

**MEANS OF ELECTRONIC APPLICATION FOR FOREIGNERS
DURING THE POST-COVID-19 NORMALIZATION PROCESS**



PRESIDENCY OF THE FOREIGN AFFAIRS DEPARTMENT

2020

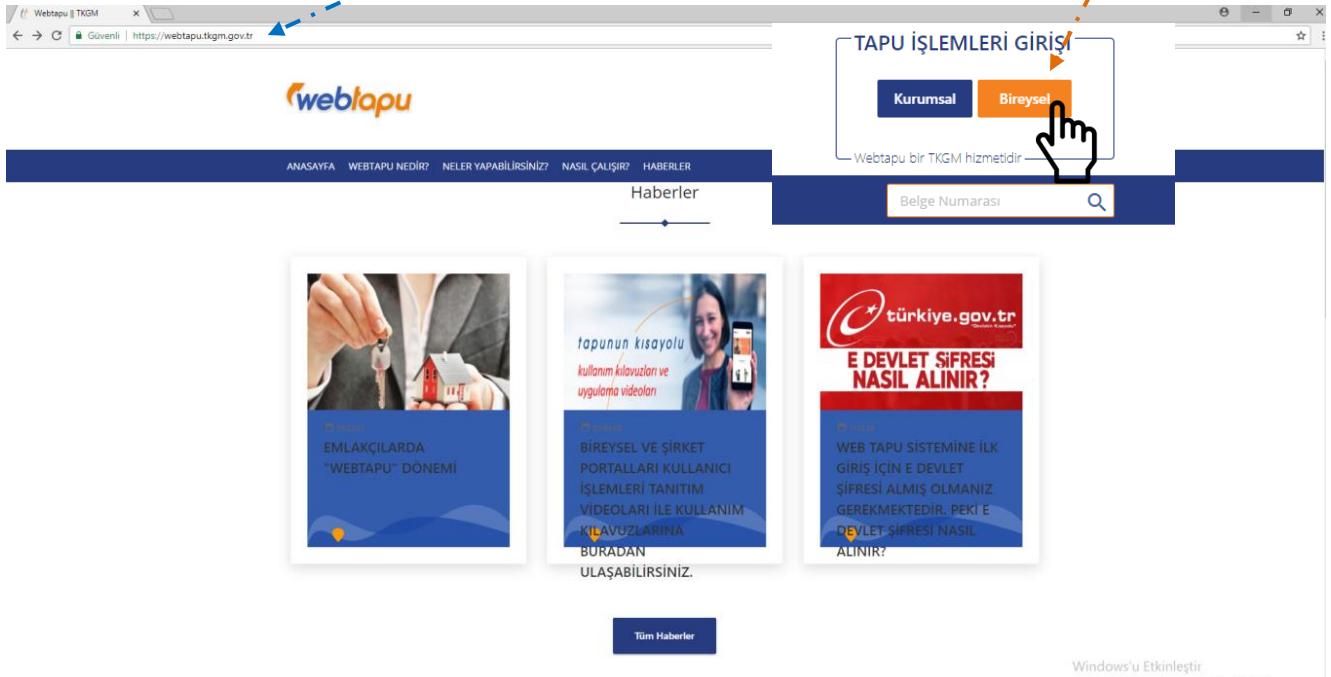
WEBTAPU (LAND REGISTRY ON THE WEB):

It is now implemented as an electronic system allowing the foreigners, who have a foreigner ID no, to manage their real estate in electronic environment without having to physically visit the directorate of land registry and to apply online for 46 different land registry procedures, such as sale, mortgage and transfer, to send information and documentation necessary for the procedures in safe online environment, to verify their documentation and to authorize third persons or real estate agents for these purposes.

Webtapu System will very soon be available in 6 different languages (English, German, Russian, Arabic, French and Spanish).

Webtapu System User's Manual:

1. After accessing <https://webtapu.tkgm.gov.tr/> on your web browser, click the **Bireysel** button in the “TAPU İŞLEMLERİ GİRİŞİ” (ACCESS FOR LAND REGISTRY PROCEDURES) field on the upper right hand corner.*



*You need to have a foreigner ID no and e-Government (e-Devlet) password** in order to be able to access the system.

** You can receive the e-Government password by visiting the nearest post office (PTT center) and proving your identity.

2. After clicking the “Bireysel” (Individual) button, click the “e-Devlet ile Giriş” (Access through e-Government) button on the screen to follow and proceed after verifying your password on the e-government.



3. After verification on the E-Government system, you will see the home screen of webtapu application; click the yellow spot consisting of your initials on the upper right hand corner first to access the “Profile” menu and make sure that to update your contact details so that you can be informed through your cell phone and e-mail address during the procedure.

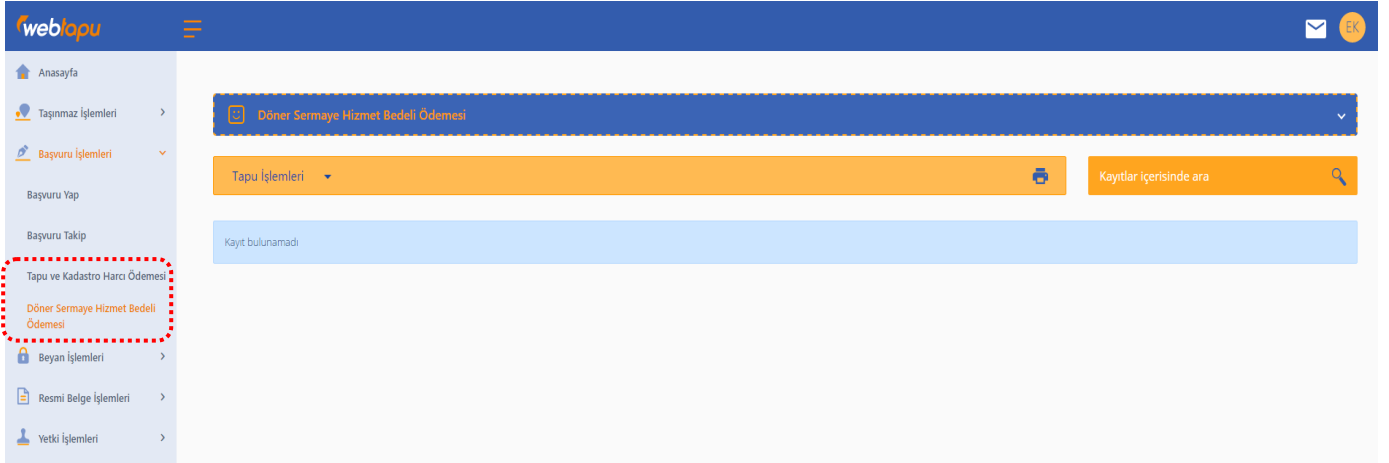
4. After updating your info, click **“Başvuru İşlemleri” (Application Procedures)** in the menu on the left to apply for a procedure and choose **“Başvuru Yap” (File an Application)**. Choose the type of procedure you would like to perform on the screen to follow (sale, mortgage, transfer etc.).

The screenshot shows the 'Başvuru Yap' (File an Application) process in the weblopu application. The interface includes a navigation menu on the left with 'Başvuru İşlemleri' and 'Başvuru Yap' highlighted. The main content area shows a progress bar with six steps: 1. İşlem Seçimi (Tapu İşlemleri), 2. Müdahalik Seçimi, 3. Belge ve bilgileriniz (FIDAN ELÇİ), 4. Taraf Bilgi ve Belgeler (FIDAN ELÇİ), 5. Bilgilendirme, and 6. Başvuru Bilgileri. Below the progress bar, there are sections for 'Başvuru Yapılacak İşlem Türünü Seçiniz' (Select the type of transaction you will apply for) and 'İşlem türünü seçiniz' (Select the transaction type). The first section has buttons for 'Tapu İşlemleri', 'Kadastro İşlemleri', 'Harita İşlemleri', and 'Osmanlıca Belgeler ve Eski Kayıt Belge İşlemleri'. The second section has buttons for 'SATIŞ', 'İPOTEK', 'SATIŞ-İPOTEK', 'MİRAS İNTİKALI', and 'DİĞER İŞLEMLER İÇİN TIKLAYINIZ'. There is also a text input field for 'İşlem Açıklaması' (Transaction Description) and a 'İleri' (Next) button at the bottom right.

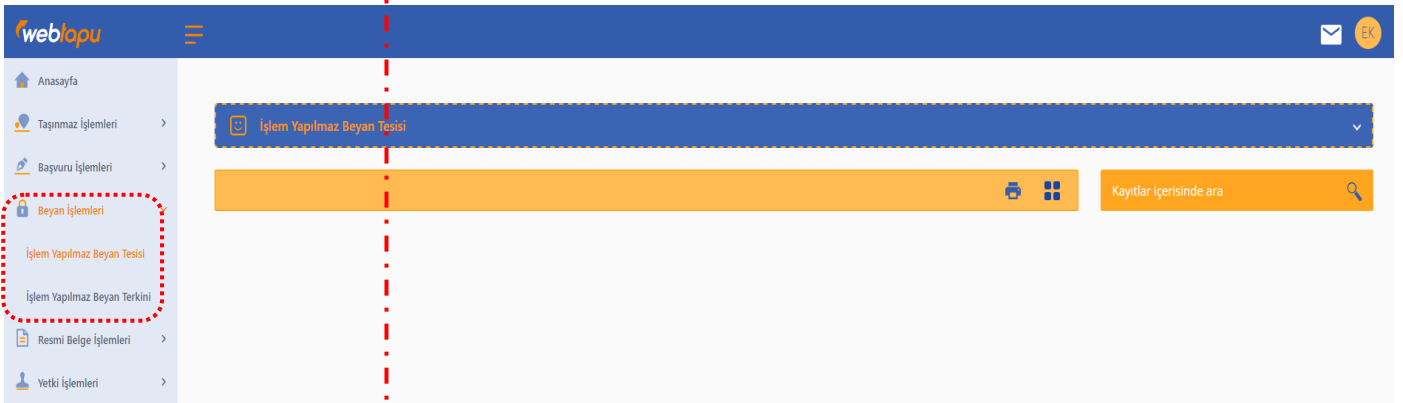
5. You can monitor the stage of the procedure you would like to perform on the **“Başvuru Takip Ekranı” (Application Monitoring Screen)**. At this stage, you can cancel your application if the land registry directorate has not already started to process it; you can also **complete** any missing documentation using the button **“Belge Ekle” (Add Documents)** if you need to add documents for the procedure and you can **get printouts** of your transactions.

The screenshot shows the 'Başvuru Takip' (Application Monitoring) screen in the weblopu application. The interface includes a navigation menu on the left with 'Başvuru Takip' highlighted. The main content area shows a progress bar with 'Başvuru Takip' and a dropdown menu for 'Tapu İşlemleri'. Below the dropdown menu, there are three buttons: 'Tamamlananlar', 'Devam Eden İşlemler', and 'İptal Edilen Başvurular'. There is also a text input field for 'Kayıt bulunamadı' (Record not found).

6. You can pay the fees payable for your procedure on the “**Tapu ve Kadastro Harcı Ödemesi**” (Land Registry and Cadastre Fee Payment), and you can pay the circulating capital service charges on the “**Döner Sermaye Hizmet Bedeli Ödemesi**” (Circulating Capital Service Charges Payment) screen.



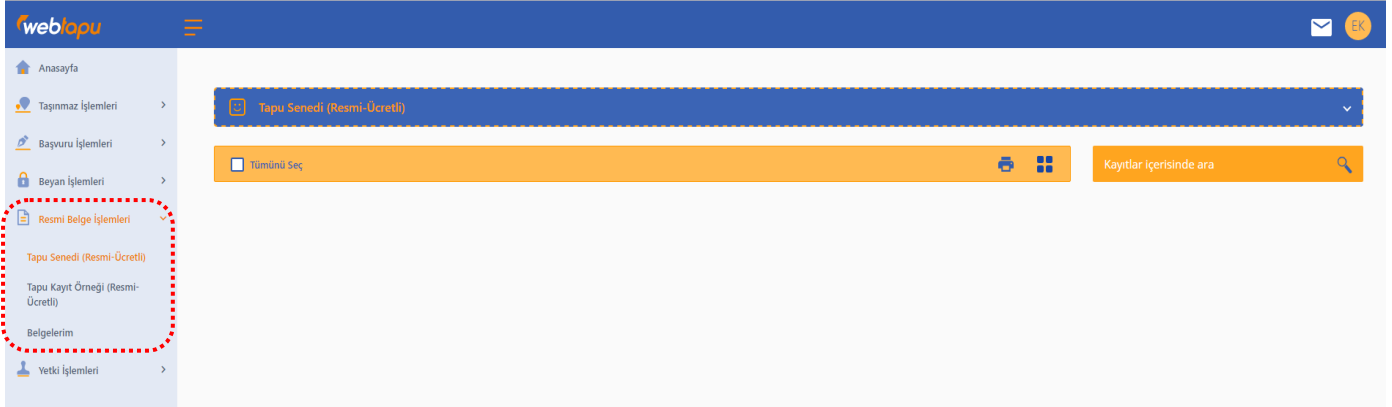
7. You can create or cancel a declaration relating to your property using the menu “**Beyan İşlemleri***” (Declaration Procedures).



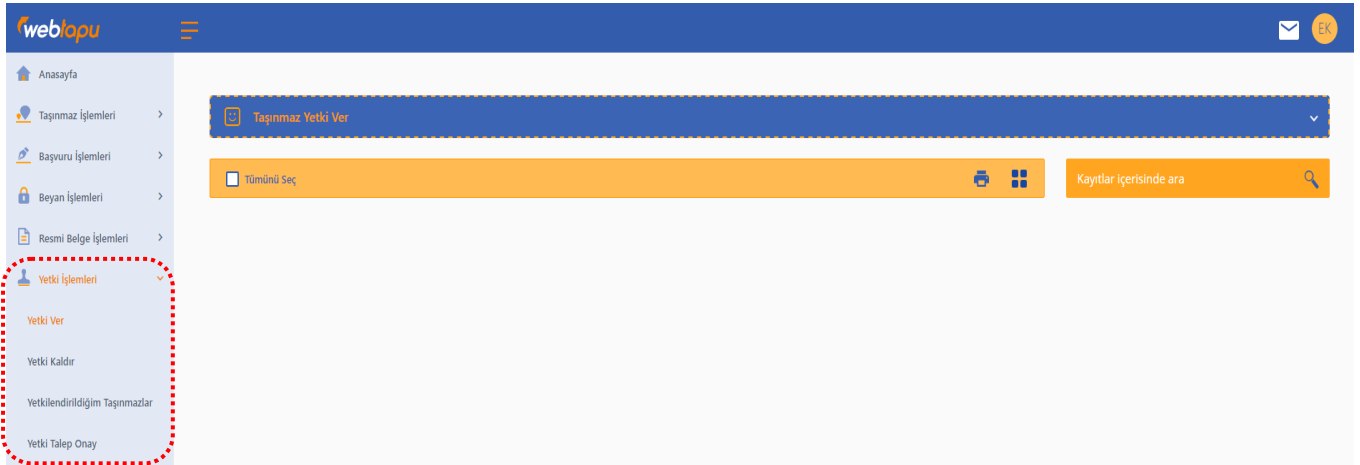
*The screen, where the property owner submits a declaration not to allow any procedures through a power of attorney, which will be entered into land registry records, or cancels an existing declaration, without having to physically visit the land registry directorate.

An annotation is created for the property in relation with the declaration , which reads:“I hereby request an indication to be created through the electronic system in order not to allow any procedures requiring discretion in relation with my shares mentioned hereinabove without actually and physically visiting the land registry directorate; and I hereby accept and undertake that I will not be able to perform any procedures in relation with my property acting through an attorney unless such indication is removed, and that such indication does not prevent any requests of the courts, debt enforcement directorates (icra müdürlükleri) and other public institutions from being met, and that I am aware of the fact that my personal request is needed in order for such indication to be removed and that I hereby consent all the outcomes hereof.”

8. You can receive your Title Deed or Copy of Land Registry Record (Land Registry Maintenance Certificate) relating to your property under “Resmi Belge İşlemleri” (Official Procedure Documents).



9. In the “Yetki İşlemleri” (Authorization Procedures) menu, on the other hand, you can authorize the information on the property to be examined by another person, and you can create or cancel a declaration not to allow procedures without actually visiting the land registry directorate.



eRandevu
Tapu ve Kadastro Genel Müdürlüğü
Tapu Randevu Sistemi

eAppointment
General Directorate of Land Registry and Cadastre
Land Registry Appointment System

E-APPOINTMENT:

Tapu Randevu Sistemi (Land Registry Appointment System) is an application created to receive a queue no online before visiting the Land Registry Directorates. The system makes an appointment for the queue of applications. This application enables the citizens to visit the Land Registry Directorate on the set date and at the set time and to start the procedure right away, saving time. When the appointment is made, no information is provided as to when the transaction will be completed. The e-appointment system is available in TURKISH and ENGLISH languages. Please find below the steps to make an appointment on the English e-appointment page:

E-Randevu User's Guide:

1. At first, log in to the e-appointment page from your web browser: <https://randevu.tkgm.gov.tr/en>. Click the “Erandevu” (E-Appointment) button at the bottom center of this website.

181 | randevu@tkgm.gov.tr | Choose your language : English

eAppointment
General Directorate of Land Registry and Cadastre
Land Registry Appointment System

GUIDE FOR FOREIGNERS | Land Registry Offices Contacts



Tapu İşlemlerinizi için
Alo 181 Çağrı Merkezi veya Randevu Sistemine
başvuru yapıp beklemek yerine
Web Tapu'dan başvuru yaparak
aynı gün içinde işleminizi
sonlandırabilirsiniz.



2. Click on the new appointment button.


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New Appointment

Appointment Edit



Web Tapu üzerinden yapacağınız başvurular anında işlem yapmak istediğiniz müdürlük sistemine yönlendirilerek, yalnızca size vereceğimiz randevu saatinde, ilgili müdürlükte hazır bulunmanızla hemen tamamlanabilmektedir.



You can call our call center to make an appointment via telephone. Call center phone number : 181

3. After reading the user agreement, enter the codes that appear at the bottom and confirm them.

User Agreement

- From this page you could get an appointment to apply for a specific day and time intervals by using our appointment system and by making process step by step
- You could query the appointments you have received and you can update or cancel them.
- Appointments can be selected at the appropriate date and time range depending on the ID number and the quota of land registry office.
- Appointments must be used by the owner or an authorized representative of the owner and when getting an appointment , the Identification Number of those people must be used
- Appointments can be getting from different land registry office which real estate not registered
- If received appointments for the same identification number don't occur 5 times in 1 year, a new appointment can not be received by using that identification number .
- Real or legal persons could get only one appointment for a day.

Kullanıcı sözleşmesini okudum ve kabul ediyorum.

Security Code: CLMLP5

CLMLP5

Submit



4. Fill in the relevant fields with the correct information, especially your **foreigner ID number***, and press the save and continue button.

1 - Identity Verification

2 - Contact Information

3 - The Choice of
Registry Offices

4 - Type of Operation

5 - Appointment Date

6 - Confirm Appointment

Please enter your credentials.

Time Left:

29

Minutes

57

Seconds

Identity Number * 99*****

Name * John

Surname * MALKOVICH

Birth Year * 1956

Telliye sözleşmesi/Vekalet ile işlem yapacağım.

Save and Continue



***You must have a foreigner ID number to enter the system.**

5. Enter your contact information and press the save and continue button

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General Directorate of Land Registry and Cadastre
Land Registry Appointment System

GUIDE FOR FOREIGNERS | Land Registry Offices Contacts

1 - Identity Verification | **2 - Contact Information** | 3 - The Choice of Registry Offices | 4 - Type of Operation | 5 - Appointment Date | 6 - Confirm Appointment

Please enter your contact information.

Time Left: 23 Minutes, 6 Seconds

Cell Phone * (555)555 55 55
(999) 999-9999

Email foreigners@email.com

Back | Save and Continue

6. Select the province, then the county, and click on the save and continue button.

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General Directorate of Land Registry and Cadastre
Land Registry Appointment System

GUIDE FOR FOREIGNERS | Land Registry Offices Contacts

1 - Identity Verification | 2 - Contact Information | **3 - The Choice of Registry Offices** | 4 - Type of Operation | 5 - Appointment Date | 6 - Confirm Appointment

Please select land registry office.

Time Left: 22 Minutes, 6 Seconds

City * Please select city..

Land Registry Office * Please select land registry office..

Back | Save and Continue

7. Here, simply click on the application button and then press the save and continue button.

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1 - Identity Verification 2 - Contact Information 3 - The Choice of Registry Offices 4 - Type of Operation 5 - Appointment Date 6 - Confirm Appointment

Please select type of operation.

Time Left: 20 Minutes 7 Seconds

Operation Unit * Application

Başvuru: Tapu müdürlüklerinde yapılacak her türlü satış, ipotek, intikal vb. akitli ve akitsiz işlemler.

Back Save and Continue

8. Select the appropriate day and time and press the save and continue button.

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1 - Identity Verification 2 - Contact Information 3 - The Choice of Registry Offices 4 - Type of Operation 5 - Appointment Date 6 - Confirm Appointment

Please select the date of appointment.

Time Left: 19 Minutes 33 Seconds

Uyarı: Randevu tarihi en erken bir sonraki iş günü ve en geç 1 ay sonraki iş günü olacak şekilde alınabilmektedir.

Appointment Date 09/07/2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Appointment Time 09:30

08:30	08:45	09:00	09:15
09:30	09:45	10:00	10:15
10:30	10:45	11:00	11:15
11:30	11:45		

Back Save and Continue

9. Check the information you entered. If there is no error, complete the process by confirming. If there is a deficiency or error in the information, go back and fix it.

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GUIDE FOR FOREIGNERS Land Registry Offices Contacts

1 - Identity Verification 2 - Contact Information 3 - The Choice of Registry Offices 4 - Type of Operation 5 - Appointment Date 6 - Confirm Appointment

Confirm your appointment.

Time Left: 18 Minutes 45 Seconds

Appointment Information

Land Registry Office: ANKARA - Çankaya
Operation Unit: Application
Appointment Date: 09/07/2020 Thursday Appointment Time: 09:30
Date of registration: 09/06/2020 Tuesday

Credentials

Identity Number: ●●●●●●●●●●
Name Surname: JOHN MALKOVICH
Birth Year: 1956

Contact Information

Cell Phone: (555) 555 55 55
Email: foreigners@email.com

Back Cancel Confirm



ALO 181:

ALO 181 call center offers service under the Ministry of Environment and Urban Planning of the Republic of Turkey and it offers the citizens with information and guidance on the field of operations of the Ministry as well as the service areas of the Land Registry and Cadastre.

You can call this line to receive information on your transactions relating to Land Registry and Cadastre and you can make an appointment.

For more detailed information on ALO 181, you can visit <https://181.csb.gov.tr/>.

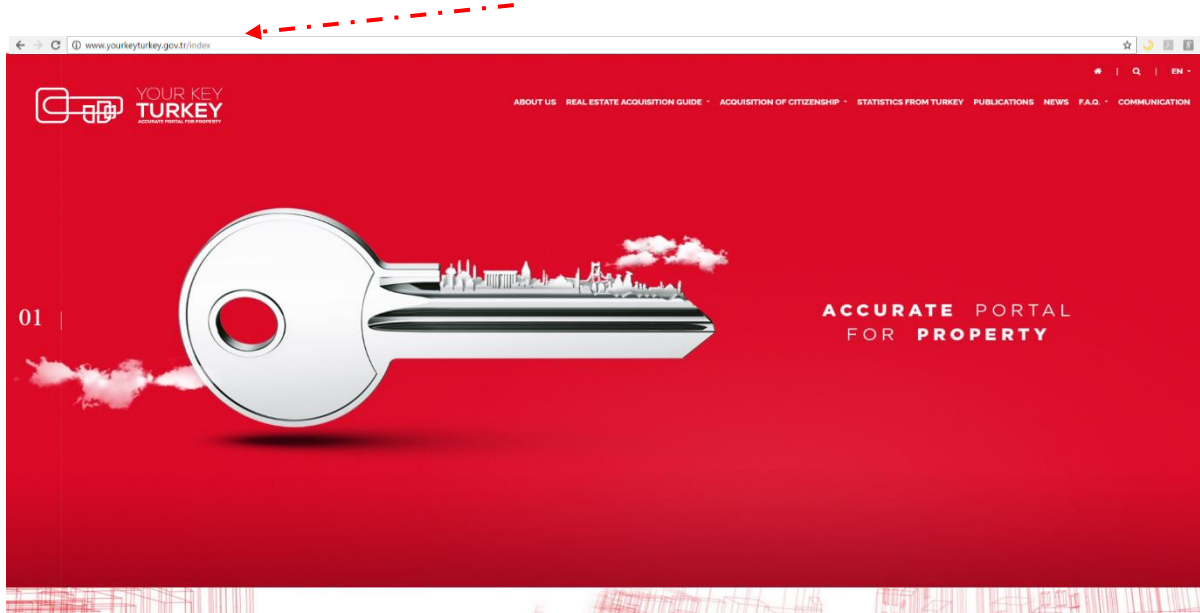


YOURKEYTURKEY:

Your Key Turkey is a portal prepared by General Directorate of Land Registry and Cadastre of the Ministry of Environment and Urban Planning in 6 different languages (English, German, Arabic, French, Russian, and Spanish) to enable the foreigners access any updated data, means for application and processes regarding acquisition of real estates in Turkey with state guarantee.

Your Key Turkey, which will be your guide throughout the entire process, will open you the doors to opportunities in Turkey.

You can visit our site from www.yourkeyturkey.gov.tr



WHAT CAN YOU DO WITH YOUR KEY TURKEY PORTAL?

- You can learn if you are among the citizens of the countries eligible to buy real estate in Turkey.
- You can access general statistical information on acquisition of real estate by foreigners.
- You can learn why, how and where to invest.
- You can access any legal information and workflows on real estate.
- You can access any information on acquisition of citizenship through acquisition of real estate.
- You can display spatial info, using location, measurements, Yandex maps, orthophoto maps and many layers, as well as investment intensity maps and analyses relating to the real estate, in which you plan to invest; and you can also access attribution info (such as block, parcel, type, area of the real estate etc.) and you can report.

- You can make an appointment with the land registry directorates for any procedures related to real estate, using the e-appointment system.
- Using the web-tapu application that will be in service very soon, you can file applications in relation with real estate, you can receive any information on your real estate, you can create and cancel declarations, and you can pay the legal fees for the transactions.
- You can get to know Turkey better through publications, such as brochures, catalogs, magazines etc., and you can receive information on the right investment.
- You can fill in and submit a form for your more detailed questions and requests for information, and you will be responded not later than a business day thereafter.

If you need more detailed information or have any questions to ask, you can write to us using the contact us section on the website.

The screenshot shows the 'Contact Us' page of the 'Your Key Turkey' website. The page has a red header with the logo and navigation links: ABOUT US, REAL ESTATE ACQUISITION GUIDE, ACQUISITION OF CITIZENSHIP, STATISTICS FROM TURKEY, PUBLICATIONS, NEWS, F.A.Q., and COMMUNICATION. The main content area features a 'Contact Us' form with the following fields: Name Surname, Email Address, Subject (dropdown), and Message. A 'SEND' button is located below the message field. The footer contains contact information: ADDRESS (Dikmen Caddesi No:14 (065100)), PHONE (+90) 312 413 50 00, and EMAIL (yourkeyturkey@skm.gov.tr).



FOREIGNER ID NO (Y.K.N.):

Foreign natural persons are to receive a **Foreigner ID No** consisting of 11 digits, which starts with 99..., for their land registry and cadastre procedures. Such number may already have been received from the Directorate General of Migration Management or may be received during land registry and cadastre procedures as well. People of foreign origin residing in Turkey can open accounts in banks, perform procedures before land registry offices, notaries public and tax offices as well as the SGK (Social Security Institution) and they may also use the e-government website (<https://www.turkiye.gov.tr/>).