



# Broker's Journey to create Contract F



# Steps for Brokers to apply for contract F

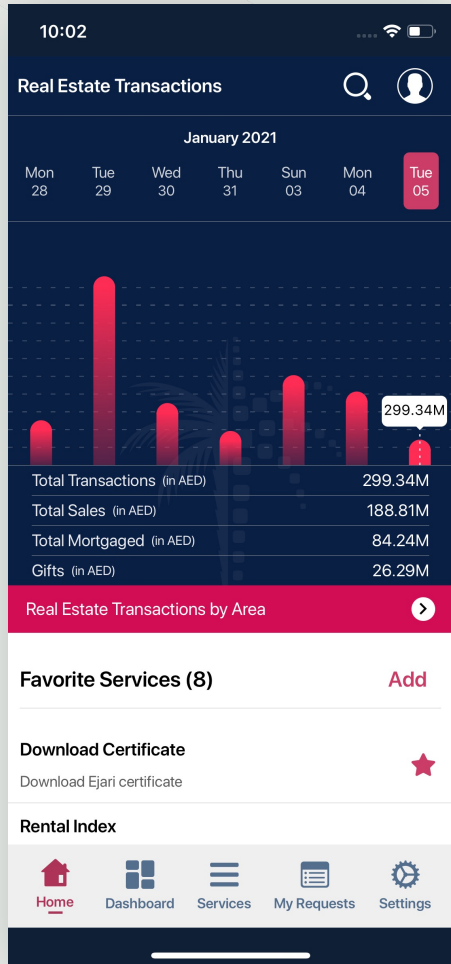
1. Login can be done either from Mobile or Web
  1. Open Dubai REST App
    1. Proceed to Login Screen
    2. Click on Business User
    3. Click on Dubai Brokers
  2. Open Dubai Broker Web Application from <https://dubailand.gov.ae/en/MyDLD/#/login> -> Login to Dubai Broker Application
2. Choose any of the options to Login:
  1. Registered Broker mobile number
  2. Username/Password of the registered Broker
3. Click on Contracts tab
4. Search Approved Contract A
5. Click on Contract A to view details.
6. Scroll to find Approve Contract functions
7. Click on Create United Sale Contract (F)
8. Choose option to related Active Contract B
9. Verify Owner details, Click Next
10. Verify Buyer details, Click Next

## Steps for Brokers to apply for contract F

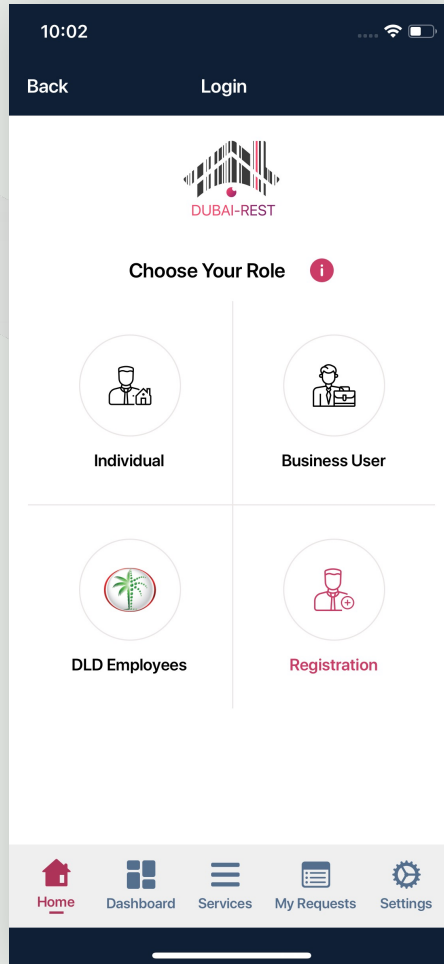
11. **Verify Tenancy Contract information**
12. **Input Financial Details, Click Next**
13. **Input Payment Plan, Click Continue**
14. **Input Contract duration, Click Next**
15. **Verify Seller and Buyer details, Click Next**
16. **Verify DLD fee details, Click Next**
17. **Input Contract Notes, Click Next**
18. **Add Additional Terms if required, Click Continue**
19. **Verify Contract details in preview, Click Submit Contract for Approval.**
19. **Once Owner 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 F

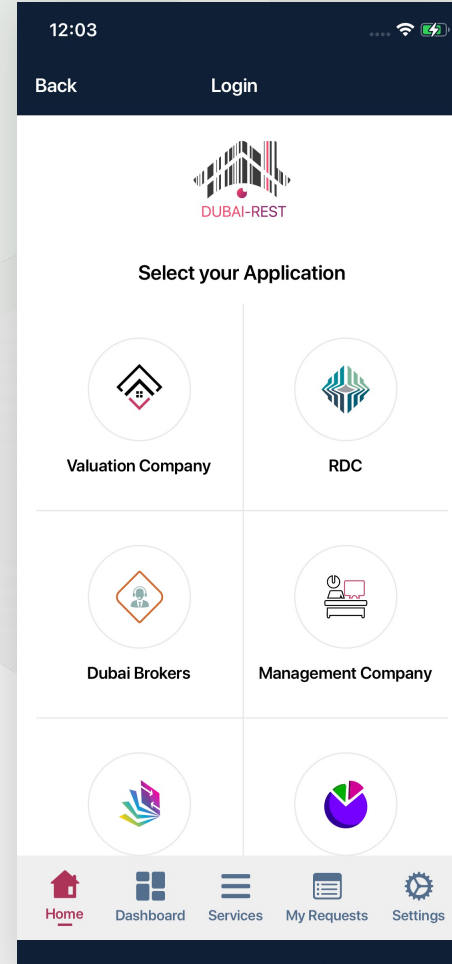
**Step 01 – Open Dubai REST App**



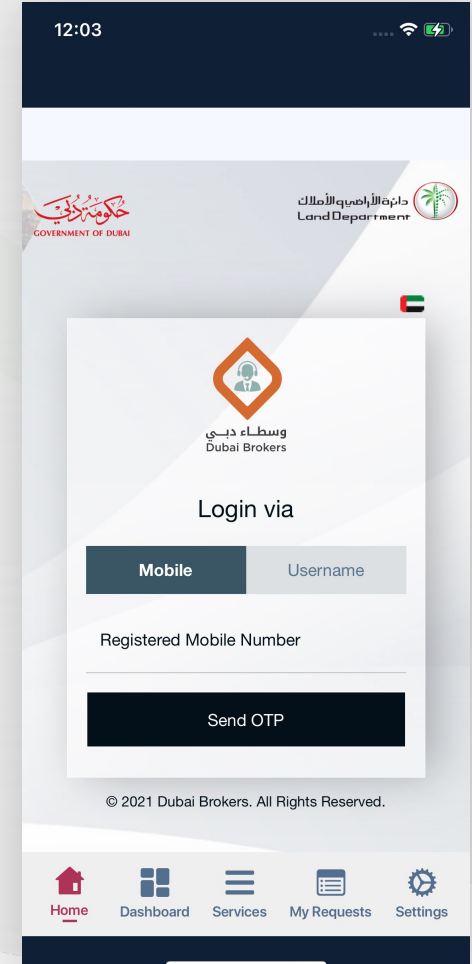
**Step 02 – Proceed to Login Screen and click on Business User**



**Step 03 – Click on Dubai Brokers**



**Step 04 – Login in the application**



# Steps for Brokers to apply for contract F

## Step 05 – Select Contracts and Search Active Contract A

12:24

Pending Requests Permits **Contracts**

Owners Green List

**My Contracts**

Click on search to view all your contracts or enter filter options to view specific contracts.

Search

Contract Type  
Please Select

Contract Status  
Please Select

Contract number

Creation Date From

Home Dashboard Services My Requests Settings

## Step 06 – Click on Contract A

8:37

Approved  
CA202104214172

Property Information

Certificate Number

Is Freehold  
Yes

Property Type

Unit

Property Number

Building Number  
3

Building

Size ( Sq.M.)  
133.17

Home Dashboard Services My Requests Settings

## Step 07 – Click on Create Unified Sale Contract (F)

8:38

Is Exclusive?  
No

Documents

Notes

Notes  
Viewing time is from 3pm-7pm  
[View full Terms and Conditions](#)

Create Unified Sale Contract (F)

Download Contract

Extend

Edit

Cancel

Home Dashboard Services My Requests Settings

## Step 08 – Choose Contract B relation option

8:38

Enter contract B Number

Select from my contracts

Add Buyer

Please select a contract from the list below.

Contract No.

Name

Budget 400.00K - 5.00M

Start Date 22/04/2021

End Date 22/06/2021

Status Approved

Contract No.

Name

Home Dashboard Services My Requests Settings

# Steps for Brokers to apply for contract F

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

8:38

## New Unified Sale Contract (F)

1 2 Bu

Property Information Owner Information Bu

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

Certificate Number  
[REDACTED]

Is Freehold  
Yes

Property Type  
Unit

Property Number  
[REDACTED]

Building Number  
3

Building  
LOFTS T EAST

Home Dashboard Services My Requests Settings

8:38

Commercial

No. of Bedrooms  
2

No. of Bathrooms  
1

No. of Kitchens  
1

No. of Car Parks  
1

Floor No.  
27

Facilities  
Gym

Additional Information  
Parking

Next

Home Dashboard Services My Requests Settings

8:38

## New Unified Sale Contract (F)

1 2 Bu

Property Information Owner Information Bu

**!** If owner information is incorrect or needs an update, please request the owner to send an email to info@dubailand.gov.ae or visit the nearest property trustee office or contact +971-8004488 to speak to customer support.

Owner 1

Name(English)  
[REDACTED]

Name(Arabic)  
دهانرا ح سوريش بوجاري

Mobile Number  
[REDACTED]

Email  
[REDACTED]

Home Dashboard Services My Requests Settings

8:38

Nationality  
Canada

Passport Number  
[REDACTED]

Selling Area  
66.57 Sq. Mt.

Percentage of Sell  
100 %

Owning Share  
49.99 %  
66.57 / 133.17 Sq. Mt.

Previous Next

Home Dashboard Services My Requests Settings

# Steps for Brokers to apply for contract F

**Step 10 – Verify Owner details, Click Next**

8:38

Pending Requests Permits **Contracts**

Owners Green List

**New Unified Sale Contract (F)**

1 2

Property Information Owner Information Buy

**Buyer 1**

Buyer Type  
Resident

**Emirates ID Information**

Name(English)  
[Redacted]

Name(Arabic)  
[Redacted]

Is Citizen Child?  
No

Home Dashboard Services My Requests Settings

**Step 11 – Verify Owner selling share, Click Next**

8:38

Nationality  
Canada

Passport Number  
[Redacted]

Selling Area  
66.57 Sq. Mt.

Percentage of Sell  
100 %

Owning Share

49.99 %

66.57 / 133.17 Sq. Mt.

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**Step 12 – Verify Buyer information**

8:38

Pending Requests Permits **Contracts**

Owners Green List

**New Unified Sale Contract (F)**

1 2

Property Information Owner Information Buy

**Buyer 1**

Buyer Type  
Resident

**Emirates ID Information**

Name(English)  
[Redacted]

Name(Arabic)  
[Redacted]

Is Citizen Child?  
No

Home Dashboard Services My Requests Settings

**Step 13 – Click Next**

8:38

**Domestic Contact Information**

Phone  
043911111

Mobile Number  
[Redacted]

Email  
[Redacted]

P.O. Box  
73000

Emirate

**Documents**

Copy of the valid passport with the residence visa 1

Emirates ID 1

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# Steps for Brokers to apply for contract F

Step 14 – Verify Buyer share, Click Next

8:38

Pending Requests Permits **Contracts**

Owners Green List

### New Unified Sale Contract (F)

1 2

Property Information Owner Information Bu

Buyer's Share

SAWAR ZARBAT FAISAL CHEEMA : 100%

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Home Dashboard Services My Requests Settings

Step 15 – Verify Tenancy Contract information, Click Next

8:38

Pending Requests Permits **Contracts**

Owners Green List

### New Unified Sale Contract (F)

1 2

Property Information Owner Information Bu

Tenancy Information

No tenancy contract is attached with this property

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Home Dashboard Services My Requests Settings

Step 16 – Input Financial details, Click Next

8:39

1 2

Property Information Owner Information Bu

### Financial Information

All fields marked with asterisk (\*) are mandatory

Sell Price \*  
2,000,000.00 AED

Deposit Amount \*  
100,000.00 AED

Escrowee \*  
Divya Shanthigrama Keshava Sha... x | v

Penalty for Noncompliance of Delivery Date from Deposit Amount \*  
Loose x | v

Annual Service Charge  
6,000.00 AED

< Previous > Next

Home Dashboard Services My Requests Settings

Step 17 – Input payment plan, Click Next

8:39

### Payment Plan

Sell Price  
2,000,000.00 AED

Deposit Amount  
100,000.00 AED

Number Of Payments \*  
2

Deposit Cheque Details

Payment Mode  
 Cash  Cheque

Cheque Number \*  
[Input Field]

Cheque Date \*  
DD/MM/YYYY

Bank Name \*  
Please Select | v

< Previous > Next

Home Dashboard Services My Requests Settings



# Steps for Brokers to apply for contract F

### Step 18 – Input Contract duration details, Click Next

8:40

Pending Requests Permits **Contracts**

Owners Green List

### New Unified Sale Contract (F)

1 2 Bu

Property Information Owner Information Bu

Contract Information  
All fields marked with asterisk (\*) are mandatory

Contract Start Date \*  
22/04/2021

Contract End Date \*  
22/06/2021

Execution Date \*  
30/04/2021

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### Step 19 – Verify Seller Broker details

8:40

Property Information Owner Information Bu

### Seller Broker

Keshava Hnamachar

Mobile [Redacted]  
Email [Redacted]  
Office [Redacted] Website Card [Redacted]

Percentage  
2 %

Amount  
40,000.00 AED

Seller 100 % [40,000.00 AED] Buyer 0 % [0.00 AED]

Buyer Broker

Home Dashboard Services My Requests Settings

### Step 20 – Verify Buyer Broker details

8:40

### Buyer Broker

Keshava Hnamachar

Mobile [Redacted]  
Email [Redacted]  
Office [Redacted] Website Card [Redacted]

Percentage  
2 %

Amount  
40,000.00 AED

Seller 0 % [0.00 AED] Buyer 100 % [40,000.00 AED]

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# Steps for Brokers to apply for contract F

**Step 21 – Verify DLD fee details, Click Next**

**Step 22 – Add Notes, Click Next**

**Step 23 – Add Additional Terms if required, Click Continue**

**Step 24 – Verify all details in preview, Click Submit Contract for Approval.**

**Step 25 – Contract successful submission confirmation appears.**



**THANK  
YOU**

