

## **GUIDELINE**

### **on acquisition of individual information about real estate purchased within the framework of Baku White City Project**

This Guideline regulates the monitoring of real estate items to be conducted by their owners, the buyers of residential and non-residential premises sold within the framework of Baku White City project. The prime object of this monitoring is to prevent fraud committed by any persons in respect of acquired real property. For this purpose, the independent Service of Real Estate Monitoring which is not subordinated to the construction companies carries out its activities. Its main duty is to form the electronic database for residential and non-residential premises sold within the framework of the project. This database makes it possible to determine that a real estate item purchased by any person was sold just to this person. All data added to the database are confidential, and each buyer can take only the data concerning his (her) real estate.

For this purpose, an officer of the construction organization shall submit without delay appropriate information on every sold residential and non-residential item to the Service of Real Estate Monitoring. The Service of Real Estate Monitoring adds such information on a sold item to the electronic database and assigns an individual user name and code to every buyer to provide private and confidential acquisition of information by such buyer. The Service shall also issue a plastic card containing the user name and code to the buyer.

#### **The following should be adhered to for the purpose of confidentiality:**

1. Request the envelope with a plastic card containing your user name and password of an officer of the organization you entered into the contract with within 30 days from the moment of the date of signing of the real estate purchase contract.
2. As soon as you receive the envelope, please check the hologram integrity in order to eliminate the risk of opening by unauthorized persons.
3. Open the envelope, remove the painted strip on its backside, and see your user name and password.
4. Having signed a receipt confirming receipt of the plastic card with your individual user name and password in the unsealed envelope, submit it to the Service of Real Estate Monitoring through an officer of the organization you entered into the contract with.

5. Visit the website **menzirim.bakuwhitecity.com**, open your private account by entering the user name and password and gain access to information on the real estate item purchase by you in the **Baku White City** project.
6. If your page does not open or data specified on it does not correspond to the same of the contract, require to arrange a meeting with an inspector of the Service of Real Estate Monitoring through an officer of the organization you entered into the contract with.