



# **Broker's Journey to create 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 <u>https://dubailand.gov.ae/en/MyDLD/#/login</u> -> 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





- 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"





Step 03 – Click on Dubai Brokers

Login

DUBAI-REST

Select your Application

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Valuation Company

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Dubai Brokers

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Home

Dashboard Services My Requests

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Back

Step 04 – Login in the application



#### Step 01 – Open Dubai **REST App**

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January 2021 Mon Tue Wed Thu Sun Mon Tue 28 29 30 31 03 04 05						
Mon Tue Wed Thu Sun Mon Tue 28 29 30 31 03 04 05						
299.34						
Total Transactions (in AED) 299.34M						
Total Sales (in AED) 188.81M						
Total Mortgaged (in AED) 84.24M						
Gifts (in AED) 26.29M						
Real Estate Transactions by Area						
Favorite Services (8) Add						
Download Certificate						
Download Ejari certificate						
Rental Index						
Home Dashboard Services My Requests Settings						

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







Step 07 – Click on "Owner Type to proceed"

Pending Requests Permits Contracts

Create Contract A

Please select the ownership type.

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Dashboard Services My Requests Settings

Owner Person

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**Owners Green List** 

**Owner Company** 

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Step 08 – Input Valid/latest Title Deed information



#### Step 05 – Select Contracts



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

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وسطاء دبے Dubai Brokers	its Contracts
My Contracts	all your contracts or specific contracts.
Create Contract B	•





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

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Greate Contract A	No. of Car Parks	Owner 1	Lacknowledge and pledge that Lam ( Divya	Pandina Paquente Dermite Contracto
	1		Shanthigrama Keshava Shanthigrama	rending nequests rennits Contracts
Certificate Details Property Information Owne	Floor No.	Name(English)	Keshava ). I have updated the data of the	Owners Green List
	27	100.000.000.000.0000	knowledge and consent of the owner. I have	Create Contract A
Property Information	No. of Floors	Name(Arabic)	approval for that from owner, and I bear all legal responsibility if there is any discrepancy	
All fields marked with asterisk (*) are mandatory		Tage of the second	Note:In the event that this declaration is not	-0
Certificate Number		Mobile Number	canceled in addition to other legal	Certificate Details Property Information Owne
	No. of Shops	*****5363 Edit	procedures.	
Is Freehold		Email	Download NoC template (English)	Tenancy Information
Yes	Facilities	Edit	Download NoC template (Arabic)	I Confirm that no tenancy contract is attached
Property Type	Gym	Malianafity	Decumente	to this property
Unit	Additional Information	Nationality	Documents	
Property Number	Parking	india	Maximum upload file size is 2mb only .jpg, .png	
	Farking	Passport Number	and .pdf file extensions are allowed to be uploaded.	Previous     Next
Ruilding Number				
		Selling Area	A legal commitment and approval to bear all responsibility.	
3	< Previous > Next	60.98 Sq. Mt.		
Building		100%	L Confirm	
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Step 13 – Verify all the details in preview

Services My Requests Settings

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Property Information

Certificate Number

Internation Control

Is Freehold

Property Type

Property Number

**Building Number** 

LOPIN TEACT

Dashboard

Size (Sq.M.) 133.17 Plot Number

Yes

Unit

1000

Building

168 Location

3

Step 14 – Confirm Terms and Conditions

Terms and Conditions
1- 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.
<ul> <li>إن هذه الاتفاقية تعتبر تقويض من مالك العقار للكتب</li> </ul>
الوساطة العقارية للقيام بعملية تسويق العقار و إيجاد
مشتري للعقار .
2- This agreement is considered as an electronic
deliberate and has been certified and approved
by the owner electronically without the need for
parties signature.
<ul> <li>2- هذه اتفاقية الكترينية تعتبر معتمدة متى ما تم اعتمادها و</li> </ul>
الموافقة عليها من قبل المالك إلكترونيا دون الحاجة لتوقيع
الأطراف.
3- 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.
<ul> <li>د. بيوجب فذه الاتفاقية بقر المالك بصحة البيانات المدمة و بأنه</li> </ul>
لا توجد أي موانع أو قيود على العقار تمنع إتمام عملية البيع
لاحقا.

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



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

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Create Co	ontract A	
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Certificate Deta	ails Property In	formation Owne
Documents		
Maximum uplo	ad file size is 2mb only ions are allowed to be	/.jpg, .png and uploaded.
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دائرة الأراضيو الأملاك Land Department

# Steps for Brokers to apply for contract A

Step 14 – Confirm Terms Conditions	and Step 15 – Submit for approval	Step 15 – Search for contract	Step 16 – View the con details	tract Step 17 – Download the contrac by clicking on "Download Contract"
12:29 ବ	12:29 <sup>•</sup>	হ 👀 12:48 হ 🖿	12:48	🗢 🗖 12:48 🗢 🗖
باستثناء تلك الواردة في هذه الاتفاقية وبأن هذه الاتفاقية تشكل الاتفاق الكامل بين الأطراف. ولا يمكن لأي تصريح شفهي أو اتفاقية أخرى إن برجح/سبود على مضمون هذه		DD/MM/YYYY Seller Name	Search Results	Is Seller covering marketing fees?
الاتفاقية. تأول هذه الاتفاقية لممالج وتكون ملزمة للأطراف ولورثتهم.	Owners Green List		Contract No.	Is Exclusive?
9- Both parties herby undertake to register the agreement of property sale and its allocated parking engages in the DI D within (60) sixty do		Buyer Name	Contract Type Co	ontract A Documents
from the date of signing this agreement , in order to avoid any fines imposed by the Land		Seller Mobile	Name	Notes
Department in the event of not registering the property within the above period.	Your Contract have been submitted	Buyor Mobilo	Creation Date 21/	04/2021 Notes
يتعهد الطرفان بتسجيل عقد بيغ الوحدة والمواقف المخصصة لها لدى دائرة الأراضي والأملاك خلال مدة أقصاها (60)	-9 successfully. Contract number is		Start Date 21/	04/2021 Viewing time is from 3pm-7pm
ستون يوما من تاريخ توقيع هذه الاتفاقيه، تجنبا لآيه غرامات تقرضها الدائرة في حال إخلالهما بذلك.	Please note this number for further communication.	Seller Email	End Date 21/	06/2021 View full Ferms and Conditions
		Buver Email	Status 🖒 A	pproved
I accept the above terms and Conditions			Contract No.	Download Contract
× Cancel		Beset Search	Contract Type Co	entract A
Submit Contract for Approval			Name	Cancel
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