Broker's Journey to create Contract A

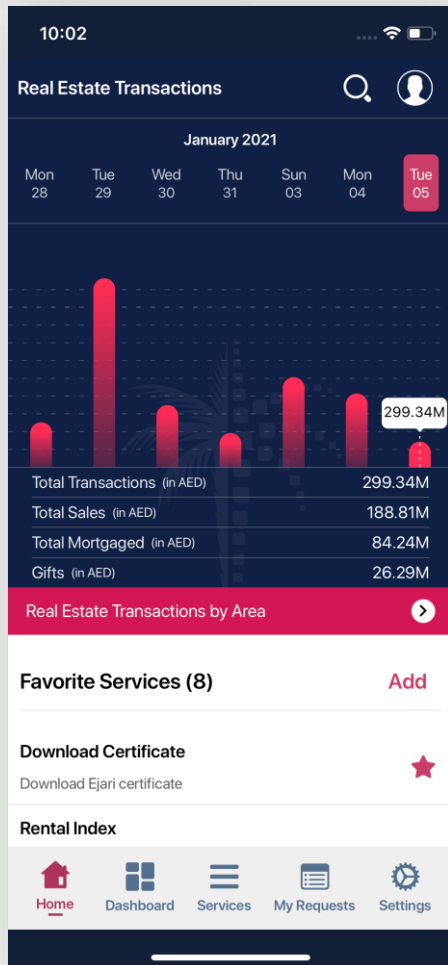# Steps for Brokers to apply for contract A

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**

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
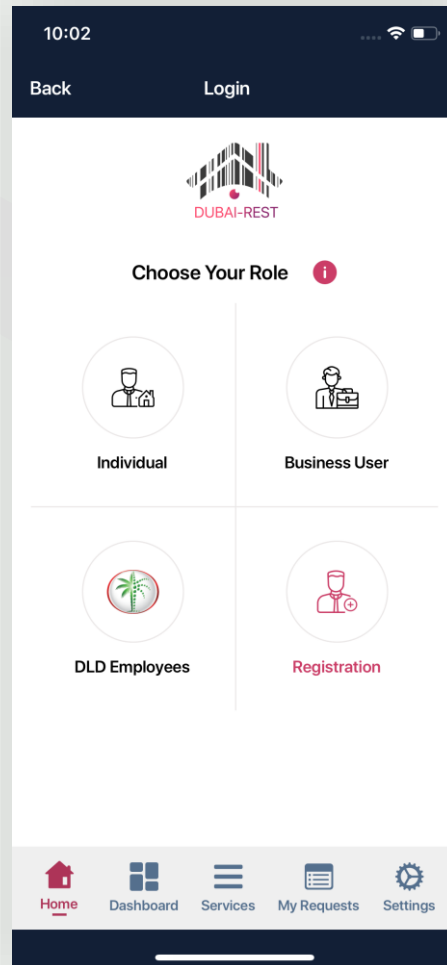
Step 03 – Click on Dubai Brokers
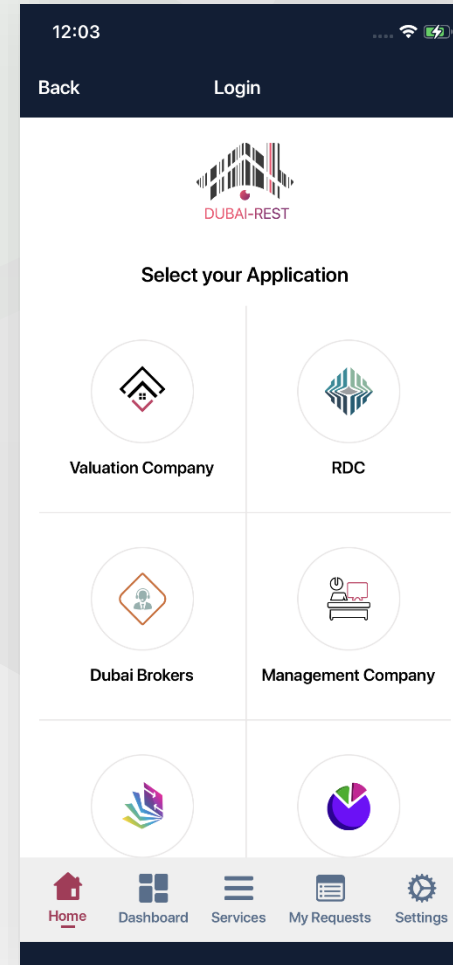
Step 04 – Login in the application
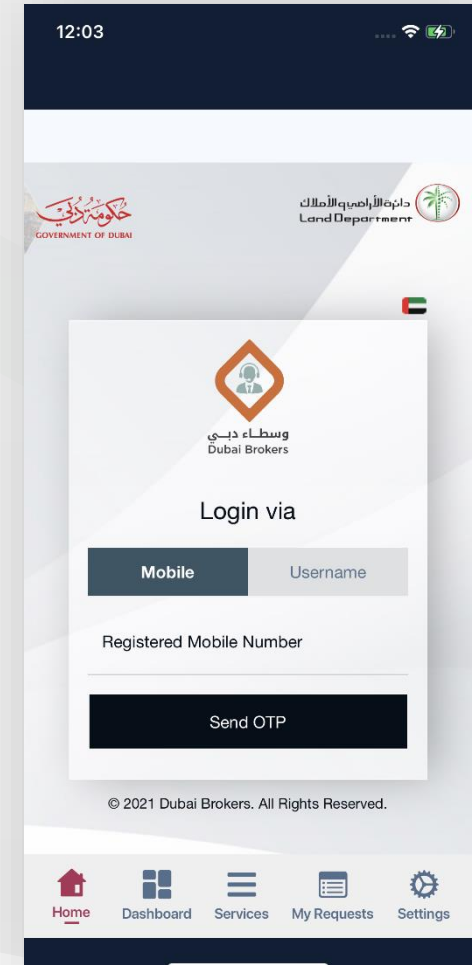
Step 05 – Select Contracts
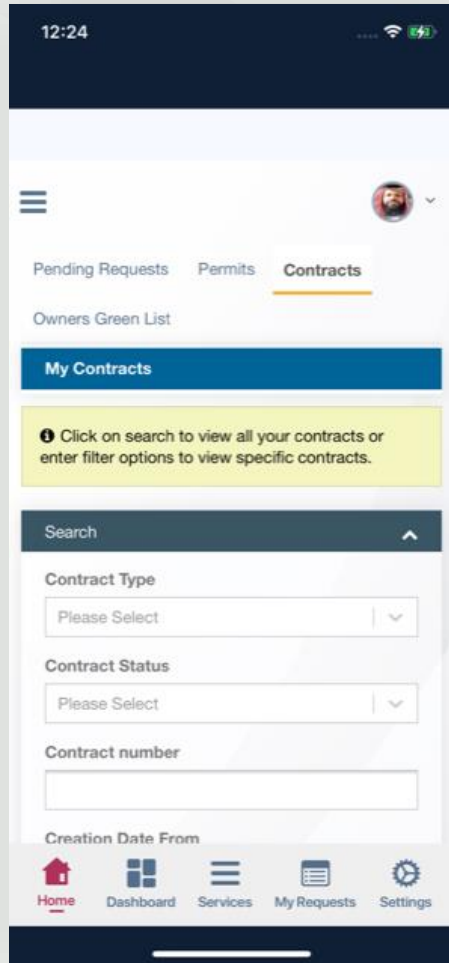
Step 06 – Click on Side Menu to access Contracts options and Click on Create Contract A
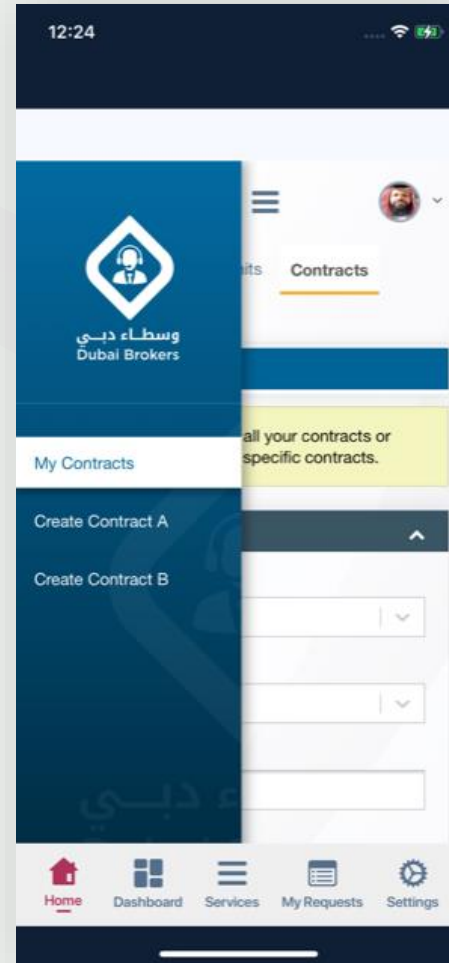
Step 07 – Click on "Owner Type to proceed"
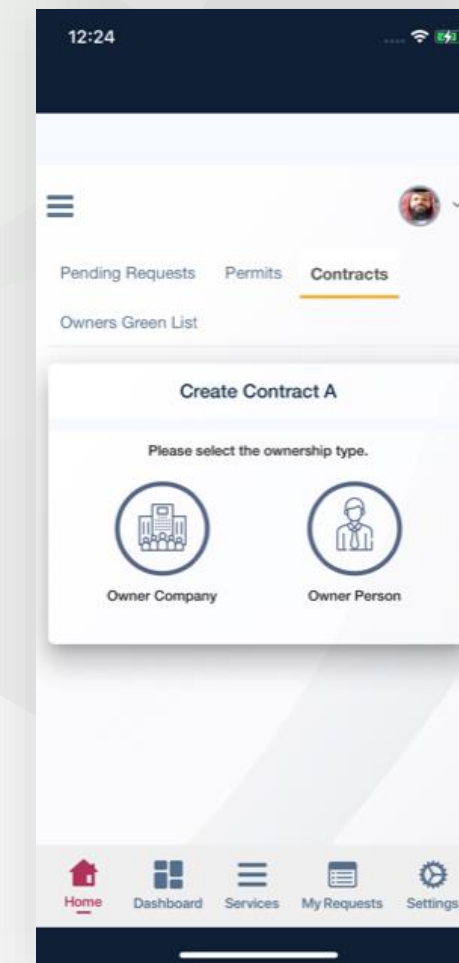
Step 08 – Input Valid/latest Title Deed information
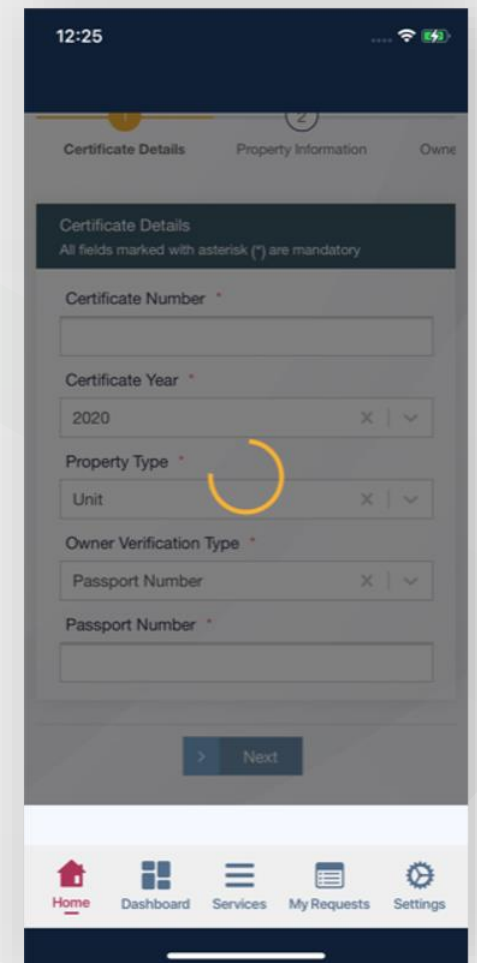
Steps for Brokers to apply for contract A

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

Steps for Brokers to apply for contract A

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

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

Step 13 – Verify all the details in preview

Step 14 – Confirm Terms and Conditions

Steps for Brokers to apply for contract A

Step 14 – Confirm Terms and Conditions

Step 15 – Submit for approval

Step 15 – Search for contract

Step 16 – View the contract details

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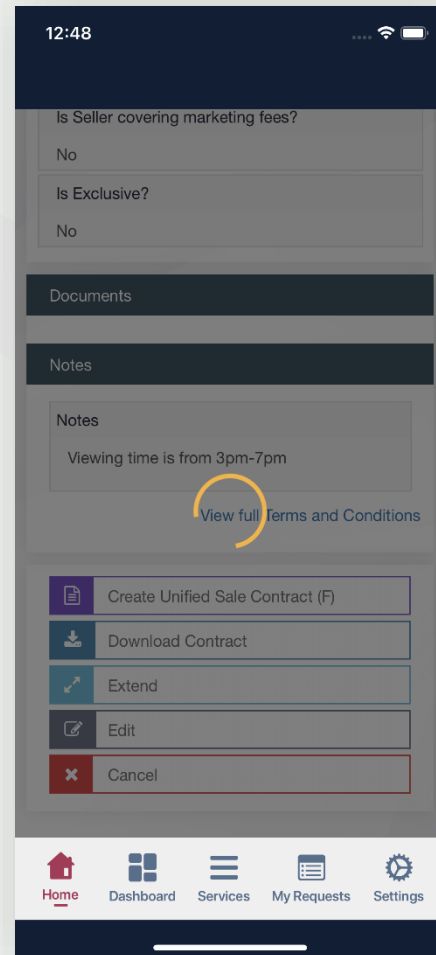
Step 18 - Your PDF document (Smart Contract) is protected by the open password restriction and will ask you to enter the password immediately

THANK YOU