



Broker's Journey to create Contract B



Steps for Brokers to apply for contract B

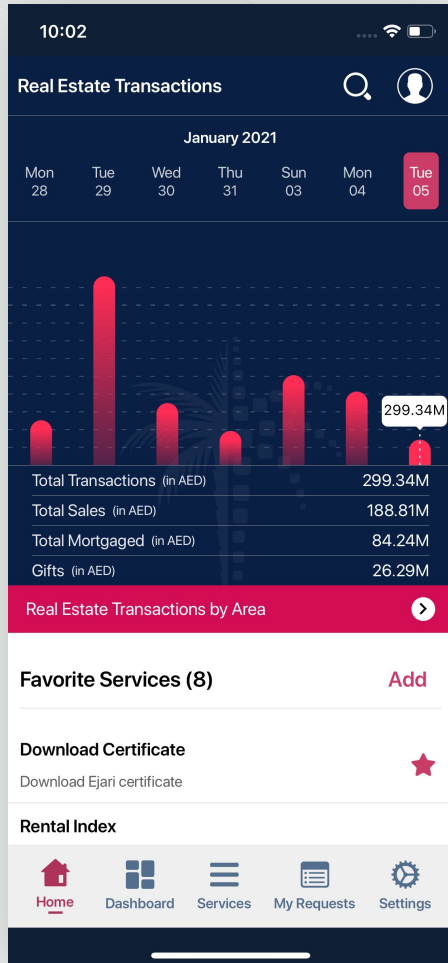
1. Login can be done either from Mobile or Web
 1. Open Dubai REST App
 1. Proceed to Login Screen
 2. Click on Business User
 3. Click on Dubai Brokers
 2. Open Dubai Broker Web Application from <https://dubailand.gov.ae/en/MyDLD/#/login> -> Login to Dubai Broker Application
2. Choose any of the options to Login:
 1. Registered Broker mobile number
 2. Username/Password of the registered Broker
3. Click on Contracts tab
4. Click on Side Menu to access Contracts options
5. Click on “Create Contract B”
6. Select Seller Type “Company” or “Owner”
7. For Person as buyer , buyer information can be added by multiple options
 1. Emirates ID
 2. Passport
 3. Registered Owner
8. Choose option and Click next

Steps for Brokers to apply for contract B

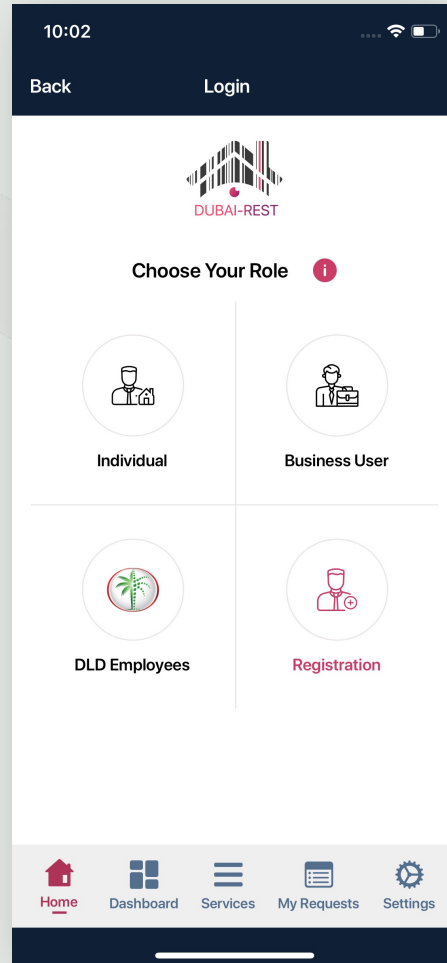
9. Input required data
10. Add multiple Buyers if required, Click Next
11. Input property requirements detail, Click Next
12. Choose Financial details, Click Next
13. Choose Buyer share, Click Next
14. Input Contract duration and Commission, Click Next
15. Input documents or Notes (Optional), Click Continue
16. Verify all the details in preview
17. Confirm Terms and Conditions
18. Click Submit Contract for Approval
19. Once Buyer/s has approved, broker can search the contract by clicking on “Search button”
20. View the searched contract
21. Download the contract by clicking on “Download Contract”

Steps for Brokers to apply for contract B

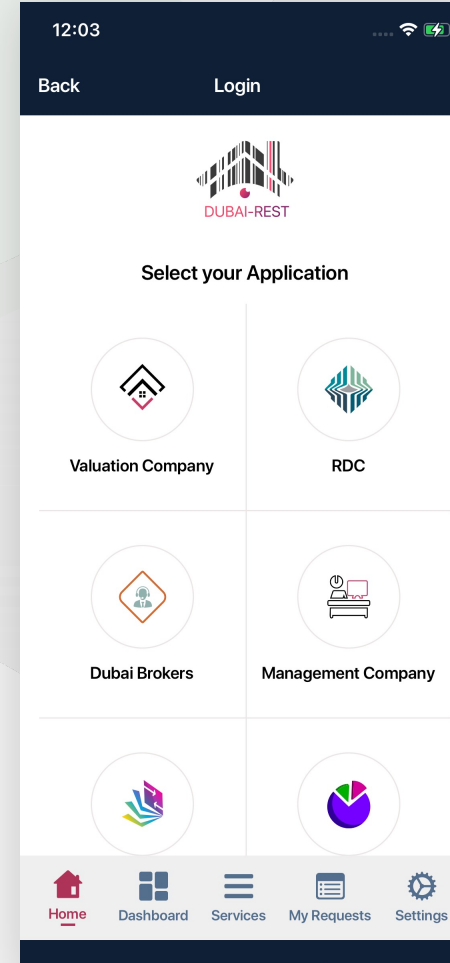
Step 01 – Open Dubai REST App



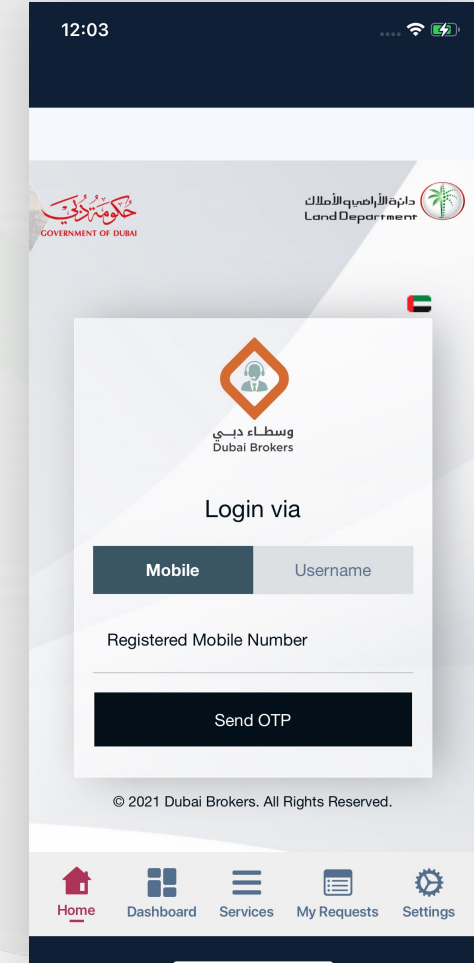
Step 02 – Proceed to Login Screen and click on Business User



Step 03 – Click on Dubai Brokers

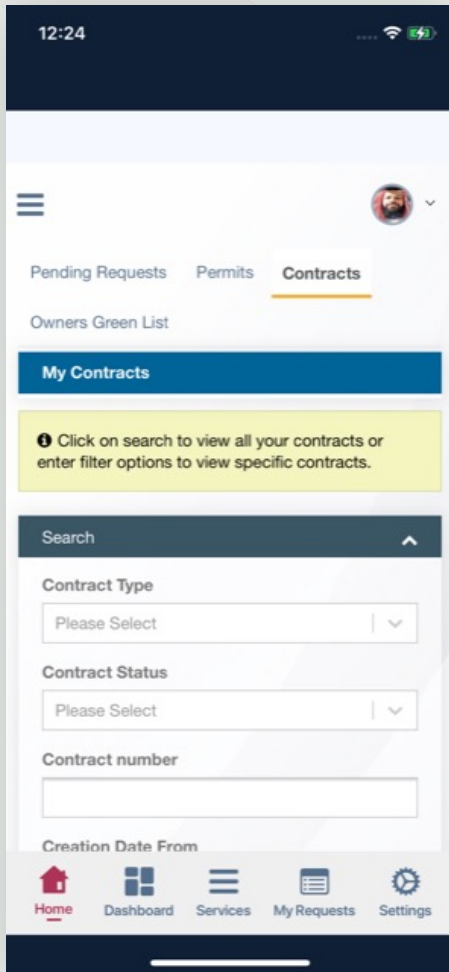


Step 04 – Login in the application

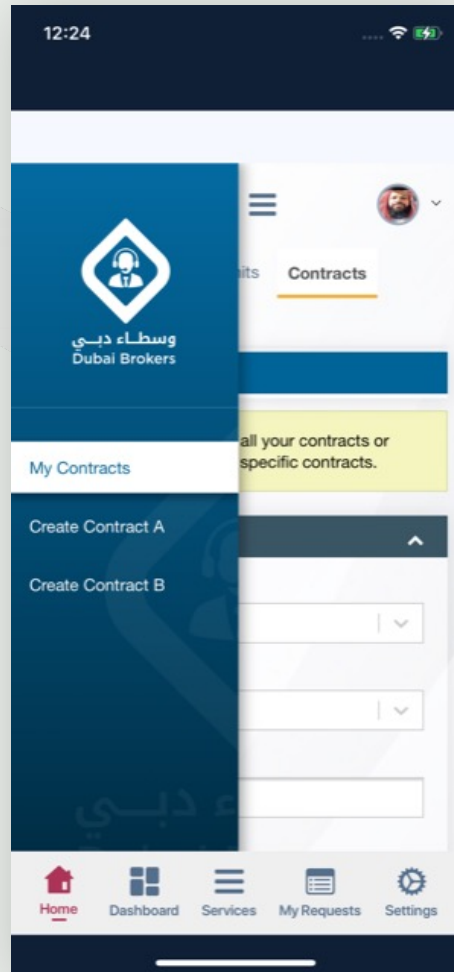


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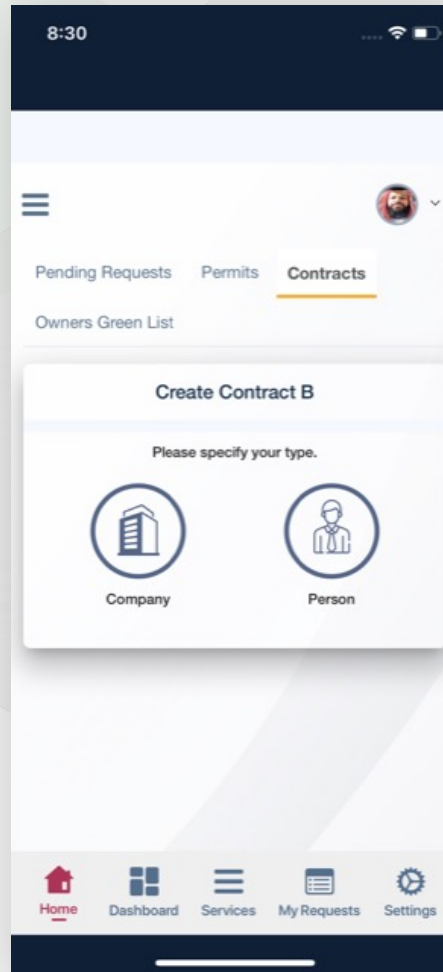
Step 05 – Select Contracts



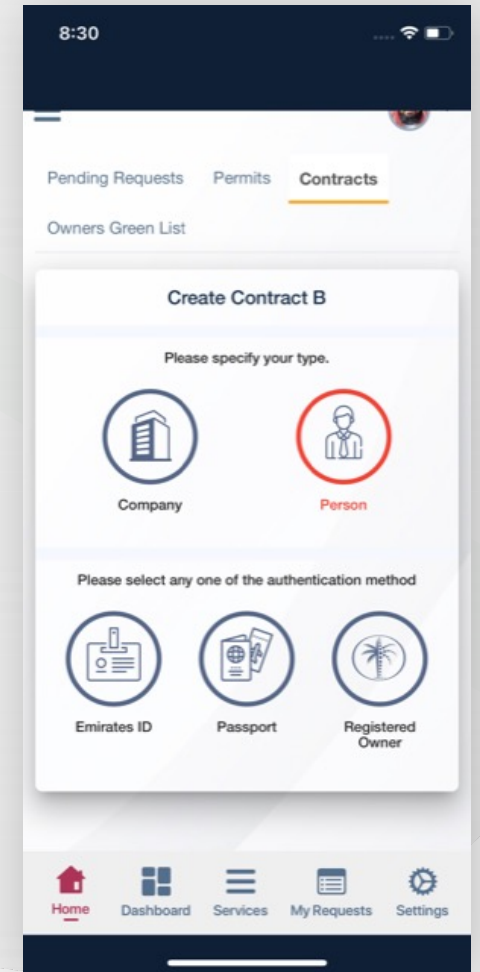
Step 06 – Click on Side Menu to access Contract options and Click on Create Contract B



Step 07 – Click on “Person Type” to proceed



Step 08 – Choose option to Add person details.



Steps for Brokers to apply for contract B

Step 09 - Check all the required information before proceeding, Click Next

8:31

Create Contract B

1 2

Buyer Details Property Information Propx In

Buyer 1 Delete Buyer

Buyer Type *
Resident

Emirates ID Information

Name(English) *
[Redacted]

Name(Arabic) *
[Redacted]

Is Citizen Child?
Yes No

Nationality *
Pakistan

Home Dashboard Services My Requests Settings

8:31

Please Select

Domestic Contact Information

Phone
043911111

Mobile Number *
[Redacted]

Email
[Redacted]

P.O Box
73000

Emirate
Please Select

Abroad Contact Information

Phone
[Redacted]

Mobile Number
[Redacted]

Home Dashboard Services My Requests Settings

8:32

Documents

Maximum upload file size is 2mb only .jpg, .png and .pdf file extensions are allowed to be uploaded.

Edict Document

Passport copy or Emirates Id copy

Copy of the valid passport with the residence visa *

Provide copy of the license in case of a name change, address or commercial activity

Copy of a valid passport

Home Dashboard Services My Requests Settings

Step 10 – Click Add New buyer if multiple buyers

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Emirates ID *

Document Title
ID

Signature

Fingerprint

Copy of power of attorney

Add New Buyer

Next

Home Dashboard Services My Requests Settings

Steps for Brokers to apply for contract B

Step 11 – Select required property details, Click Next

Property Information
All fields marked with asterisk (*) are mandatory

Property Type *
Unit

Usage *
Residential

Rental Status *
Vacant

Is Freehold *
Yes No

No. of Rooms *
2

Area/Community *
Dubai Hills

Previous Next

Step 12 – Input Financial details, Click Next

Owners Green List

Create Contract B

Buyer Details Property Information

Property Financial Information
All fields marked with asterisk (*) are mandatory

Budget (AED) *
0.00 400,000K 5,000M 10,000M

Choose your payment method *
Finance

Previous Next

Step 13 – Confirm buyer share

Pending Requests Permits Contracts

Owners Green List

Create Contract B

Buyer Details Property Information

Buyer's Share
All fields marked with asterisk (*) are mandatory

Buyer's Share *
0% 100%

SAWAR ZARBAT FAISAL CHEEMA

Previous Next

Step 14 – Input Commission and Contract duration detail, Click Next

Create Contract B

Buyer Details Property Information

Commission and Duration
All fields marked with asterisk (*) are mandatory

Contract Start Date *
22/04/2021

Contract End Date *
22/06/2021

Commission *
2 %

To change the commission type please click on AED or %

Is buyer covering marketing fees? *
Yes No

Previous Next

Steps for Brokers to apply for contract B

Step 15 – Attach supporting documents and Notes.

8:34

Create Contract B

1 2

Buyer Details Property Information Proprietary Information

Documents

Maximum upload file size is 2mb only .jpg, .png and .pdf file extensions are allowed to be uploaded.

Drag 'n' drop some files here, or click to select files

Notes

Notes

Pets allowed

Previous Continue

Home Dashboard Services My Requests Settings

Step 16 – Verify Contract details in preview

8:34

Owners Green List

Buyer 1

Buyer Type
Resident

Emirates ID Information

Name(English)
[Redacted]

Name(Arabic)
سوار زاربات فيصل شيمه

Is Citizen Child?
No

Nationality
[Redacted]

Gender
Male

Emirates ID
[Redacted]

Home Dashboard Services My Requests Settings

Step 17 – Submit for approval

8:34

باستثناء تلك الواردة في هذه الاتفاقية وبأن هذه الاتفاقية تشكل الاتفاق الكامل بين الأطراف. ولا يمكن لأي تصريح شفهي أو اتفاقية أخرى أن يبرمج/يسود على مضمون هذه الاتفاقية. تأول هذه الاتفاقية لصالح وتكون ملزمة للأطراف ولورثتهم.

7- Both parties hereby undertake to register the agreement of property sale and its allocated parking spaces in the DLD within (60) sixty days from the date of signing this agreement , in order to avoid any fines imposed by the Land Department in the event of not registering the property within the above period.

7- يتعهد الطرفان بتسجيل عقد بيع الوحدة والمواقف المخصصة لها لدى دائرة الأراضي والأملاك خلال مدة أقصاها (60) ستون يوماً من تاريخ توقيع هذه الاتفاقية. تجنباً لآلية غرامات تقرضها الدائرة في حال إخلالهما بذلك.

I accept the above Terms and Conditions

Cancel

Submit Contract for Approval

Home Dashboard Services My Requests Settings

Step 18 – Successful submission confirmation appears

8:34

Pending Requests Permits **Contracts**

Owners Green List

Your Contract have been submitted successfully.

Contract number is [Redacted]

Please note this number for further communication.

Home Dashboard Services My Requests Settings



**THANK
YOU**

