

Real-Estate Taxation Authority

(for free)

Public Archiving House

Request Form

To attain official records of buildings

Registration no.: ----- Attachments-----

Date: / /

To Mr. -----

Presented by: -----resident at-----

--- Center ----- Governorate -----

Would you kindly agree on extracting an official record building no. -----

Street ----- Province -----

Center ----- Governorate -----

For the period of time from / / 200 to / / 200 (regular-urgent) and
I'm ready to pay the due fees

Best regards,

Presented by

Name:

Address:

Receipt

I (-----) admit that I received the application presented by
Mr. /Mrs. ----- regarding -----,

Which meets all requirements to get the service (documents/fees) and registered
with no ----- Date: / / 200

Date to accomplish the service: / / 200

Signature -----

Governing rules of performance and service attainment

Per cabinet decision no. 292, 1998 regarding the attainment of RT services, among of which, is the request to attain official records of buildings,

All units should abide by the documents, fees and signatures clarified later on; no extra documents or fees may be required as well as abiding by the due time to accomplish the service. Any violation of this would result in (legal) responsibility

First: required documents:

- Receipt of paying the due fees (according to the required period of time and its type)

Second: due fees for service accomplishment:

Money payment		Type of fees
Pound	piaster	
1	75	(only one EGP and 75 piaster for regular official records for one period of time including forms, stamps and fees)
-	50	(Acceleration fee as 50 % of the original fee)
2	25	(only two EGP and twenty five piaster for urgent official record for one period of time including forms, stamps and fees

Same fees of attainment, development and acceleration are added for each consecutive search period of time ----- as of the total original fee due for the number of the required periods of time.

Third: Due time for service accomplishment

***Regular official record**

Delivered four days after submitting the application; two extra days are added for each period of keeping

***Urgent official record:**

Delivered within one day after submitting the application; one extra day is added for each period of keeping

In case you didn't attain the required service at the due time, or additional documents or fees were required, you may call one the following bodies:

Administrative Surveillance: by mail:

Minister of Administrative Development: Tel: 2603200

RTA: fax & Tel: 27943375/ 27950566

Public Administration for Buildings Tax: 27947743