

حكومة دبي
GOVERNMENT OF DUBAI



دائرة الأراضي والأموال
Land Department



Broker's Journey to create Contract A



Steps for Brokers to apply for contract A

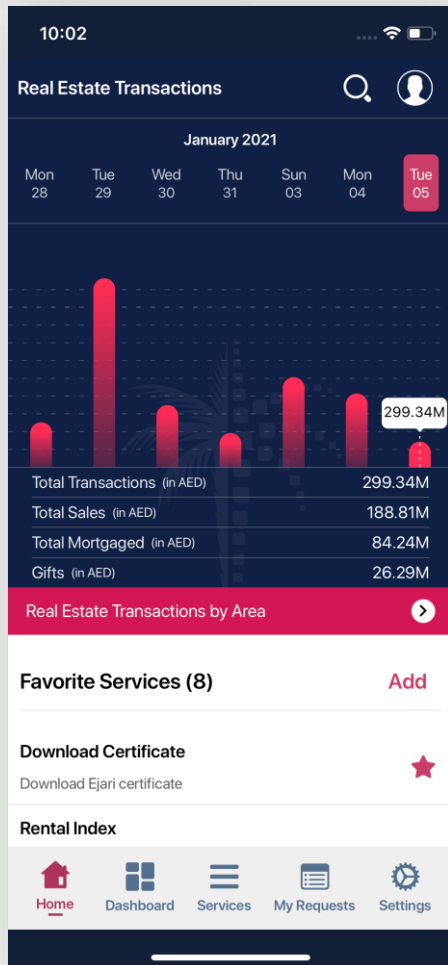
1. Login can be done either from Mobile or Web
 1. Open Dubai REST App
 1. Proceed to Login Screen
 2. Click on Business User
 3. Click on Dubai Brokers
 2. Open Dubai Broker Web Application from <https://dubailand.gov.ae/en/MyDLD/#/login> -> Login to Dubai Broker Application
 1. Click Login to Dubai 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

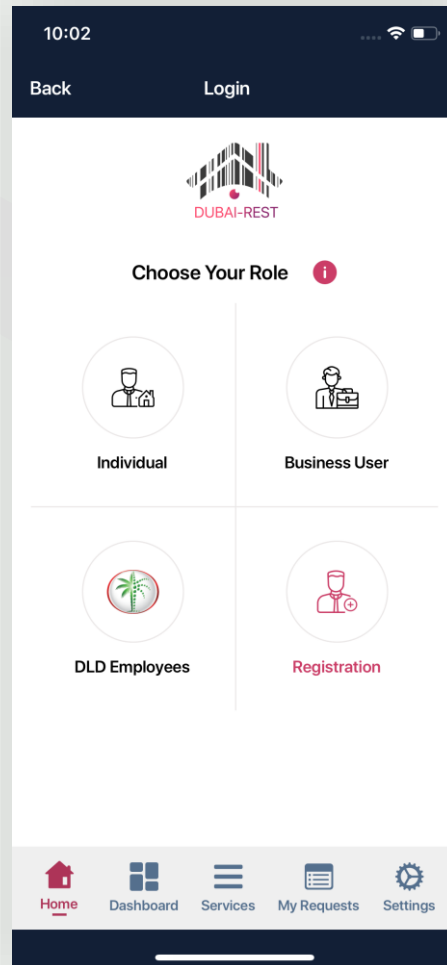
9. Click on Next button
10. Once the Title Deed is validated
11. Input Property details, Click next
12. Verify Owner details and confirm, Click Next
13. Confirm if no Ejari contract exists on the property, Click Next
14. Input Financial details, Click Next
15. Select Commission and Contract duration 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"
25. Your PDF document (Smart Contract) is protected by the open password restriction and will ask you to enter the password immediately

Steps for Brokers to apply for contract A

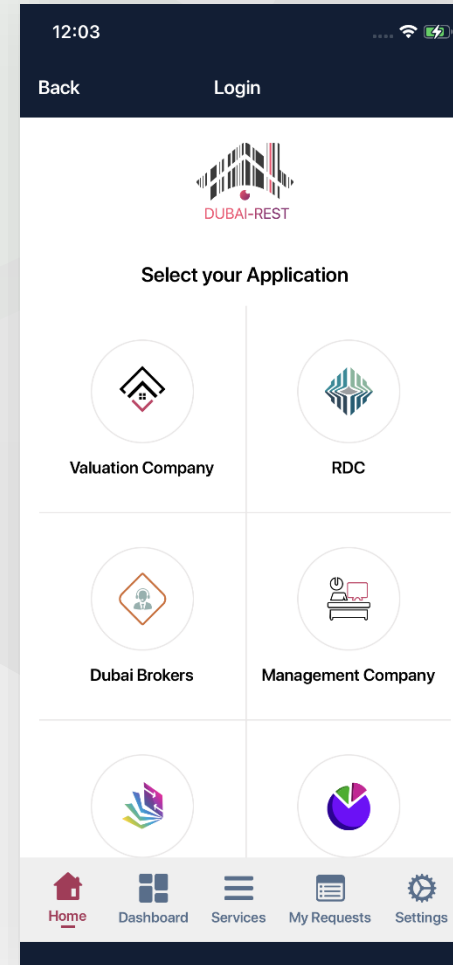
Step 01 – Open Dubai REST App



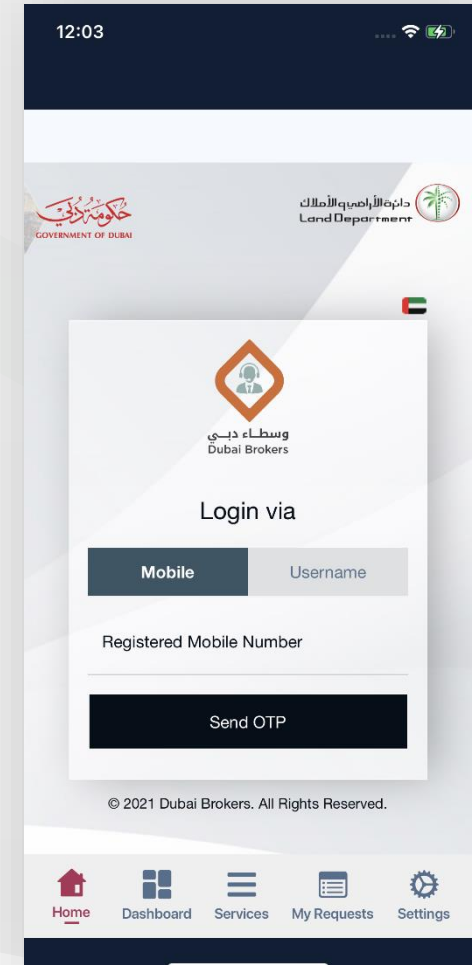
Step 02 – Proceed to Login Screen and click on Business User



Step 03 – Click on Dubai Brokers

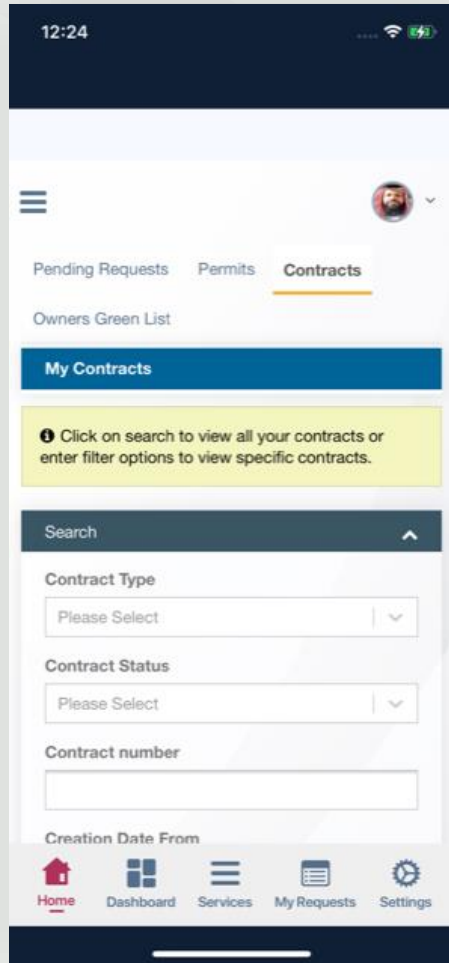


Step 04 – Login in the application

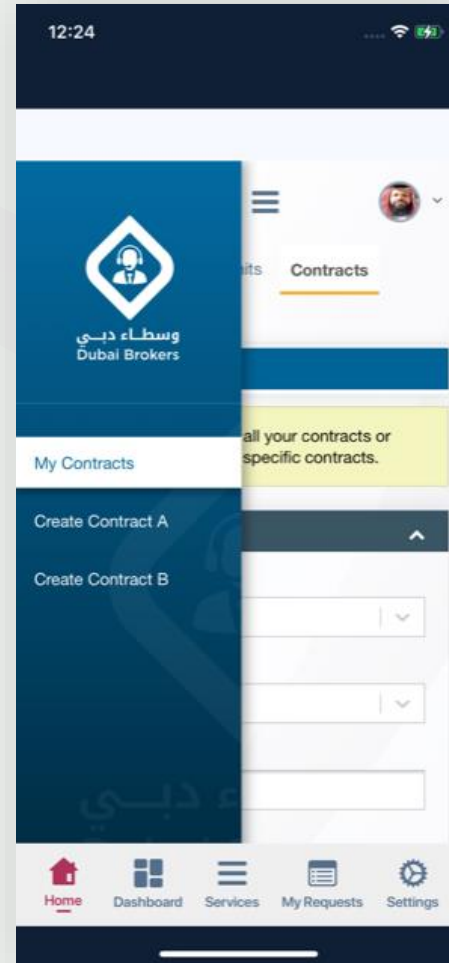


Steps for Brokers to apply for contract A

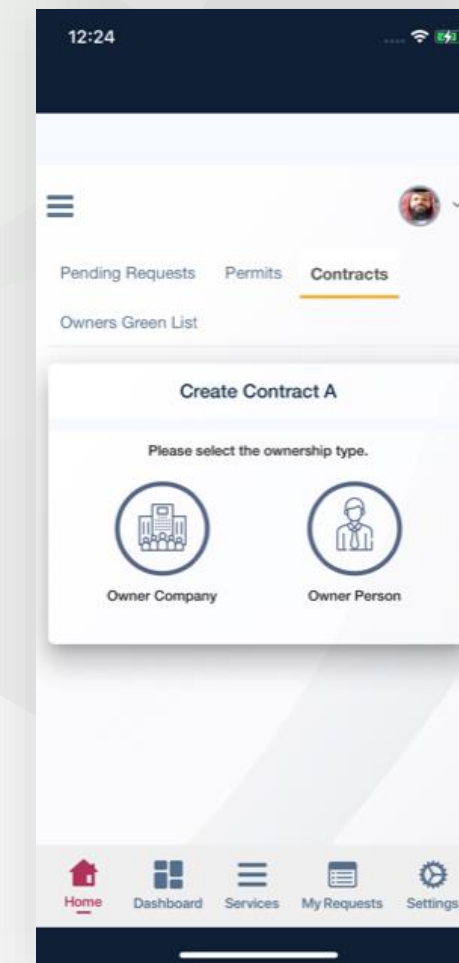
Step 05 – Select Contracts



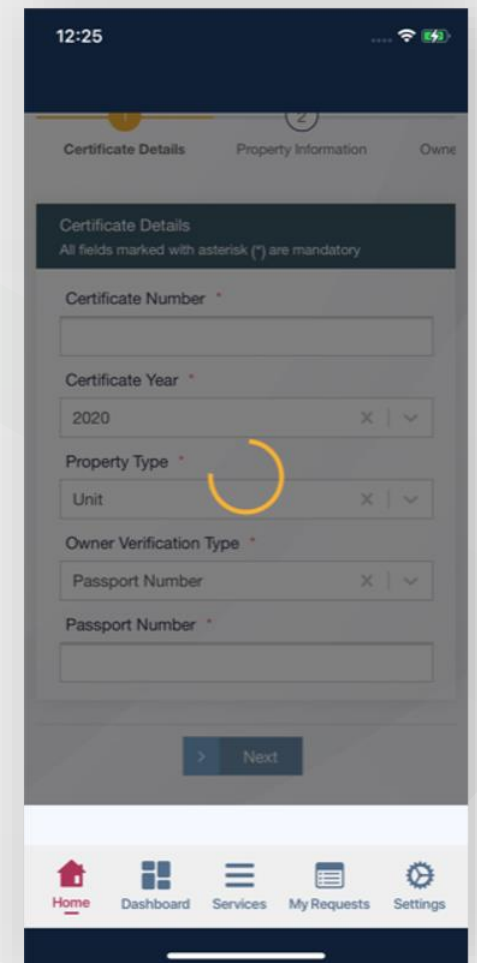
Step 06 – Click on Side Menu to access Contracts options and Click on Create Contract A



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 Certificate Details 2 Property Information

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 Certificate Details 2 Property Information

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

Home Dashboard Services My Requests Settings

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

Home Dashboard Services My Requests Settings

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

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.

1- إن هذه الاتفاقية تعتبر تفويض من مالك العقار لمكتب 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.

2- هذه اتفاقية إلكترونية تعتبر معتمدة متى ما تم اعتمادها و الموافقة عليها من قبل المالك إلكترونياً 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.

3- بموجب هذه الاتفاقية يقر المالك بصحة البيانات المقدمة و بأنه لا توجد أي موانع أو قيود على العقار تمنع إتمام عملية البيع لاحقاً.

4- The owner has the right to cancel this

Home Dashboard Services My Requests Settings

Steps for Brokers to apply for contract A

Step 14 – Confirm Terms and Conditions

12:29

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

9- 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.

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

I accept the above Terms and Conditions


Home Dashboard Services My Requests Settings

Step 15 – Submit for approval

12:29

Pending Requests Permits **Contracts**

Owners Green List



Your Contract have been submitted successfully.

Contract number is [XXXXXXXXXXXX]

Please note this number for further communication.

Home Dashboard Services My Requests Settings

Step 15 – Search for contract

12:48

DD/MM/YYYY

Seller Name

Buyer Name

Seller Mobile

Buyer Mobile

Seller Email


Buyer Email

Home Dashboard Services My Requests Settings

Step 16 – View the contract details

12:48

Search Results

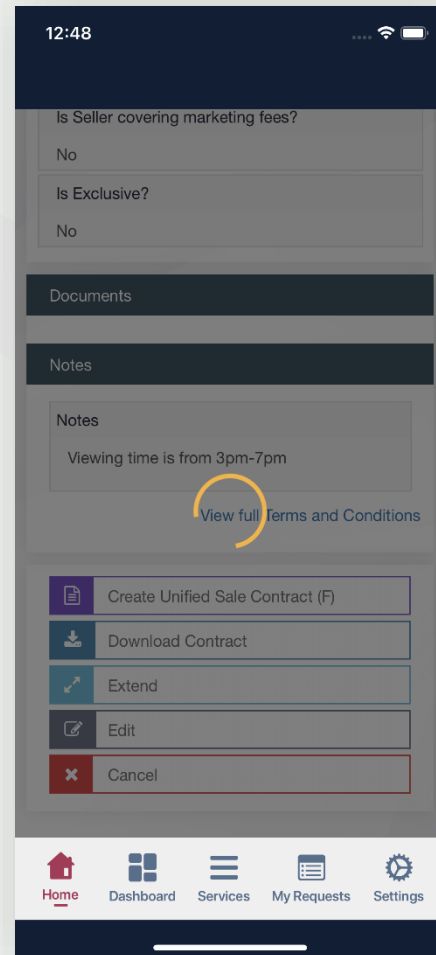
Contract No.	[XXXXXXXXXXXX]
Contract Type	Contract A
Name	[REDACTED]
Creation Date	21/04/2021
Start Date	21/04/2021
End Date	21/06/2021
Status	 Approved

Contract No.	[XXXXXXXXXXXX]
Contract Type	Contract A
Name	[REDACTED]
Creation Date	21/04/2021

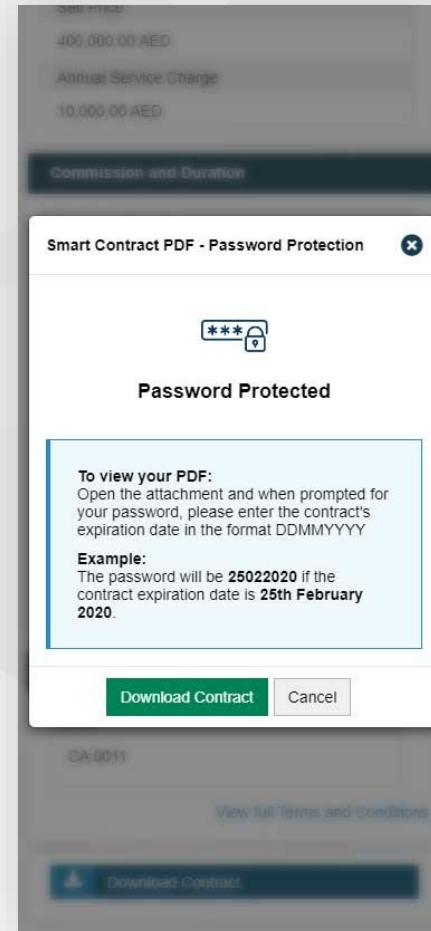
Home Dashboard Services My Requests Settings

Steps for Brokers to apply for contract A

Step 18 – Download the contract by clicking on “Download Contract”



Step 18 - Your PDF document (Smart Contract) is protected by the open password restriction and will ask you to enter the password immediately



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Land Department



**THANK
YOU**

