

YOUR KEY  
**TURKEY**  
ACCURATE PORTAL FOR PROPERTY

# User's Guide for Property Association Applications

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Tapu ve Kadastro  
Genel Müdürlüğü

# **User's Guide for Property Association Applications**

## **What is Property Association?**

By the Circular numbered 2019/11 published on 20/08/2019, YKN (Yabancı Kimlik Numarası – Foreigner ID No) is made mandatory for the transactions processed by the land registry offices, wherein a foreigner is a party.

The foreign natural persons that are parties to any transaction taking place after such date are requested to provide their YKN; and, if the foreign natural person has no YKN, then the land registry offices generate an YKN without having to ask the person concerned to visit the Directorate General of Migration Management or, if the person concerned has an YKN received earlier, then such number is used by our land registry offices.

When the YKN is integrated into the details pertaining to the property, the foreigners are able to conduct all the land registry and cadastre transactions that the Turkish citizens are able to conduct online, provided that they receive their e-government passwords.

Within this scope, as the YKNs of the foreigners, who have conducted transactions at the land registry offices since 20/08/2019, are integrated into their property details, they will be able to benefit from the webtapu service in an unlimited manner if they have received their e-government passwords, as their YKNs are integrated into their property details.

With Webtapu, the foreigners are able to initiate transactions by scanning their documents via the system and without having to physically visit the land registry office, they can request land registry entries and title deeds, and they can also demand no transaction to be allowed unless they are physically present.

As YKNs of the people, who conducted transactions at the land registry office before 20/08/2019, have not been integrated into their property details, these people will not be able to display their property information on webtapu and e-government portal even if they received YKN and e-government password later on.

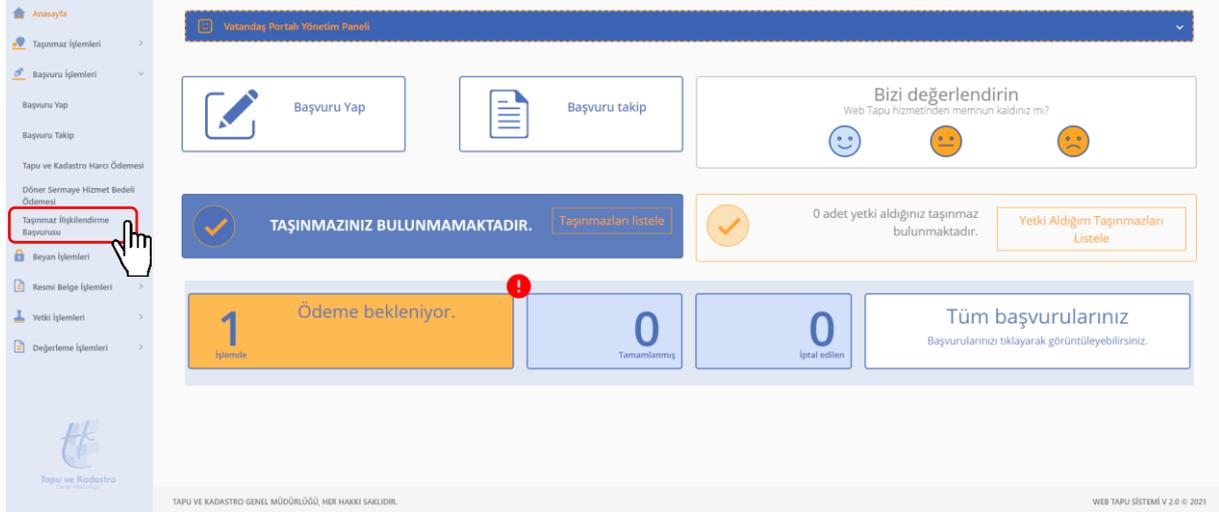
These people need to inform the land registry office about their YKNs along with the necessary documentation and to have their YKNs integrated into their properties. With the integration of YKNs into property details, many diverse transactions can be performed without physically applying to the land registry office as also mentioned hereinabove through the webtapu (web land registry) system prepared in different languages, allowing transactions without any limitation in terms of time and space.

You can find all the details as to how to associate the property in the guide below.

## Use of Property Association Menu:

The steps to be taken by a user, who owns a property but whose property is not in the system, in order to be able to see his/her property in the system are as follows:

1. The foreign natural person, who is accessing the homepage of Webtapu with his/her YKN and the E-Government password, which can be obtained via PTT, chooses the “Property Association Application” (“Taşınmaz İlişkilendirme Başvurusu”) submenu in the “Application Procedures” (“Başvuru İşlemleri”) menu.



2. On the Property Association Application screen, first, the following details are entered into the box named “Property Details” (“Taşınmaz Bilgileri”):
  - a. City (İl)
  - b. District (İlçe)
  - c. Quarter /Village (Mahalle/Köy)
  - d. Plot (Ada)
  - e. Parcel (Parsel)
  - f. Independent Section (Bağımsız Bölüm), if any, and property no, if any, as well as any similar details; and then “next” (“ileri”) is clicked.



3. City and district are selected on the “Office Selection” (“Müdürlük Seçimi”) screen depending on which district’s land registry office the transaction will take place.

The screenshot shows the 'Başvuru Yap (3)' screen. The progress bar indicates the current step is 'Müdürlük Seçimi'. The user has selected 'ANKARA' for the province. A dropdown menu is open, showing the following districts: Çankaya, Çubuk, Elmadağ, Etimesgut, and Evren. A hand cursor is pointing at the 'Çubuk' option. The 'İleri' button is highlighted at the bottom right.

4. On the “Your Documents and Information” (“Belge ve Bilgileriniz”) screen, the information entered is checked, and the image of the “Passport” or “ID card of the respective country” is uploaded to the system in the respective part.

The screenshot shows the 'Başvuru Yap (4)' screen. The progress bar indicates the current step is 'Belge ve Bilgileriniz'. The user's personal information is displayed in a table:

BAŞVURAN KİŞİ BİLGİLERİ		
TC KİMLİK NO (TCKN)	ADI / SOYADI	TELEFON
99123456789	Yourkey TURKEY	0 312 551 42 56

Below the table, there is a section for 'BAŞVURU İÇİN GEREKEN BELGELER'. A red arrow points to the 'YABANCI KİMLİK BELGESİ VEYA PASAPORT/DÖRÜNLÜ' option. A zoomed-in view of the document upload interface is shown below, featuring a search bar, a list of document types (ID card and passport), and a 'VEYA' (OR) button. A hand cursor is pointing at the 'Yabancı Kimlik Belgesi' document type.

