



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





- 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"





Step 03 – Click on Dubai Brokers

Login

DUBAI-REST

Select your Application

SIL

RDC

Management Company

0

Settings

Valuation Company

-

Dubai Brokers

U

Dashboard Services My Requests

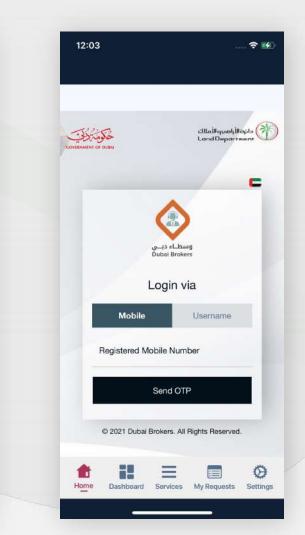
Home

? 14

12:03

Back

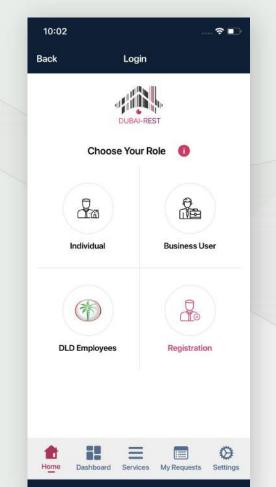
Step 04 – Login in the application



Step 01 – Open Dubai REST App

teal Es	tate Tra	ansactic	ns		Q,	\bigcirc
		Ja	nuary 20	21		
Mon 28	Tue 29	Wed 30	Thu 31	Sun 03	Mon 04	Tue 05
						299.34
Total T	ransactio	ons (in AEC)		299	9.34M
	ales (in A	(ED)			10	8.81M
Total S	ales (in A				10	
		d (in AED)				4.24M
	lortgage				84	4.24M 6.29M
Total M Gifts (fortgage n AED)		s by Area	9	84	
Total M Gifts (Real Es	fortgage n AED) state Tra	d (in AED)		a)	84	5.29M
Total M Gifts (Real Es Favori	fortgage n AED) state Tra	d (in AED) nsaction vices (8		a :	84	6.29M)
Total M Gifts (Real Es Favori	fortgage n AED) state Tra te Serv	nsaction vices ({		a	84	6.29M)
Total M Gifts (Real Es Favori Downloa	Nortgage n AED) te Serr nad Cert	nsaction vices ({		a	84	6.29M)
Total M Gifts (Real Es Favori Downlo	Nortgage n AED) te Serr nad Cert	nsaction vices ({			84	6.29M)

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







Step 05 – Select Contracts and Search Active Contract A

			~
			🕲 ×
anding Requests	Permits	Contracts	
wners Green List		-	
My Contracts			
nter filter options t			
Click on search n inter filter options t Search Contract Type			
nter filter options t Search			
nter filter options i Search Contract Type			
nter filter options f Search Contract Type Please Select			
nter filter options I Search Contract Type Please Select Contract Status	to view spe		

Step 06 – Click on Contract A

8:37	🕆 📭	8:38
	_	No
Approved		Is Exclus
CA2021042141	72	No
Property Information		Documen
Certificate Number		Notes
Second Course		Notes
Is Freehold		Viewing
Yes		with the second
Property Type		
Unit		
Property Number		C C
1718		🕹 D
Building Number		
3		
Building		CZ E
LOFTS TRACT		× 0
Size (Sq.M.)		

Sale Contract (F)
8:38
No
Is Exclusive?
No
Documents

Step 07 – Click on Create Unified

Notes Viewing time is from 3pm-7pm

View full Terms and Conditions

B	Create Unified Sale Contract (F)
ᆂ	Download Contract
1	Extend
Ø	Edit
*	Cancel
Home	Dashboard Services My Requests Setting

Step 08 – Choose Contract B relation option

8:38	~
Enter contract B Number	Select from my Add Buyer contracts
Please select a contract	from the list below.
Contract No.	080010400110
Name	and particular radia, radian
Budget	400.00K - 5.00N
Start Date	22/04/202
End Date	22/06/202
Status	Ó Approve
Contract No.	10000-001-001
Name	





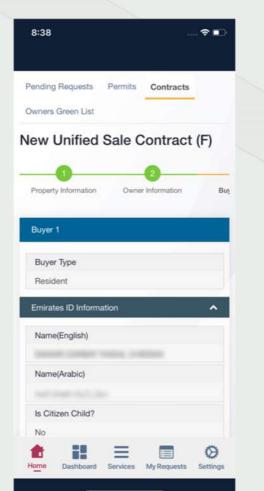
Step 09 - Check all the required steps before proceeding, Click Next

ew Unified Sale Contract (F)	Commercial	New Unified Sale Contract (F)	Nationality
ew onnied Sale Contract (r)	No. of Bedrooms		Canada
(2)_(2)	2		Passport Number
roperty Information Owner Information Bu	No. of Bathrooms	Property Information Owner Information Bu	(and the second s
	1		Selling Area
Property Information	No. of Kitchens	If owner information is incorrect or needs	66.57 Sq. Mt.
All fields marked with asterisk (*) are mandatory	1	an update, please request the owner to send an email to info@dubailand.gov.ae or visit the	Percentage of Sell
Certificate Number	No. of Car Parks	nearest property trustee office or contact +971–8004488 to speak to customer	100 %
10/10/10/	1	support.	
Is Freehold	Floor No.		Owning Share
Yes	27	Owner 1	
Property Type	Facilities	Name(English)	49.99 %
Unit	Gym	Benefits, Scherbert Processing	
Property Number	Additional Information	Name(Arabic)	66.57 / 133.17 Sq. Mt.
	Parking	دماتراج سوريش بوماري	
Building Number		Mobile Number	
3	> Next	an inclusion and	< Previous > Next
Building		Email	
LOFTS T EAST		manteresation Basen an	





Step 10 – Verify Owner details, Click Next



Step 11 – Verify Owner selling share, Click Next

	38 🕈 🗉
N	ationality
C	anada
Р	assport Number
1	
S	elling Area
6	6.57 Sq. Mt.
P	ercentage of Sell
1	00 %
	49.99 % 66.57 / 133.17 Sq. Mt.
	Previous > Next

Step 12 – Verify Buyer information

8:38			
Pending Requests	Permits	Contracts	
Owners Green List			
New Unified	Sale C	Contract	(F)
0		0	
Property Information	Owne	r Information	Bu
Buyer 1			
Buyer Type			
Resident			
Emirates ID Inform	ation		^
Name(English)			
Name(Arabic)			
¢.			
< Is Citizen Child?			
< Is Citizen Child? No			

Step 13 – Click Next

Domestic Contact Information	-
Phone	
043911111	
Mobile Number	
Concession and the	
Email	
P.O Box	
73000	
Emirate	
s a	
Documents	^
Copy of the valid passport with the residen visa	ce
Emirates ID	
Previous > Next	1
Previous Next	1





Step 16 – Input Financial details, Click Next

Owner Information

Divya Shanthigrama Keshava Sha... X V

-

Bu

AED

AED

XIV

Next

Services My Requests

AED

0

Settings

8:39

Property Information

Financial Information

Sell Price

2,000,000.00 Deposit Amount

100,000.00 Escrowee

Deposit Amount

Annual Service Charge

Dashboard

Previous

Loose

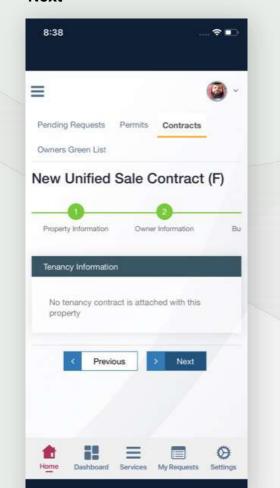
Step 17 – Input payment plan, Click Next

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 *	
Cheque Date *	
DD/MM/YYYY	
Bank Name *	
Please Select	1.4

Step 14 – Verify Buyer share, Click Next

8:38			. ? ∎
			9
Pending R	equests Permits	Contracts	
Owners Gr			
ew U	nified Sale	Contract	(F)
		0	
Property In	Iformation Own	ser Information	Bu
Buyer's S	Share		
SAWA	R ZARBAT FAISAL	CHEEMA : 1009	6
<	Previous	> Next	1/
		/	
t	ii =		Ø
iome (Dashboard Services	My Requests	Settings
	10	100	

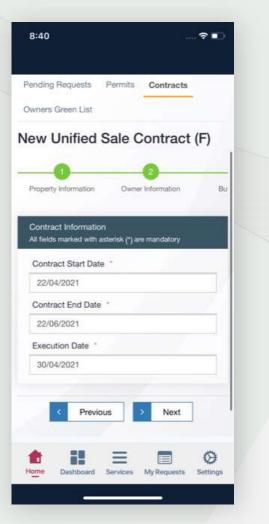
Step 15 – Verify Tenancy Contract information, Click Next



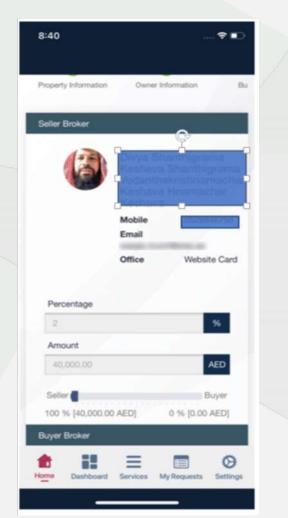




Step 18 – Input Contract duration details, Click Next



Step 19 – Verify Seller Broker details



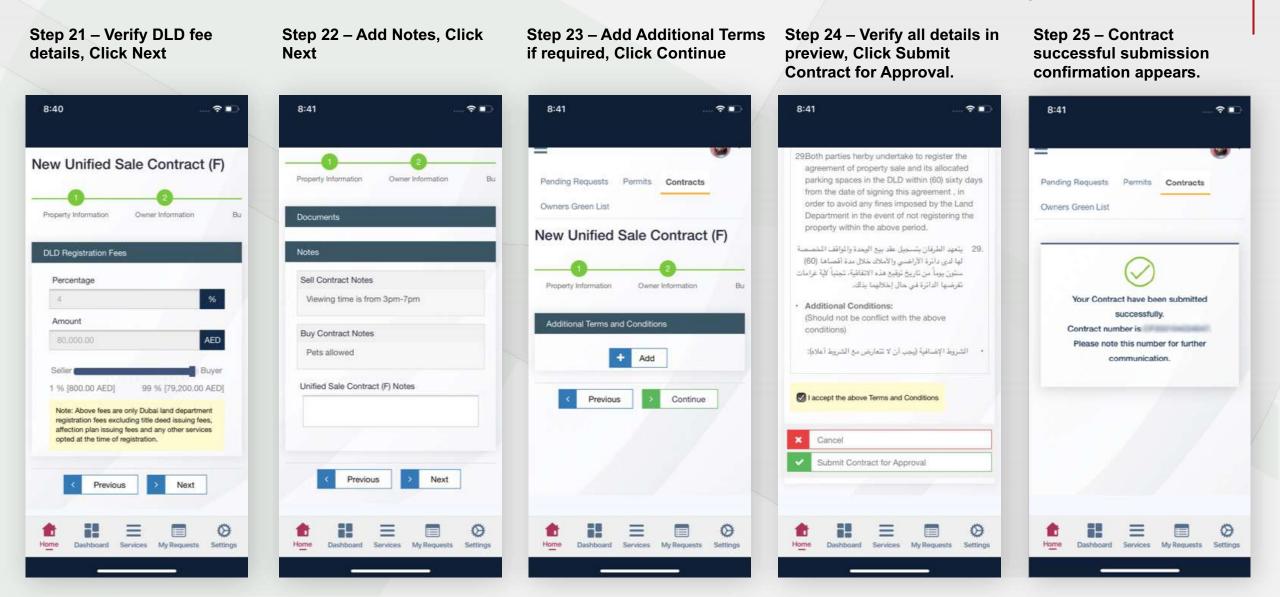
Step 20 – Verify Buyer Broker details

Buyer Broker			
6		a Shariti nava Sha enthakris nava Hos	ligrama inthigrami hnamach imachar
	Mobil Email waqa Office		rs av Website Card
Percentage			
2			- 96
Amount			-
40,000.00			AED
Seller	[D] 1		Buyer 00.00 AED]
< F	Previous	> N	ext



دائرة الأراضيو الأملاك Land Department

Steps for Brokers to apply for contract F







THANK YOU

