate of Land Registry can provide a notarized Statutory Power of Attorney Form, as per Annex 2, in order to complete the deed transfer. In addition, providing a power of attorney for the deed transfer will ensure that procedures are completed in a shorter time.)

#### **Legal Persons:**

1. – Copy of Identity Card belonging to the person/persons who will come to the Directorate of Land Registry to sign in the name of the company (In addition, they need to bring the original identity card to the signing at the Directorate of Land Registry. Driver's licenses, etc. are not valid.)

2. – Market Value Document (To be obtained from the relevant municipality.)
3. – 1 photograph of the proxy (Must be a passport photograph taken within the last 6 months. Biometric photographs will not be accepted. The Statutory Power of Attorney Form is filled in for this person.)
4. – ‘No Unpaid Dues’ Letter (To be obtained from the Building Complex Management. This is unnecessary if the Building Complex Management is not yet formed.)
5. – If a Bank Loan was used for the independent unit which will be transferred, the mortgage documents or a loan closed letter must be obtained from the relevant bank on the bank’s official letterhead together with the authorized signatures list.)
6. – Deed of Consent (If other persons deposited money into the account of the customer who will receive the deed transfer, the deed of consent provided in **Annex 1** must be completed and signed.)
7. – Statutory Power of Attorney Form (Customers who will not personally come to the Directorate of Land Registry can provide a notarized Statutory Power of Attorney Form, as per **Annex 2**, in order to complete the deed transfer. In addition, providing a power of attorney for the deed transfer will ensure that procedures are completed in a shorter time.)
8. – Original Certificate of Authority (Must be issued as per Article 2 of Land Registry Law No. 2644 by the Office of the Trade Register of companies subject to the Turkish Code of Commerce, where the identity information of the authorized people and their authorities with regard to the sale of immovable property are explicitly stated. This certificate must be obtained from and approved by the relevant Directorate of Land Registry. This document must be issued in the same year the transfer is to be made.)
7. – Copy of Company tax certificate
8. – Original authorized signatures list of the company authorities

#### **Non-Turkish Citizens:**

1. – Copy of Identity Card (Customers who will personally come to the Directorate of Land Registry must bring the original identity card to the signing. Driver’s licenses, etc. are not valid.)
2. – Market Value Document (To be obtained from the relevant municipality.)
3. – 2 photographs (Must be passport photographs taken in the last 6 months. Biometric photographs will not be accepted.)
4. – ‘No Unpaid Dues’ Letter (To be obtained from the Building Complex Management. This is unnecessary if the Building Complex Management is not yet formed.)
5. – If a Bank Loan was used for the independent unit which will be transferred, mortgage documents or a loan-closed letter must be obtained from the relevant bank on the bank’s official letterhead together with the authorized signatures list.)
6. – Deed of Consent (If other persons deposited money into the account of the customer who will receive the deed transfer, the deed of consent provided in **Annex 1** must be completed and signed.)
7. – Statutory Power of Attorney Form (Customers who will not personally come to the Directorate of Land Registry can provide a notarized Statutory Power of Attorney Form, as per **Annex 2**, in order to complete the deed transfer. In addition, providing a power of attorney for the deed transfer will ensure that procedures are completed in a shorter time.)
8. – Original notarized translation of the identity card or passport.
9. – If customers who will personally come to the Directorate of Land Registry cannot read and write in Turkish, they will need to bring Sworn Translators.

### **III. PROCEDURES AFTER THE TRANSFER**

Customers must submit a real estate statement to the related municipality within 3 months and/or until the end of the year at the latest after the deed transfer procedures are completed.

**Annex-1**

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TO THE GENERAL DIRECTORATE OF  
EMLAK KONUT REAL ESTATE INVESTMENT COMPANY INC.

For the independent unit I purchased from your Company under Contract No. ...., I accept full responsibility, now and in the future, for the following individuals' payments to my account in my name.

NAME & SURNAME:

SIGNATURE:

TELEPHONE:

Name & Surname of Payers

1-.....

2-.....

3-.....

4-.....

5-.....

Attached: Signed Copy of Identity Card

## **SAMPLE STATUTORY INDEFINITE POWER OF ATTORNEY FORM**

“We deputize Erhan DAĞ with identity number 31700298886, Abdurrahim KAR with identity number 50695708910, Ümit DELİLOĞLU with identity number 19775225198, Mustafa TANIR with identity number 46537330012, Mahmut KUMANTAŞ with identity number 60871370046, Zeliha TABAN with identity number 15431478250, Tuğçe YILMAZ with identity number 14879488852, Işıl MEHMETBAŞOĞLU with identity number 13403851230, Emre ŞİRAZİ with identity number 42652402566, Doğukan GÜLTİKEN with identity number 11372369978, Erol GÜRĞAN with identity number 24530144980 with the authority to represent us” in order to:

Purchase Independent Unit / Units within the borders of the Republic of Turkey with construction servitude or property ownership in my name / our names or exclusively for any cost and terms they wish, with or without mortgages, and with or without limitations; pay sales prices; accept and sign waivers of ownership rights at the Directorate of Land Registry; receive title deeds; correct any mistake in Land and Civil Registries through administrative methods; sign all or any title deed, book, registry, minute, official bond, table of agreements or petitions in this regard; pay title deed fees payable due to purchase; demand refunds and reimbursements due to over or repeated payments;

Establish mortgage/mortgages and accept or sign motions regulated by the Directorate of Land Registry to benefit from loans I use or will use either personally or as a representative for any reason regarding any/all of the Independent Unit / Units in real estate I own or will own at any cost or terms in favor of the Banks and Financial Institutions within the borders of the Republic of Turkey and at any time, at any level or free level in order to provide collateral for payment of debts due to loans used / to be used by myself or 3<sup>rd</sup>, natural or legal persons from any Bank or Financial Institution in accordance with Banking Law and provide collateral for payables which are or will be incurred in main and all branches of Banks and Financial Institutions.

And with regard to all the above procedures, our authorities, these and others, are exclusively granted with the right to delegate, retain and revoke them partially or completely.