

**PROCESS OF
SELLING TO A
FOREIGNER ON
WEBTAPU,
STEP BY STEP**

For detailed information on foreigners,
www.yourkeyturkey.gov.tr



**GENERAL DIRECTORATE OF LAND REGISTRY AND CADASTRE
PRESIDENCY OF FOREIGN AFFAIRS DEPARTMENT**

PROCESS OF SELLING TO A FOREIGNER ON WEBTAPU, STEP BY STEP



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.*

The screenshot shows the Webtapu website interface. At the top, there is a navigation bar with the following items: ANASAYFA, WEBTAPU NEDİR?, NELER YAPABİLİRSİNİZ?, NASIL ÇALIŞIR?, HABERLER, and a search bar labeled 'Belge Numarası'. Below the navigation bar is a 'Haberler' section. The first article is titled 'WEB TAPU GUIDE FOR FOREIGNERS' and is dated 12-31-00. The second article is titled 'Bireysel ve Şirket Portalları Kullanıcı İşlemleri Tanıtım Videoları ile kullanım kılavuzlarına buradan ulaşabilirsiniz.' and is dated 09-06-06. The third article is titled 'E DEVLET ŞİFRESİ NASIL ALINIR?' and is dated 11-51-28. The 'Bireysel' button is highlighted in the top right corner of the interface.

*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.

The image shows the webtapu login page on the left and the e-Devlet login interface on the right. The webtapu page has a logo and a message: "Hoş geldiniz! Lütfen bilgilerinizi giriniz." Below this are two buttons: "Web Tapu Şifresi ile Giriş" (yellow) and "e-Devlet ile Giriş" (red). A hand icon is pointing to the "e-Devlet ile Giriş" button. A red arrow points from this button to the e-Devlet login page. The e-Devlet page is titled "e-Devlet Kapısı Kimlik Doğrulama Sistemi" and shows the URL "https://online.tkgm.gov.tr/edevlet/giris". It has a navigation bar with options: "e-Devlet Şifresi", "Mobil İmza", "e-İmza", "T.C. Kimlik Kartı", and "İnternet Bankacılığı". The main content area asks for "T.C. Kimlik Numaranızı ve e-Devlet Şifrenizi kullanarak kimliğiniz doğrulandıktan sonra işleminize kaldığınız yerden devam edebilirsiniz." and "e-Devlet Şifresi Nedir, Nasıl Alınır?". There are input fields for "T.C. Kimlik No" (with a hint "Kimlik numaranız 11 adet rakamdan oluşmalıdır") and "e-Devlet Şifresi". There are also links for "Sanal Klavye" and "Yazarken Gizle". At the bottom, there are buttons for "İptal Et" and "Sisteme Giriş Yap".

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.

The image shows the webtapu home screen on the top and the profile update page on the bottom. The home screen has a blue header with the webtapu logo and a navigation menu on the left. The main content area has a "Vatandaş Portalı Yönetim Paneli" and several buttons: "Başvuru Yap", "Başvuru takip", and "Bizi değerlendirin". In the top right corner, there is a yellow box with the user's name "Edward Klark" and ID "ID:99*****". A hand icon is pointing to this box. The profile update page shows a form with fields for "T.C. Kimlik No", "İsim", "Soyisim", "Cep Telefonu", "Sabit Telefon", and "E-posta". Below the form are buttons for "NVİ'den Bilgilerimi Güncelle", "Güncelle", and "Şifremi Değiştir". A hand icon is pointing to the "Güncelle" button.

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**) (1). After selecting the “**Tapu İşlemleri**”(2) (“**Land Registry Procedures**”) in the line “Başvuru Yapılacak İşlem Türünü Seçiniz” (“Choose the Type of Procedure to be Applied for”) and clicking the “**Yabancıya Satış**”(3) (“**Sale to a Foreigner**”) in the line “İşlem Türünü seçiniz” (Select the Type of Procedure”), enter procedure description, if any, (4) and click next.(5)











5. On the “**Başvuru Formu**” (“**Application Form**”) screen, enter the information on city, district, quarter, block and parcel, and then click next.

6. Choose the city and district where you will perform the procedure on the “Müdürlük Seçimi” (“Selection of the Directorate”) screen and proceed.

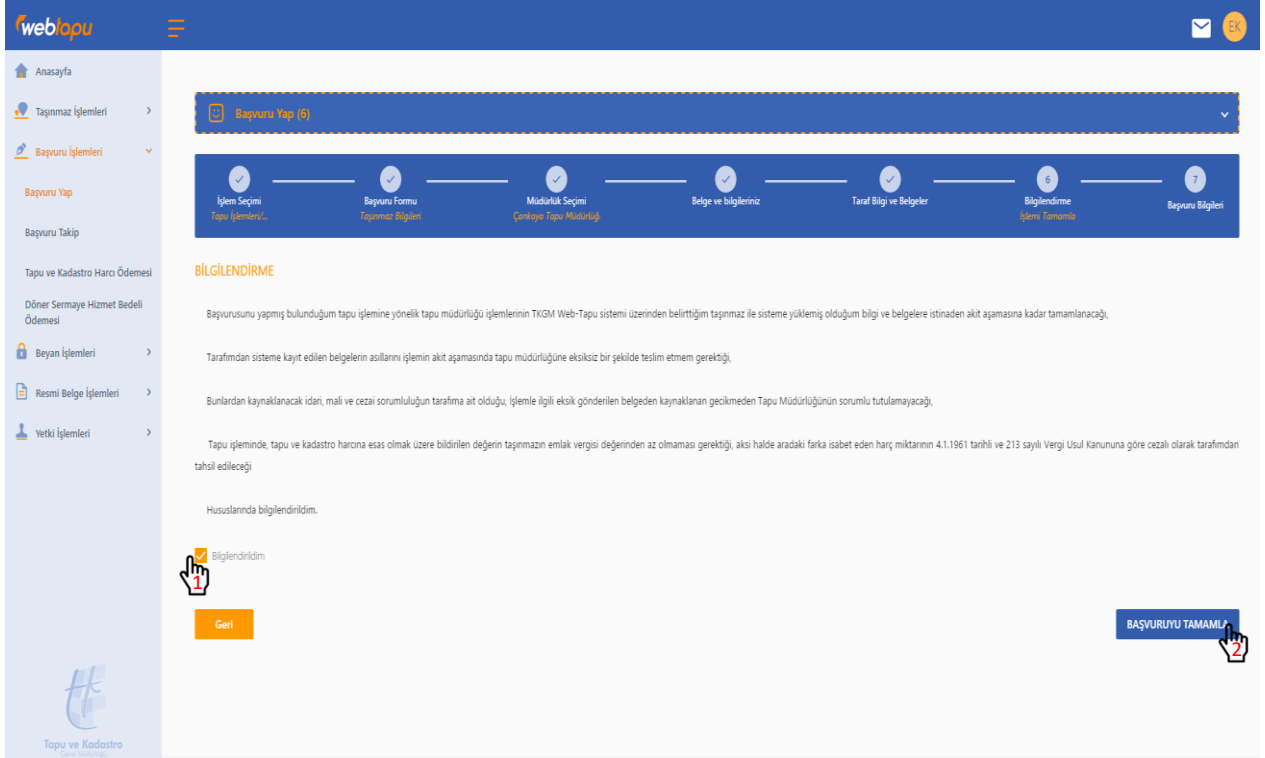
7. Your information will be displayed on the “Belge ve Bilgileriniz” (“Your Documents and Info”) screen. Your ID no, name and last name and cell phone number will be displayed on the screen. Proceed if the information is correct.

8. On the “Taraf Bilgi ve Belgeler” (Information and Documents of the Parties”) screen, information on the purchaser must be entered and the documents listed on the right side of the screen, “İşlem İçin Gerekli Belgeler” (“Documents Necessary for the Procedure”) must be scanned and uploaded. Once the information is entered and the necessary documents are listed onto the system, approval takes place using the “Onayla” (“Approve”) button and next button is clicked.

DOCUMENTS NECESSARY FOR THE PROCEDURE

	FOREIGN ID OR PASSPORT	(MANDATORY)	>		Pasaport.jpg (68.1 Kb)
	FOREIGNER ID NO DECLARATION FORM access: https://www.tkgm.gov.tr/tr/icerik/formlar-1	(MANDATORY)	>		Foreigner ID Declaration Form.jpg (68.1)
	VALUATION REPORT SUBMITTED PHYSICALLY (Reports that cannot be sent through KEP)		>		Valuation Report.jpg (68.1 Kb)
	MORTGAGE AGREEMENT		>		Mortgage agreement.jpg (68.1 Kb)
	IF THE PROCEDURE WILL BE PERFORMED THROUGH A POWER OF ATTORNEY, POWER OF ATTORNEY AND ATTACHMENTS THERETO		>		Power of attorney.jpg (68.1 Kb)

9. After reading the information text on the “**Bilgilendirme**” (“**Information**”) screen, the “**Bilgilendirildim**” (“**I have been informed**”) in the left lower corner is checked (1) and the “**Başvuruyu Tamamla**” (“**Complete the Application**”) (2) button is clicked to proceed.



The screenshot shows the 'Bilgilendirme' (Information) screen in the webtapu application. The interface includes a navigation menu on the left, a progress bar at the top, and a main content area with text and a 'Bilgilendirildim' checkbox. A 'Geri' button is at the bottom left, and a 'BAŞVURUYU TAMAMLA' button is at the bottom right.

BİLGİLENDİRME

Başvurusunu yapmış bulunduğum tapu işleminin yönetici tapu müdürlüğü işlemlerinin TKGM Web-Tapu sistemi üzerinden belirttiğim taşınmaz ile sisteme yüklemiş olduğum bilgi ve belgelere istinaden akit aşamasına kadar tamamlanacağı,

Tarafımdan sisteme kayıt edilen belgelerin asıllarını işlemin akit aşamasında tapu müdürlüğüne eksiksiz bir şekilde teslim etmem gerektiği,

Bunlardan kaynaklanacak idari, mali ve cezai sorumluluğun tarafıma ait olduğu, işlemlerle ilgili gönderilen belgeden kaynaklanan gecikmeden Tapu Müdürlüğü'nün sorumlu tutulamayacağı,

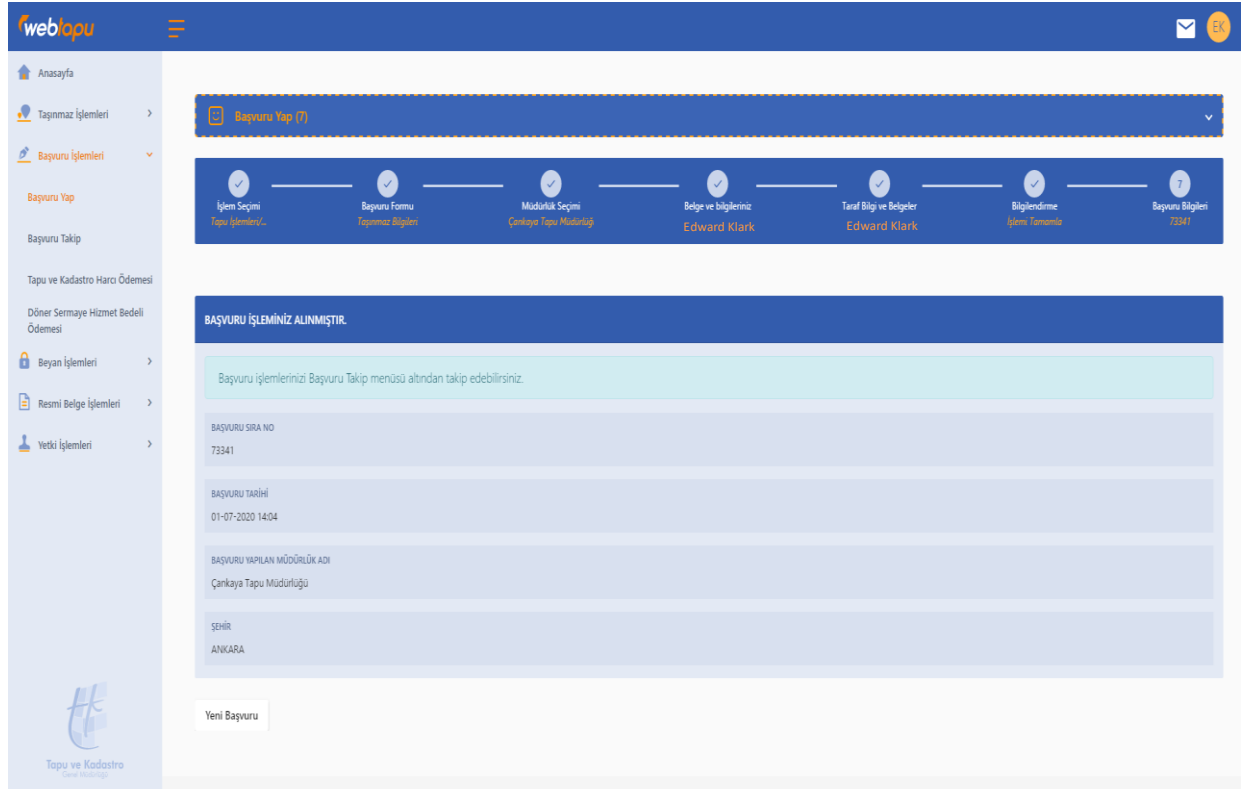
Tapu işleminde, tapu ve kadastro harcına esas olmak üzere bildirilen değer taşınmazın emlak vergisi değerinden az olmaması gerektiği, aksi halde aradaki farka isabet eden harç miktarının 4.1.1961 tarihli ve 213 sayılı Vergi Usul Kanununa göre cezalı olarak tarafımdan tahsil edileceği

Hususlarında bilgilendirildim.

Bilgilendirildim

[Geri](#) [BAŞVURUYU TAMAMLA](#)

10. When you reach the “Başvuru Bilgileri” (Application Details) screen, the application is now complete and you can see the appoint no assigned for your application on this screen.

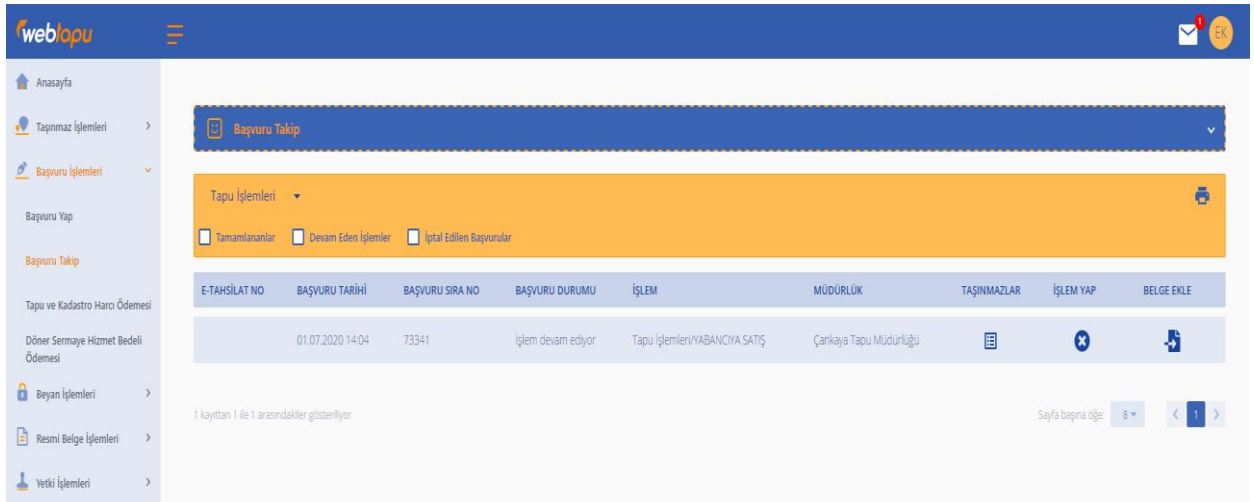


The screenshot shows the 'Başvuru Bilgileri' (Application Details) screen. The progress bar indicates that the application is complete. The details section shows the following information:

- BAŞVURU İŞLEMİNİZ ALINMIŞTIR.
- Başvuru işlemlerinizi Başvuru Takip menüsü altından takip edebilirsiniz.
- BAŞVURU SIRA NO: 73341
- BAŞVURU TARİHİ: 01-07-2020 14:04
- BAŞVURU YAPILAN MÜDÜRLÜK ADI: Çankaya Tapu Müdürlüğü
- ŞEHİR: ANKARA

There is a 'Yeni Başvuru' button at the bottom left of the details section.

11. After completing your application, you can check your application by accessing it through the submenu “Başvuru Takip” (“Application Follow-up”) under the “Başvuru İşlemleri” (“Application Procedures”) in the menu on the left, and you can add documents or cancel your application.

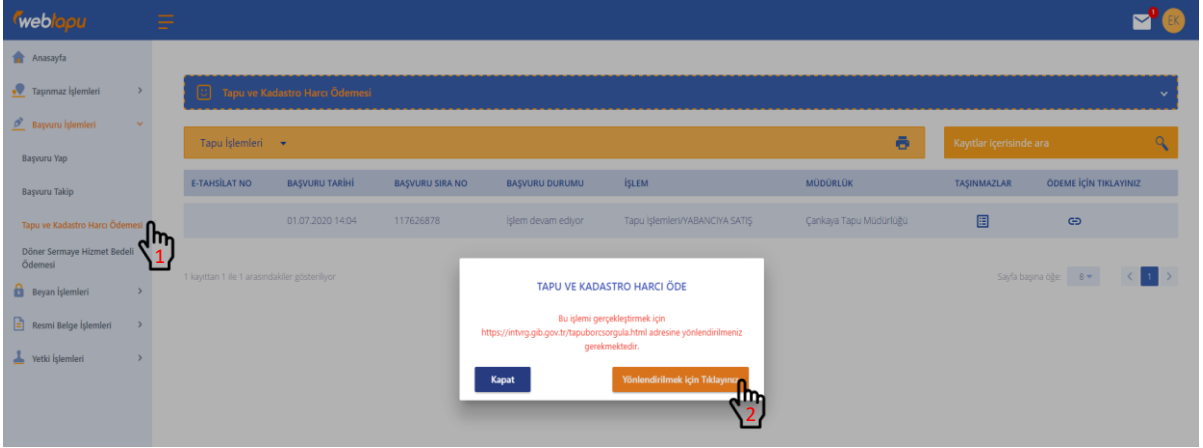


The screenshot shows the 'Başvuru Takip' (Application Follow-up) screen. The table below displays the application details:

E-TAHSİLAT NO	BAŞVURU TARİHİ	BAŞVURU SIRA NO	BAŞVURU DURUMU	İŞLEM	MÜDÜRLÜK	TAŞINMAZLAR	İŞLEM YAP	BELGE EKLE
	01.07.2020 14:04	73341	İşlem devam ediyor	Tapu İşlemleri/YABANCIYA SATIŞ	Çankaya Tapu Müdürlüğü			

At the bottom of the table, it indicates '1 kayıttan 1 ile 1 arasındakiler gösteriliyor' (Showing 1 record out of 1 records) and 'Sayfa başına öğe: 8' (Items per page: 8).

12. Again, using the “**Tapu ve Kadastro Harcı Ödemesi**” (1) (“**Payment of Land Registry and Cadastre Fee**”) submenu under the “**Başvuru İşlemleri**” (“**Application Procedures**”), you will be directed to the webpage for the payment of fees for sale of property, where you can make the payment (2).



13. And using the submenu “**Döner Sermaye Hizmet Bedeli Ödemesi**” (1) (“**Payment of Circulating Capital Services Charges**”) (1), you will be directed to the website for the payment of circulating capital charges for sale of property, where you can make the payment (2).

