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

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 presented 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 completed 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 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**

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