

# File an Offer and Deposit motion

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## **Description of Service:**

This service enables customers to file a motion requesting Provisional and Urgent Affairs Judge to issue an order without prejudice to the rights or to file a motion for depositing a new lease, cheques, and keys to the real property.

## **Terms of Service:**

1. Lessee's notice to Lessor of deposit (through Notary Public, Registered Post with receipt of acknowledgment or Email)
2. Proof of the lessor refusing to receive rent such as (eviction notice given to the lessee, correspondence stating the lessor declining the rent, proof of ongoing legal dispute, the lessee's notice to the lessor of rent offer for the period expired including lessor's acknowledgement of notice.
3. Lessee's original cheques to be deposited with RDC after Lessor being served notification thereof.
4. In case the depositor fails to submit the Lessor's receipt of notice within ten (10) business days, the motion shall be filed but closed.
5. Key(s) to the premises shall be deposited only before the tenancy period expires, together with clearance of rent and utility bills.
6. The rent deposit shall be accepted from the Lessee, his/her attorney or one of his/her relatives even to the fourth-degree.

## **Required Documents:**

1. Copies of previous leases and 2 copies of new lease.
2. A copy of plot map or new Title Deed issued by Land Department in Dubai.
3. A copy of certificate of ownership if the leased premises are located in Freehold areas.

4. Personal details of Lessor and Lessee (Landline, mobile, and email).
5. Details of leased property, its type and Makani Number (if available).
6. A copy of the Landlord's passport along with residency (for expatriate) and Emirates ID.
7. A copy of the Tenant's passport along with residency (for expatriate).
8. A copy of Commercial License if the Lessor is a legal entity (company or establishment) and a copy of license holder's passport.
9. A copy of Notice along with notification officer's report or Registered Post along with receipt of Notice acknowledgement.
10. Proof stating contractual relationship between Lessor and leasing office, lease or management contract in force.
11. Portfolio (sequential evidence stating validity of lawsuit such as: correspondence, notices, irregularities, DEWA bills or others)
12. All documents must be submitted in Arabic or legally translated into Arabic.
13. A copy of inheritance certificate for the heirs if (Lessor) is deceased.
14. A copy of Power of Attorney attested by Notary Public for legal agent and Emirates ID.

#### **Service Charges:**

<b>Fees/Security Deposit</b>	<b>Description</b>	<b>Amount</b>	<b>Currency</b>
<b>Fees</b>	Offer and Deposit	50	AED
	Knowledge	10	AED
	Innovation	10	AED
<b>Security Deposit</b>	Rent deposit shall be refunded to the Tenant upon canceling the application or given to Lessor upon signing a new contract.	Cheques/ Cash	AED

**Channels Offering Service:**

Name of the Channel	Working Hours	Service Duration
Rental Disputes Center (Disputes and Lawsuits Registration Section)	From 07:30 to 14:30 (Sunday to Thursday	20 Minutes

**Beneficiaries:**

Lessor, Lessee, Property Management Company, and Law Firms

**Priority service to one of these categories:**

Individual with Special Needs – Dakhr Card Holders

**Responsible Department:**

Central Support Department - Disputes and Lawsuits Registration Section

**Contact Us:**

Call Center 8004488

Email: [Info.rdc@rdc.gov.ae](mailto:Info.rdc@rdc.gov.ae)