



Broker's Journey to create Contract A



Steps for Brokers to apply for contract A

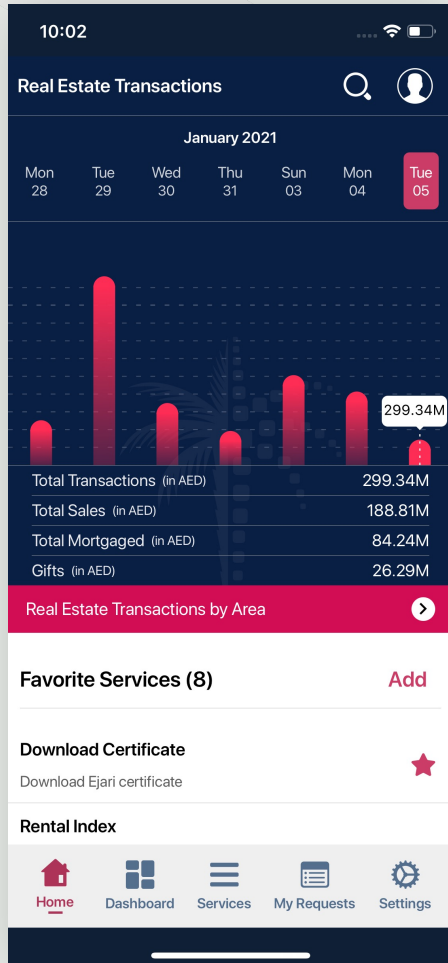
1. Login can be done either from Mobile or Web
 1. Open Dubai REST App
 1. Proceed to Login Screen
 2. Click on Business User
 3. Click on Dubai Brokers
 2. Open Dubai Broker Web Application from <https://dubailand.gov.ae/en/MyDLD/#/login> -> Login to Dubai Broker Application
 1. Click Login to Dubai Brokers Application
2. Choose any of the options to Login:
 1. Registered Broker mobile number
 2. Username/Password of the registered Broker
3. After successful Login.
4. Click on Contracts tab
5. Click on Side Menu to access Contracts options
6. Click on “Create Contract A”
7. Select Seller Type “Company” or “Owner”
8. For Owner as Seller, On Certificate Details screen input valid/latest Title Deed details of property
 1. Certificate Number
 2. Certificate Year
 3. Property Type
 4. Owner Verification Type
 1. Emirates Id
 2. Date of Birth
 3. Passport

Steps for Brokers to apply for contract A

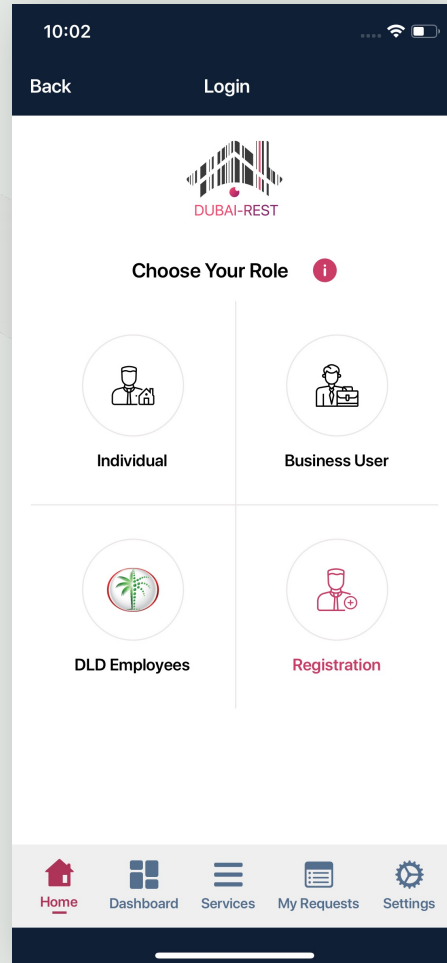
9. Click on Next button
10. Once the Title Deed is validated
11. Input Property details, Click next
12. Verify Owner details and confirm, Click Next
13. Confirm if no Ejari contract exists on the property, Click Next
14. Input Financial details, Click Next
15. Select Commission and Contract duration details, Click Next
16. Broker must upload NOC document signed by owner.
17. Attach support documents and notes (Optional), Click Continue
18. Verify all the details in preview
19. Confirm Terms and Conditions
20. Click Submit Contract for Approval
21. Link will be sent to owner/owners with contract details
22. Once Owner has approved, broker can search the contract by clicking on “Search button”
23. View the searched contract
24. Download the contract by clicking on “Download Contract”

Steps for Brokers to apply for contract A

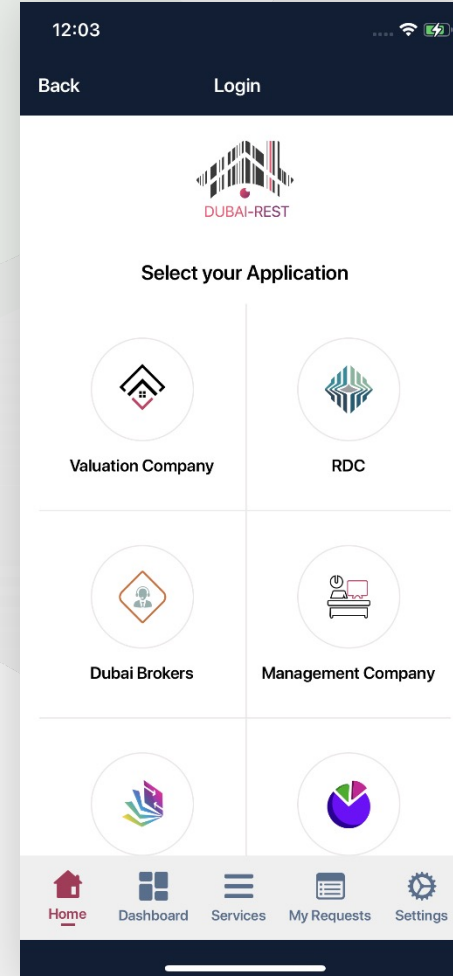
Step 01 – Open Dubai REST App



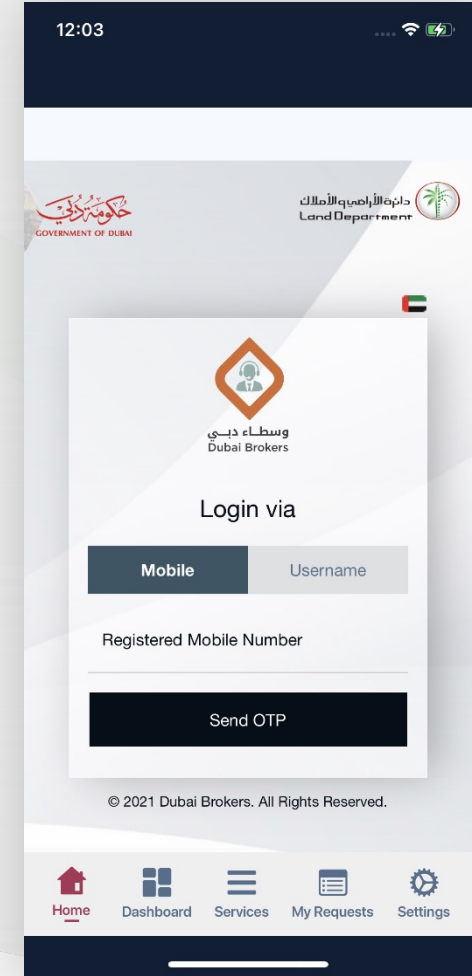
Step 02 – Proceed to Login Screen and click on Business User



Step 03 – Click on Dubai Brokers

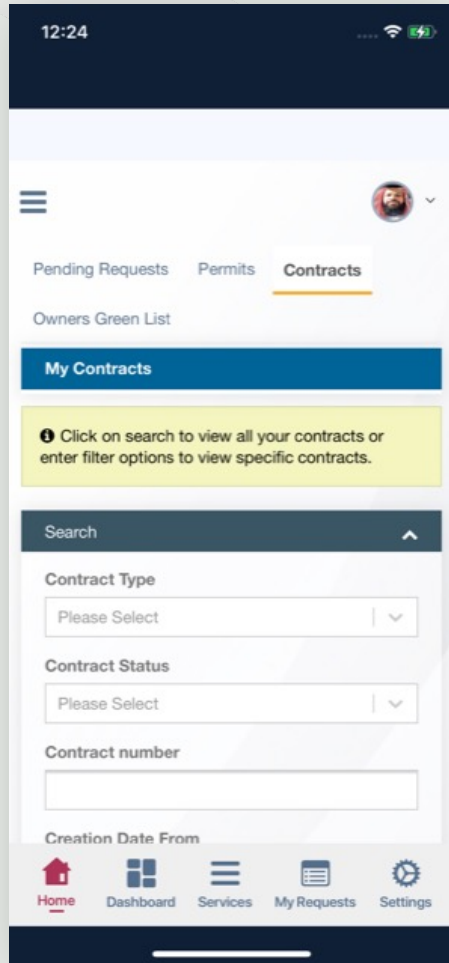


Step 04 – Login in the application

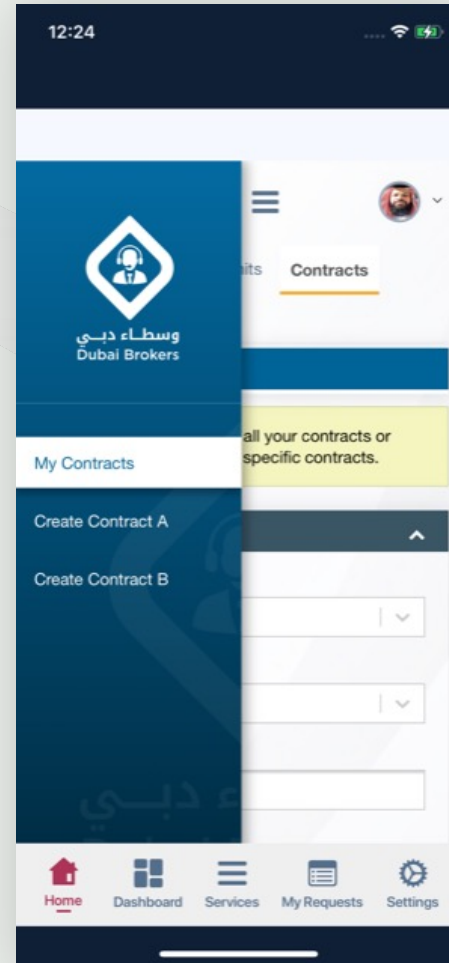


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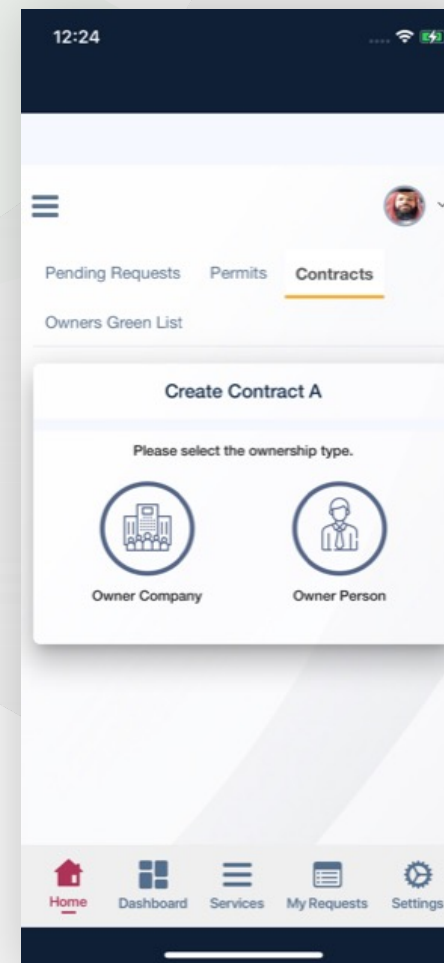
Step 05 – Select Contracts



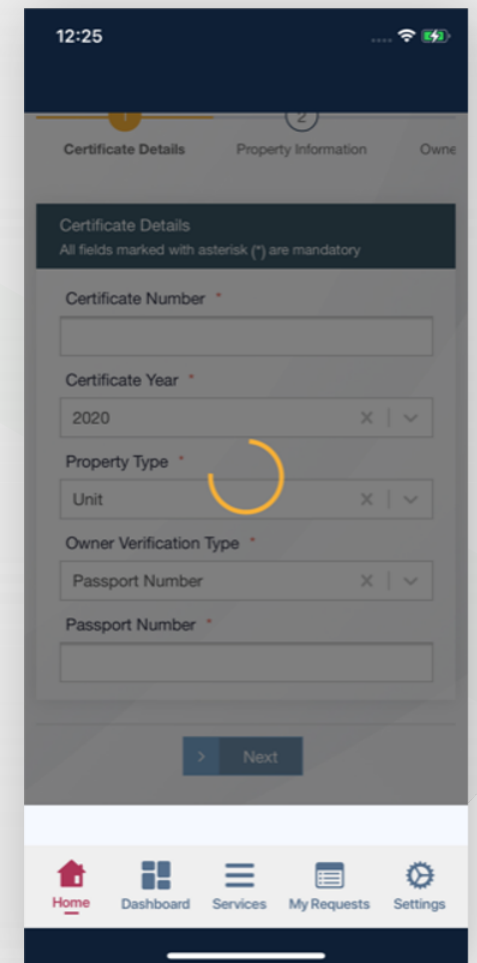
Step 06 – Click on Side Menu to access Contracts options and Click on Create Contract A



Step 07 – Click on “Owner Type to proceed”



Step 08 – Input Valid/latest Title Deed information



Steps for Brokers to apply for contract A

Step 09 - Check all the required steps before proceeding.

If owner contact details are not updated, broker can edit contact details for contract. Broker must upload NOC document signed by owner.

Step 10 – Confirm Terms and condition

12:26

Create Contract A

1 2

Certificate Details Property Information Own

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

Certificate Number

Is Freehold
Yes

Property Type
Unit

Property Number

Building Number
3

Building
LOFTS T EAST

Home Dashboard Services My Requests Settings

12:26

No. of Car Parks
1

Floor No.
27

No. of Floors

No. of Shops

Facilities
Gym

Additional Information
Parking

Previous Next

Home Dashboard Services My Requests Settings

2:16

Owner 1

Name(English)

Name(Arabic)

Mobile Number
*****5363 Edit

Email Edit

Nationality
India

Passport Number

Selling Area
60.98 Sq. Mt.

0% 100%

Home Dashboard Services My Requests Settings

2:38

Owner's data update

I acknowledge and pledge that I am (Divya Shanthigrama Keshava Shanthigrama Vedanthakrishnamachar Keshava Hnamachar Keshava). I have updated the data of the property owner in this contract with the knowledge and consent of the owner. I have approval for that from owner, and I bear all legal responsibility if there is any discrepancy

Note:In the event that this declaration is not correct, the broker's registration will be canceled in addition to other legal procedures.

Download NoC template (English)

Download NoC template (Arabic)

Documents

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

A legal commitment and approval to bear all responsibility.

I Confirm

Home Dashboard Services My Requests Settings

12:27

Pending Requests Permits **Contracts**

Owners Green List

Create Contract A

1 2

Certificate Details Property Information Own

Tenancy Information

I Confirm that no tenancy contract is attached to this property

Previous Next

Home Dashboard Services My Requests Settings

Steps for Brokers to apply for contract A

Step 11 – Select Commission and Contract duration details, Click Next

12:28

All fields marked with asterisk (*) are mandatory

Contract Start Date *

21/04/2021

Contract End Date *

21/06/2021

Commission *

2 %

To change the commission type please click on AED or %

NOC from Developer *

Yes No

Is Seller covering marketing fees? *

Yes No

Is Exclusive? *

Yes No

Previous Next

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Step 12 – Attach support documents and notes (Optional), Click Continue

12:28

Create Contract A

1 2

Certificate Details Property Information Own

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

Viewing time is from 3pm-7pm

Previous Continue

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Step 13 – Verify all the details in preview

12:28

Property Information

Certificate Number

Is Freehold

Yes

Property Type

Unit

Property Number

Building Number

3

Building

Size (Sq.M.)

133.17

Plot Number

168

Location

Home Dashboard Services My Requests Settings

Step 14 – Confirm Terms and Conditions

12:29

Terms and Conditions

- This agreement is the authorization of the owner of the property to the real estate brokerage office to carry out the marketing of the property and find a buyer for the property.
-1 إن هذه الاتفاقية تعتبر تفويض من مالك العقار لمكتب الوساطة العقارية للقيام بعملية تسويق العقار وإيجاد مشتري للعقار.
- This agreement is considered as an electronic deliberate and has been certified and approved by the owner electronically without the need for parties signature.
-2 هذه اتفاقية الكترونية تعتبر معتمدة متى ما تم اعتمادها و الموافقة عليها من قبل المالك إلكترونياً دون الحاجة لتوقيع الأطراف.
- Based on this agreement, owner acknowledges the validity of the provided data and that there are no contraindications or restrictions on the property that prevent the completion of the sale process later.
-3 بموجب هذه الاتفاقية يقر المالك بصحة البيانات المقدمة و بأنه لا توجد أي موانع أو قيود على العقار تمنع إتمام عملية البيع لاحقاً.
- The owner has the right to cancel this

Home Dashboard Services My Requests Settings



**THANK
YOU**

