



Broker's Journey to create Contract F



Steps for Brokers to apply for contract F

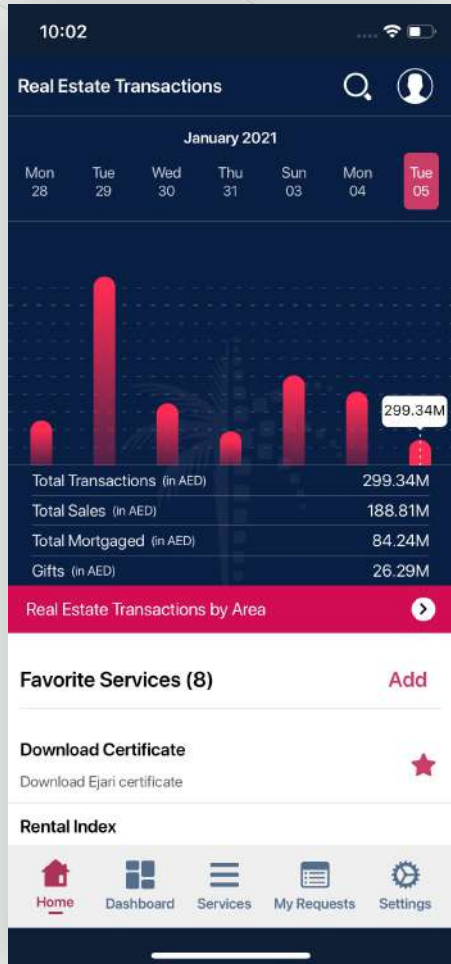
1. Login can be done either from Mobile or Web
 1. Open Dubai REST App
 1. Proceed to Login Screen
 2. Click on Business User
 3. Click on Dubai Brokers
 2. Open Dubai Broker Web Application from <https://dubailand.gov.ae/en/MyDLD/#/login> -> Login to Dubai Broker Application
2. Choose any of the options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

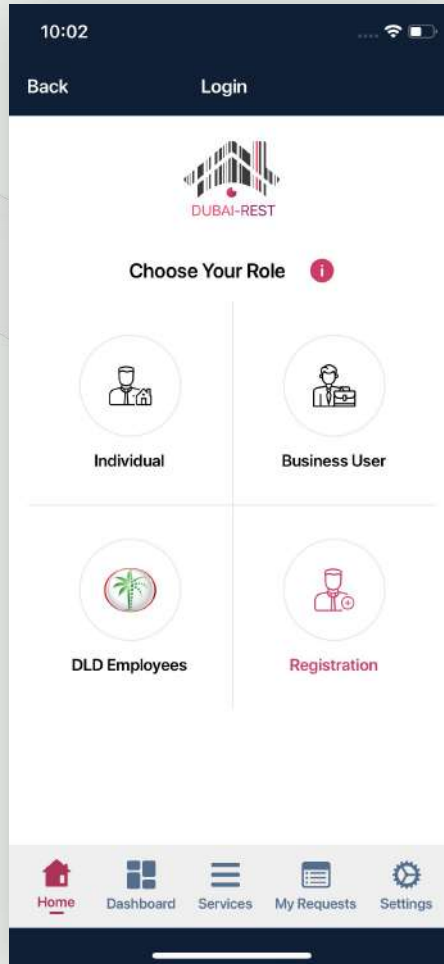
11. **Verify Tenancy Contract information**
12. **Input Financial Details, Click Next**
13. **Input Payment Plan, Click Continue**
14. **Input Contract duration, Click Next**
15. **Verify Seller and Buyer details, Click Next**
16. **Verify DLD fee details, Click Next**
17. **Input Contract Notes, Click 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

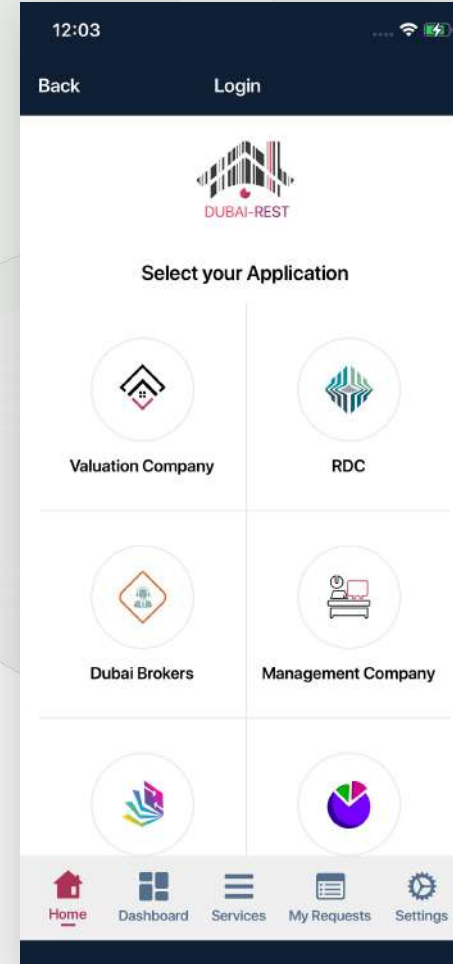
Step 01 – Open Dubai REST App



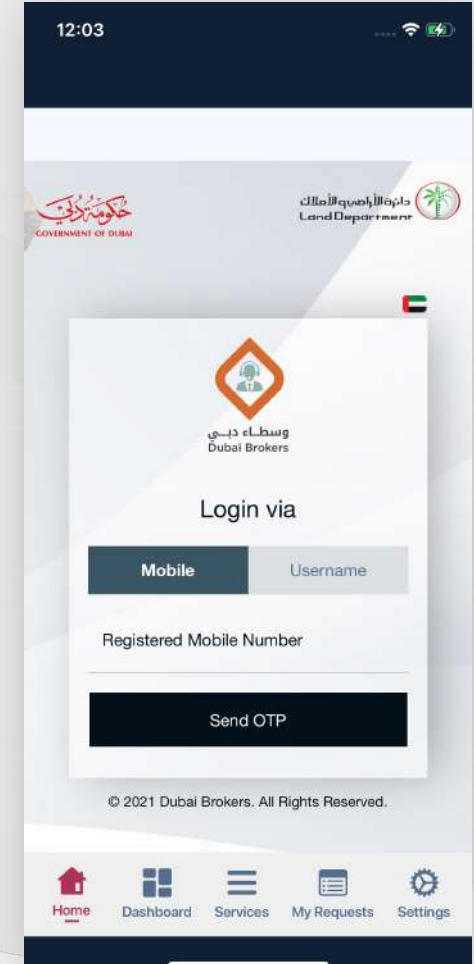
Step 02 – Proceed to Login Screen and click on Business User



Step 03 – Click on Dubai Brokers

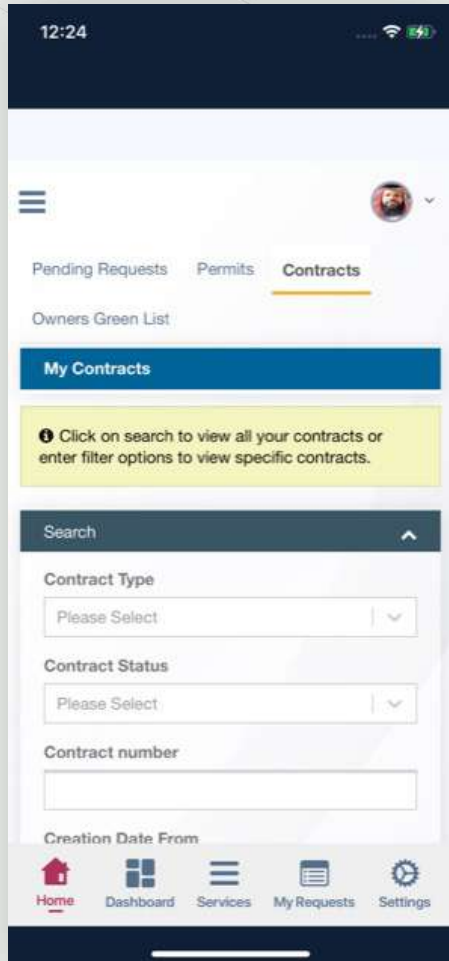


Step 04 – Login in the application

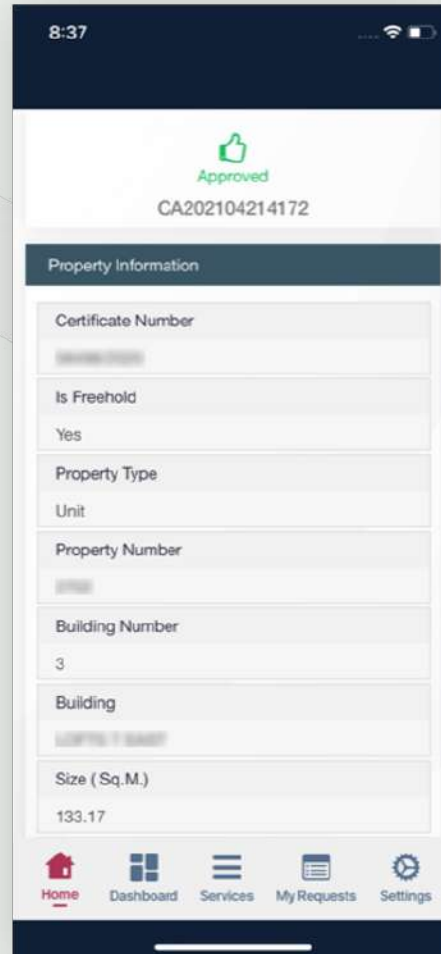


Steps for Brokers to apply for contract F

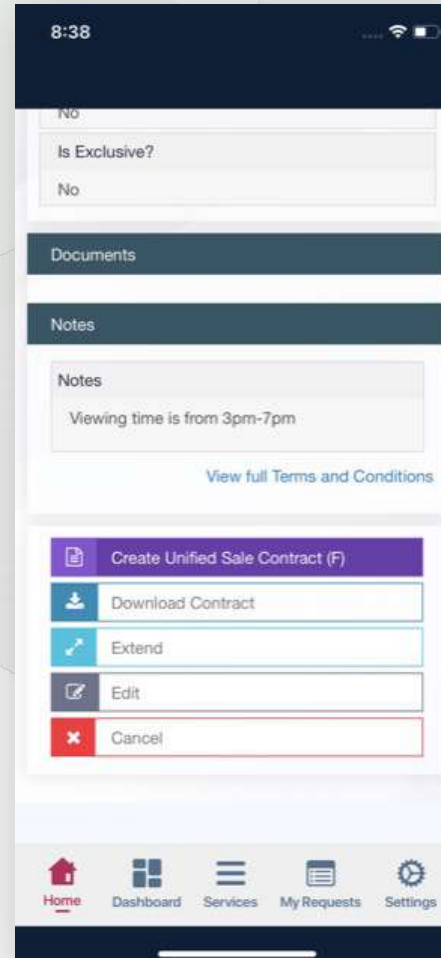
Step 05 – Select Contracts and Search Active Contract A



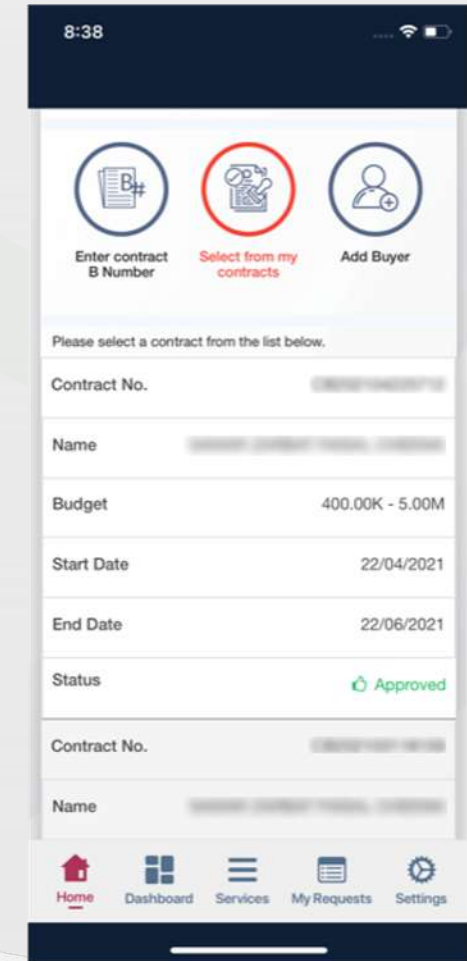
Step 06 – Click on Contract A



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

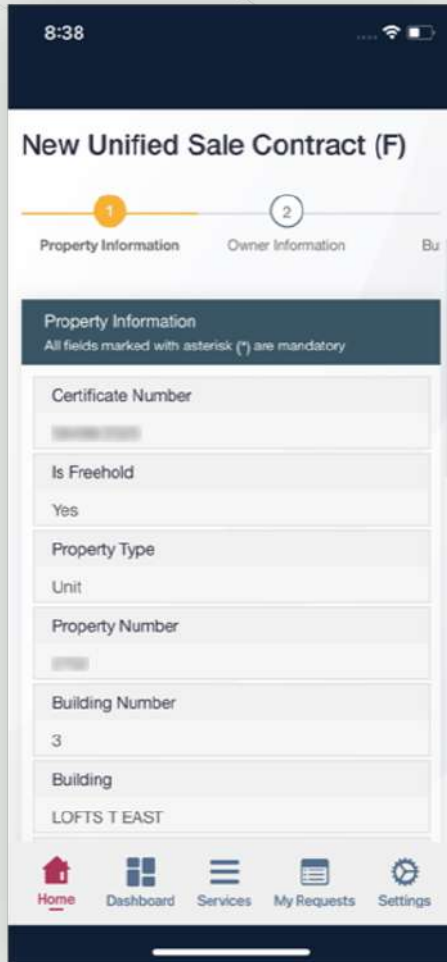


Step 08 – Choose Contract B relation option



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

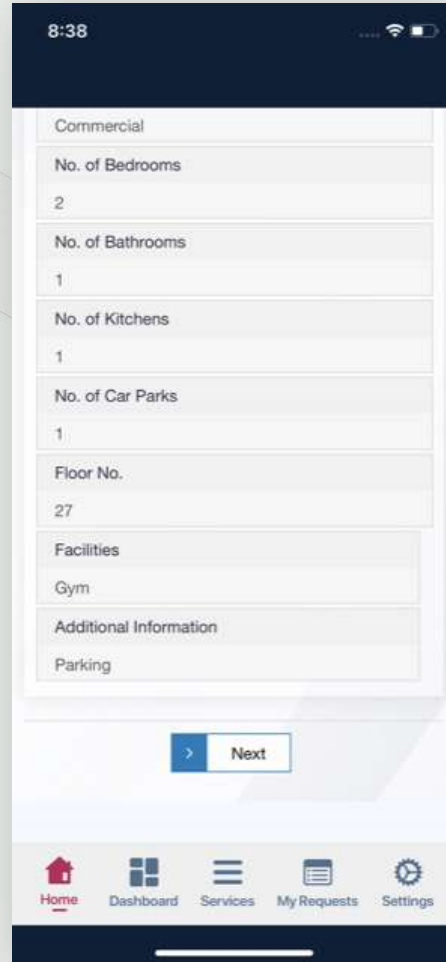
Property Type
Unit

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

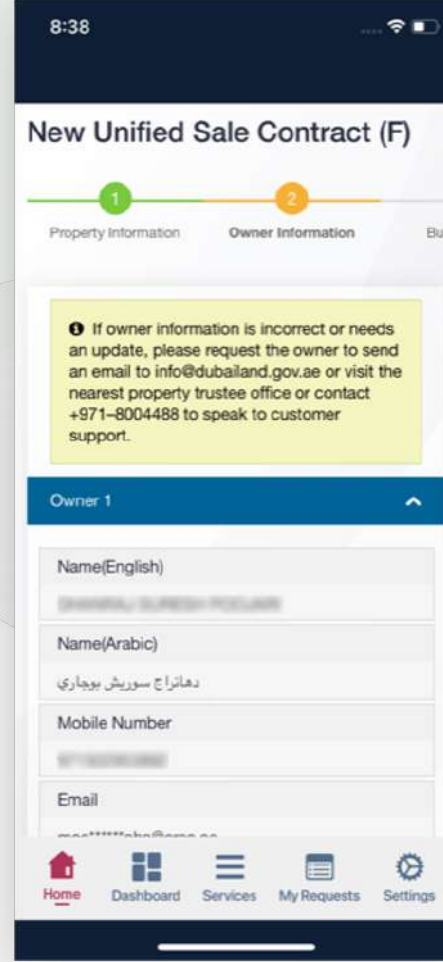
Floor No.
27

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

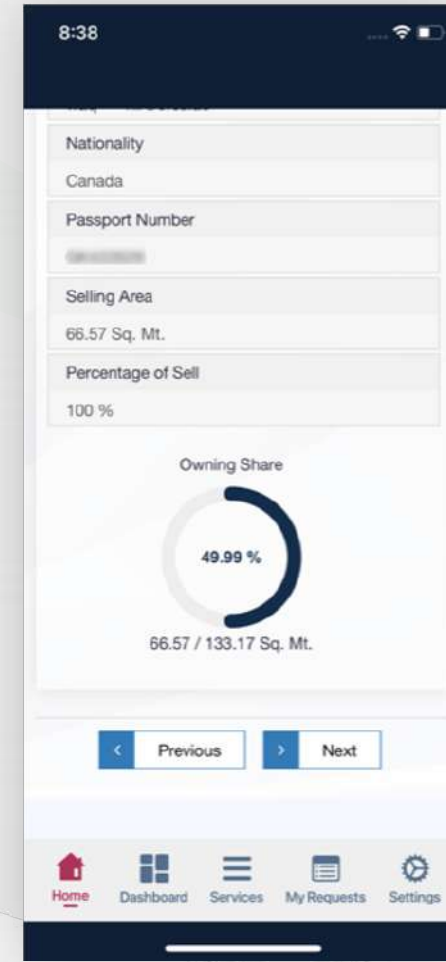
Name(English)
[Redacted]

Name(Arabic)
دهانراخ 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 %

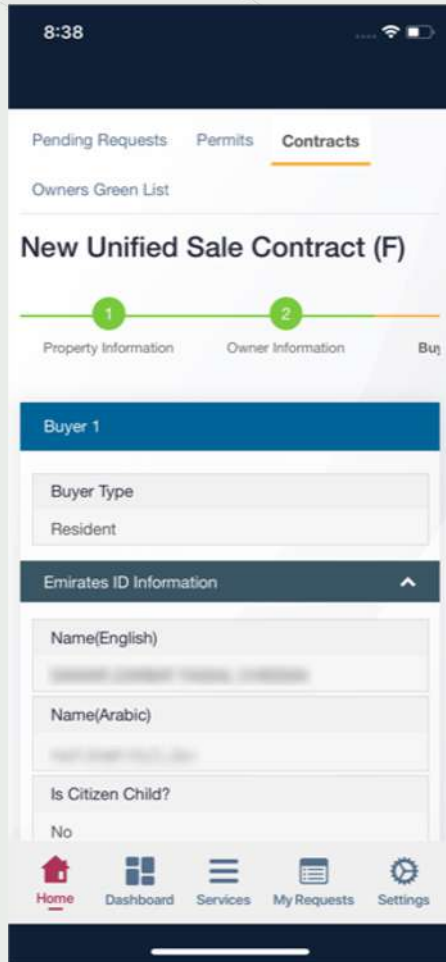
Owning Share
49.99 %
66.57 / 133.17 Sq. Mt.

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

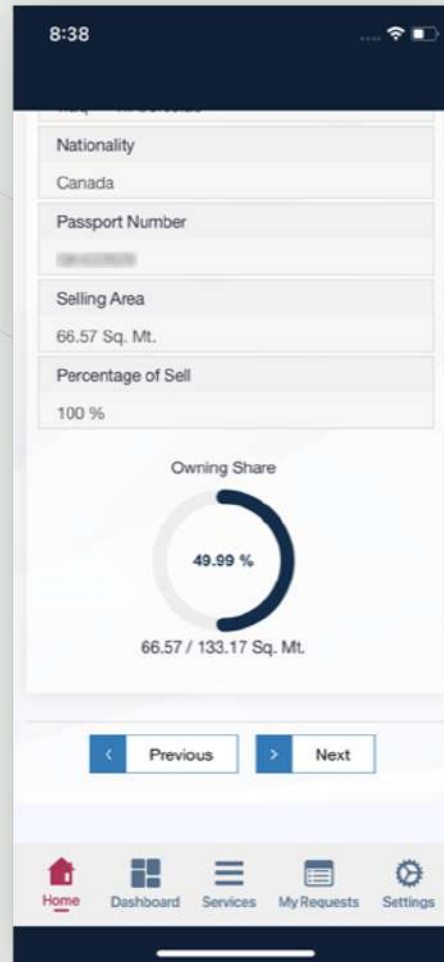
Name(English)
[Redacted]

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 %

Owing Share

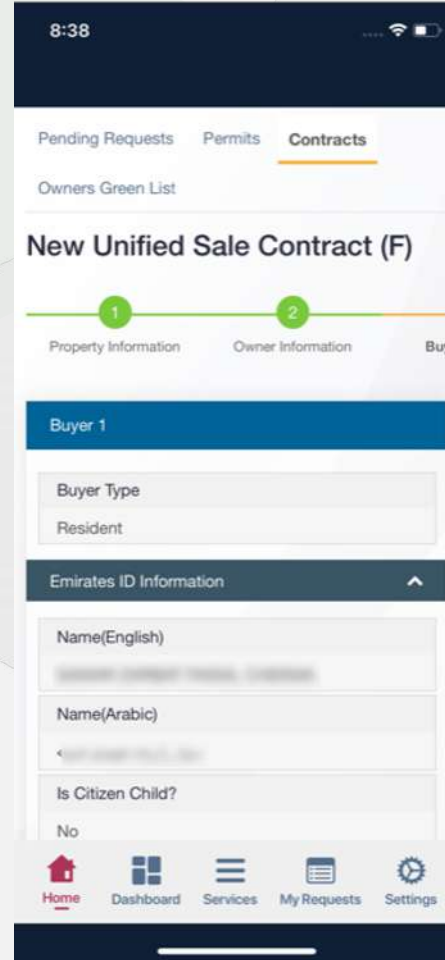
49.99 %

66.57 / 133.17 Sq. Mt.

Previous Next

Home Dashboard Services My Requests Settings

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

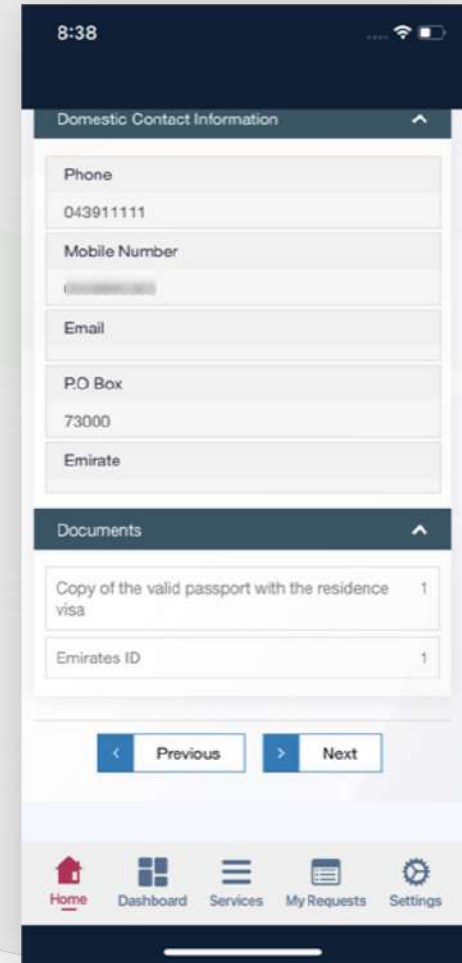
Name(English)
[Redacted]

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

Previous Next

Home Dashboard Services My Requests Settings

Steps for Brokers to apply for contract F

Step 14 – Verify Buyer share, Click Next

Step 15 – Verify Tenancy Contract information, Click Next

Step 16 – Input Financial details, Click Next

Step 17 – Input payment plan, 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%

< Previous > Next

Home Dashboard Services My Requests Settings

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

< Previous > Next

Home Dashboard Services My Requests Settings

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

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 *
[Empty field]

Cheque Date *
DD/MM/YYYY

Bank Name *
Please Select

< 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

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

Previous Next

Home Dashboard Services My Requests Settings

Step 19 – Verify Seller Broker details

8:40

Property Information Owner Information Bu

Seller Broker

Keshava Shanthigrama
Keshava Shanthigrama
Keshava Shanthigrama
Keshava Shanthigrama

Mobile
Email
Office Website Card

Percentage
2 %

Amount
40,000.00 AED

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

Buyer Broker

Home Dashboard Services My Requests Settings

Step 20 – Verify Buyer Broker details

8:40

Buyer Broker

Keshava Shanthigrama
Keshava Shanthigrama
Keshava Shanthigrama
Keshava Shanthigrama

Mobile
Email
Office Website Card

Percentage
2 %

Amount
40,000.00 AED

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

Previous Next

Home Dashboard Services My Requests Settings

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**

