



جهاز المساحة والتسجيل العقاري
Survey & Land Registration Bureau

Required documents for Survey and Land Registration Bureau transactions

March 2024

Required documents for Survey and Land Registration Bureau transactions



1 Registration of purchase or sale a property

Required documents :

1. Original property title deed.
2. Original sale contract.
3. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application
- The sale contract must not have been Submitted After one year from the notarization date.

Required documents for Survey and Land Registration Bureau transactions



2 Registration of an apartment, housing unit, or office

Required documents :

1. Original title deed.
2. Municipality final approval to sell apartments.
3. Copy of the survey certificate
4. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



3 Registration of Individual gift

Required documents :

1. Original property title deed.
2. Original gift contract.
3. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



4 Registration of Sort Worthy- Subdivision through the Court

Required documents :

1. Original property title deed.
2. Decree of the Division of Property Authority accompanied by maps of the division
3. Original court order concerning the division of property.
4. A non-appeal certificate from the complaint office in the Ministry of Justice.
5. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



5 Registration of Heritage (Inheritance)

Required documents :

1. Original property title deed.
2. Religious Ordinance Document
3. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



6 Registration of Subdivision

Required documents :

1. Original property title deed.
2. Copy of the letter and master plan approved by Urban Planning & Development Authority
3. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



7 Registration of Change or Replanning

Required documents :

1. Original property title deed.
2. Original map (before and after) approved by Urban Planning & Development Authority
3. Endorsement from property owners affected by the status change.
4. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



8 Registration of Acquisition or Compensation

Required documents :

1. Original property title deed.
2. Letter issued on property appropriation or compensating owner with another property
3. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



9 Registration of Consolidation

Required documents :

1. Original property title deed.
2. Letter issued on property appropriation or compensating owner with another property
3. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



10 Registration of Mortgage (Commercial or housing)

Required documents :

1. Original property title deed.
2. Original Mortgage contract.
3. The bank's representation letter.

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



11 Registration of Transfer / Swap / Exchange

Required documents :

1. Original property title deed.
2. Original Transfer / Swap / Exchange contract.
3. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



12 Registration of Endowment (waqf)

Required documents :

1. Original property title deed.
2. Valid original Endowment (waqf) paper approved by the legal court
3. Endowment (waqf) Directorate letter
4. The Minister of Justice and Islamic Affairs' letter to register the Endowment (waqf)

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



13 Registration of Replacement of lost title deed

Required documents :

1. Original court verdict execution
2. A non-appeal certificate from the complaint office in the Ministry of Justice.
3. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



14 Registration of Royal gift

Required documents :

1. Original royal gift letter
2. The property map or property title deed, as the case may be
3. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



15 Registration of Construction (omrah)

Required documents :

1. Original royal gift letter
2. A paper from the legal court for the (omrah)
3. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



16 Registration of purchase a corners

Required documents :

1. Original property title deed.
2. Original contract of purchase a corners.
3. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



17 Registration of Auction Sale

Required documents :

1. Original property title deed.
2. The court rule which identifies the winner of the auction and any other documents related to the property in addition to
3. Copy of valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application



18 Registration of Commandment (WILL)

Required documents :

1. Original property title deed.
2. Documents proving the death of the Commandment person
3. valid passport (for non- Bahraini).
4. Commandment (WILL) instrument after being notarized by the religious court

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



19 Registration of Housing Unit or Land From Ministry of Housing

Required documents :

1. letter with a list number from ministry of housing.
2. The property map
3. valid passport (for non- Bahraini).

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



20 Registration of Division contract

Required documents :

1. Original property title deed.
2. Original contract of Division.
3. Copy of valid passport (for non- Bahraini).
4. If the property is divided into multiple, the Urban Planning & Development Authority's approval is required

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application

Required documents for Survey and Land Registration Bureau transactions



21 Registration of purchase Apartment From Ministry of Housing

Required documents :

1. Original title deed.
2. Original sale contract
3. Copy of the survey certificate
4. final approval from the authority legally responsible for issuing it

- A copy of the Required documents mentioned above must be entered when submitting the electronic registration application