

Real Estate Brokerage Practice Guide

Real Estate Regulatory Agency

Real Estate Licensing and Enablement Department

Second Edition 2024

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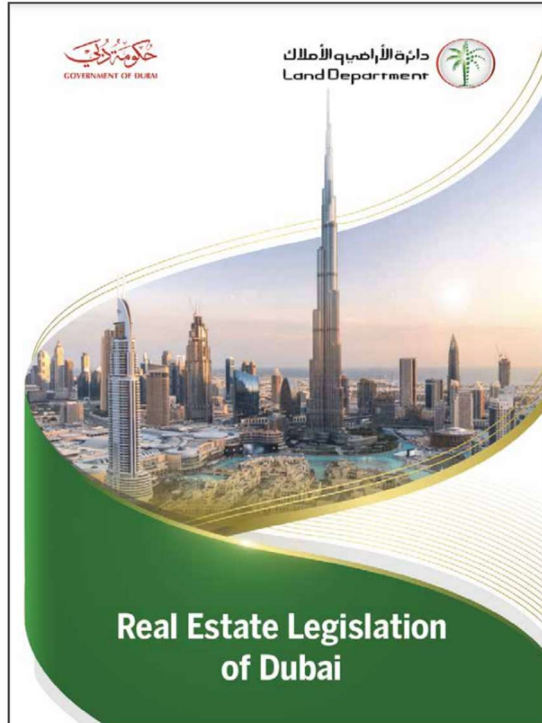
Introduction

The Real Estate Regulatory Agency issued this guide, which contains all the information, laws and procedures relating to the practice of real estate brokerage in Dubai, to raise the efficiency of brokers working in the market. Therefore, we call on all real estate brokers to abide by the contents of this guide to avoid any illegal practices, which will result in legal measures and violations issued against them.

UAE Bylaw No. 85 of 2006 regulating the Real Estate Brokers Register in Dubai

To view the list of real estate brokers, please click on the link below

<https://dubailand.gov.ae/en/about-dubai-land-department/rules-regulations/#/>



Real Estate Circulars

Brokers can view the circulars regarding real estate activities through the following link:
[Real Estate Circulars](#)

  DLD/OUT/2024/0001258	دائرة الأراضي والأموال Land Department 22/04/2024 التاريخ: DLD/OUT/2024/0001258 المرجع:
Circular (10-2024) To: Respected Developers, To: Real Estate Brokers, To: Real Estate Portals, Greetings, Subject: Launching a new service for real estate permits RERA appreciates your ongoing cooperation. In order to govern real estate advertisements and provide more credibility to them, a service has been launched to obtain permits for unsold units in real estate projects starting from today. This applies to all developers or brokers interested in marketing units in projects that are being off-plan. They must obtain permits for these units that are intended for sale. As for brokers, they must attach a no object letter (NOC) from the developers specifying the units along with the unit price. We appreciate your continued cooperation. Below are the steps of the new permit and how to obtain it through the Trakheesi system. Best Regards,	تعميم (10-2024) المحترمين المحترمين المحترمين السادة المطورين العقاريين السادة / الوسطاء العقاريين السادة / المنصات العقارية تحية طيبة وبعد الموضوع: إطلاق خدمة جديدة للتصاريح العقارية بداية تمديكم مؤسسة التنظيم العقاري أطيب التحايا وشكر لكم تعاونكم الدائم معنا. بالإشارة إلى الموضوع أعلاه ومن منطلق حوكمة الإعلانات العقارية واعطاء المزيد من المصداقية للإعلانات العقارية فقد تم إطلاق خدمة الحصول على تصريح للوحدات الغير مبيعة بالنسبة للمشاريع العقارية. فعليه اعتباراً من تاريخه على جميع المطورين أو الوسطاء الراغبين بتسويق الوحدات في المشاريع التي تباع على الخارطة الحصول على التصريح لهذه الوحدات المراد بيعها وبالنسبة للوسطاء يجب ارفاق رسالة عدم ممانعة من المطور معحدداً فيه الوحدات مع سعر الوحدة. مقدرين تعاونكم الدائم معنا... مرقياً أدناه نسخة من التصريح الجديد وآله الحصول على التصريح من خلال نظام تراخيستي. وتفضلوا بقبول فائق الاحترام والتقدير

علي عبدالله آل علي
مدير أول إدارة الرقابة العقارية



هاتف: 8094488 • فاكس: 9714 232 2251 • B.O. Box 1166, Dubai, U.A.E. • بريد إلكتروني: info@dubailand.gov.ae • E-mail: info@dubailand.gov.ae • Website: www.dubailand.gov.ae

Ethics of practicing the profession

All licensed real estate brokers must adhere to the ethics of practicing the profession, including:

1. Adhering to fair treatment
2. Employing respect in all procedures
3. Maintaining privacy
4. Honesty and uprightness
5. Applying quality control
6. Ensuring integrity
7. Committing to society
8. Maintaining the interests of the contracting parties
9. Preserving all documents
10. Respecting the regulations and procedures of Dubai Land Department.

Smart marketing and sales contracts (A, B, F)

The Real Estate Regulatory Agency has provided smart marketing contracts based on Dubai government's vision of the smart transformation of all provided services. Therefore, real estate brokers must commit to using smart contracts for real estate marketing and sales:

Contract A: An agreement to market a property between the seller and the real estate brokerage.

Contract B: An agreement of desire to purchase a property between the buyer and the real estate broker

Contract F: An agreement to sell a property between the seller and the buyer

To learn how to use smart contracts, please visit the following link:

[smart contracts](#)

The screenshot displays the 'Unified Sell Contract (F)' form within the Dubai Land Department's system. The interface is bilingual, with Arabic on the left and English on the right. The form is divided into several sections:

- Contract Information:** Includes fields for Contract Number (CF202411188158), Start Date (18/11/2024), Title Deed # (270198/2015), Seller Broker Commission (AED 40000), and Created Date (18/11/2024). It also shows the status as 'Active' and the end date as 18/01/2025.
- Owner Details:** Includes fields for Seller Name, Signature Date (18/11/2024 10:55 PM), and Selling Share (73.73%).
- Buyers Share Details:** Includes fields for Buyer Name, Buying Share (73.73%), and Buying Share Percentage (100.00%).
- Person Details:** Includes fields for Person Type (Resident), Contract Signature Date (18/11/2024 11:47 PM), and Buyer Name.

Smart Systems Being Used

The Real Estate Regulatory Agency has automated all the programmers and services of real estate brokers to facilitate services and communication with the agency through the following systems:

Trakheesi :

The Trakheesi system provides services relating to real estate licenses and permits: issuing professional practice cards and office registration certificates, as well as receiving and responding to any violations or warnings issued to the company. The system can be accessed through DLD's website: <https://trakheesi.dubailand.gov.ae/>



The Dubai REST app:

The Real Estate Regulatory Agency provides the Dubai REST app, which all real estate brokers are required to download as it contains real-estate-broker data, smart sales and marketing contracts, and the green list, in addition to details pertaining to off-plan projects and many other services.



Real Estate Permits

The Real Estate Regulatory Agency has issued regulations and guidelines for real estate permits for marketing and promotion of properties, where real estate brokerages must obtain a permit for any real estate advertisement or marketing material through the Trakheesi system. Additionally, the permit number must be displayed on the ad:

This service allows you to apply for a real estate advertisement permit, including:

1. Newspaper ads
2. SMS ads
3. Outdoor Ads
4. Vehicle ads
5. Print ads
6. Electronic ads
7. Billboards
8. Promotional campaigns
9. Open days
10. Classified ads
11. The organising of real estate exhibitions
12. Project launch ceremonies
13. Real estate promotion platforms
14. Real estate seminars

دائرة الأراضي والأماكن Land Department		Real Estate Permit تصريح عقاري	
Client Name	LITTLE HOMES REAL ESTATE LLC	الاسم	شركة ليتل هومز ريال إстейت
Greeting	Dear Sir,	الترحيب	السيد المحترم،
Permit Details	Permit No. 131102025	تفاصيل التصريح	رقم التصريح: 131102025
Trade Name	LITTLE HOMES REAL ESTATE LLC	اسم التجارة	شركة ليتل هومز ريال إстейت
License Authority	Dubai Economics Department	سلطة الترخيص	إدارة الاقتصاد بدبي
License No.	1413815	رقم الترخيص	1413815
Permit Type	Electronic Advertisement	نوع التصريح	إعلان إلكتروني
Transaction No.	13104	رقم المعاملة	13104
Issue Date	13/1/2024	تاريخ الإصدار	13/1/2024
Start Date	13/1/2024	تاريخ البداية	13/1/2024
Expiry Date	13/1/2025	تاريخ الانتهاء	13/1/2025
Permit Number		رقم التصريح	131102025
This certificate is issued by electronic service without stamp or signature to verify it please visit website: trakheesi.dubailand.gov.ae		هذا التصريح صادر عن خدمة إلكترونية بدون ختم أو توقيع للتحقق منه يرجى زيارة الموقع الإلكتروني: trakheesi.dubailand.gov.ae	
Important Notes This permit was issued at the request of the company / institution (applicant). The applicant acknowledges that he has read, signed and is committed to the terms and conditions set out in the notification of the applicant's request for the permit and understands the legal proceedings will be taken against him.		ملاحظات هامة هذا التصريح صادر بناءً على طلب الشركة / المؤسسة (المتقدم). المتقدم يقر بأنه قد قرأ، وقع وأقر بالتزامه بالشروط والأحكام الواردة في إشعار الطلب، ويعلم بأن الإجراءات القانونية ستتم اتخاذها ضده في حالة انتهاك هذه الشروط.	
MLO Number Must Be Added In The Advertisement		يجب إضافة رقم MLO في الإعلان	
Developer number and project number Must Be Added In The Advertisement		يجب إضافة رقم المطور ورقم المشروع في الإعلان	

Contact Number: 09718004438 Address: Dubai Land Department, Rakeez Road, P.O. Box: 1188, Dubai, UAE
www.dubailand.gov.ae

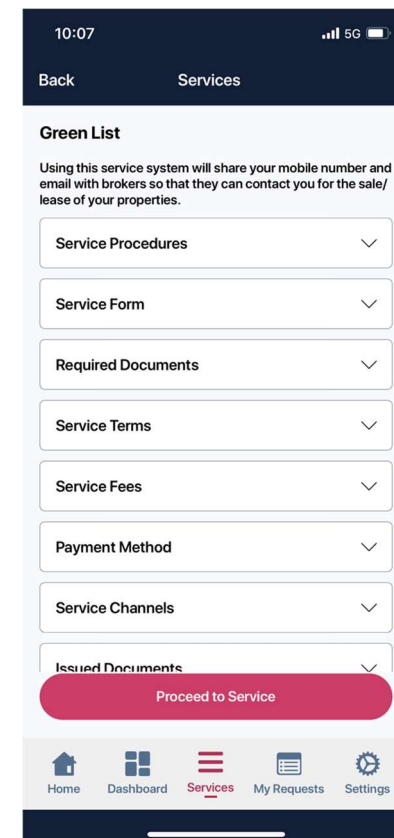
الرجاء الاتصال برقم الهاتف: 09718004438 العنوان: إدارة الأراضي والأماكن، شارع راكيز، صندوق بريد: 1188، دبي، الإمارات العربية المتحدة
www.dubailand.gov.ae

The Green List

The Real Estate Regulatory Agency has provided this service to all real estate brokers via the Dubai REST app. It enables brokers to find out the phone numbers and e-mail addresses of registered real estate owners. Brokers are not allowed to contact owners not registered as part of the green list, and if a broker should contact anyone not on the green list, a violation will be issued and their operations will be suspended in the event of a complaint or a report against them by an investor or a client

To register and be on the green list, please click the link below:

[Green List](#)



Standards for classification of real estate brokerage offices and brokers

Towards creating healthy competition among real estate brokers and raising the efficiency of services provided to customers, the Real Estate Regulatory Agency has classified brokerage offices and brokers via approved standards. All brokers must aim for a five-star rating or the golden category.

For classification criteria, visit the attached link:

[Office classification](#)

[Broker classification](#)

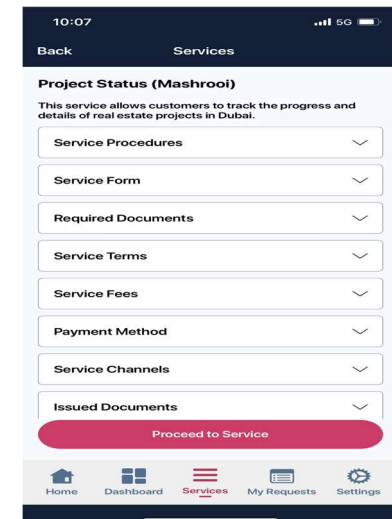


Marketing Mechanism for Off-plan Projects

All real estate brokers wishing to market real estate projects being sold off-plan are required to ensure licensing and registration of the project with the Real Estate Regulatory Agency. They must also ensure that there is an escrow account associated with the project, instructing buyers to only deposit amounts towards properties in their respective escrow accounts.

There must also be a marketing contract between the developer and the real estate brokerage office.

To validate that a project is licensed and registered, log on to the Dubai REST app - Mashrooi.



Amicable Settlement Contract (F)

The Real Estate Regulatory Agency has provided a service to assist real estate brokers in resolving disputes relating to contract (F). Should the contracting parties reach an agreement by submitting the application through the Trakheesi system, the concerned department will hold a meeting to discuss the breach and try to reach an amicable settlement between the parties. In the event that an amicable solution is not reached between the parties, the parties must resort to the judicial authorities to settle the dispute.

Real Estate Registration Trustee Offices Concerned with Real Estate Sales

All real estate sales are handled through real estate registration trustee offices representing Dubai Land Department in the sales registration process. To find out the names and areas of real estate registration trustee offices, please click on the following link

[Real Estate Registration Trustee offices](#)

All brokers are mandated to use electronic contracts to record real estate sales transactions.

Real estate services trustee offices

All real estate services are carried out through the real estate services trustee offices representing Dubai Land Department in the process of registering lease contracts, issuing a to whom it may concern certificate, and other real estate services. To find out the names and areas of real estate Service trustee offices, please click on the following link

[Real estate services trustee offices](#)

Dubai Real Estate Brokers Program

The program aims to train and qualify young nationals and empower them to take advantage of job opportunities in the field of real estate brokerage and enhance their role in the growth and leadership of the real estate sector in the Emirate of Dubai

[Dubai Real Estate Brokers Program](#)

How to Obtain a Real Estate Broker Card

- A real estate licence must be first be obtained from the licensing authorities.
- The license must be registered in the Trakheesi system, which is located on Dubai Land Department's website.
- An application for a broker card must be submitted through the Trakheesi system.
- Once the fees are settled, the electronic card will be issued.

رخصة تجارية
Commercial License

License Details / تفاصيل الرخصة

License No.	1509537	رقم الرخصة
Company Name	WEALTHSTONE REAL ESTATE LLC	اسم الشركة
Business Name	WEALTHSTONE REAL ESTATE LLC	الاسم التجاري
License Category	Dep. of Economic Development	فئة الرخصة
Legal Type	Limited Liability Company - Single Owner (LLC - SO)	الشكل القانوني
Expiry Date	29/05/2026	تاريخ الانتهاء
DAB D-U-N-S #	No	رقم الرخصة الأم
Register No.	2611839	رقم التسجيل التجاري
Main License No.	1509537	رقم الرخصة الأم
DCI No.	618711	عقدية العقدة

License Members / انشراح

Share / الحصص	Role / السلة	Nationality / الجنسية	Name / اسم	رقم الشخص
100.00%	Shares Owner	India / الهند	بارت جايش كومار كورديا	1869645
	Manager	India / الهند	PARTH JAYESHKUMAR KORDIA	1869645
		India / الهند	PARTH JAYESHKUMAR KORDIA	1869645

License Activities / نشاط الرخصة التجارية

Activity	Status	الحالة
Leasing Property Brokerage Agents *	Inactive	غير فعال
Real Estate Buying & Selling Brokerage *	Inactive	غير فعال

Address / العنوان

Phone No. 971-55-2198266
Fax No. 971-55-2198266
Mobile No. 971-55-2198266

Print Date 30/05/2025 17:50 تاريخ الطباعة

Now you can renew your trade license by sending a text message (SMS). Send your trade license

Trakheesi System

BEVEN OCEAN REAL ESTATE (L.L.C.)

License

Application No. 94603202

Issue Date 09/10/24

Expiry Date 09/10/25

Broker Card

بطاقة وسيط عقاري

Card Number 9742

Classification 5 Stars

Name SALZEN HAFID HAFID HAJI AZIZ AHMED

Office Name AION & TRUL REAL ESTATE BROKER L.L.C

Issue Date 19/06/2024

Expiry Date 30/06/2025

Activities Real Estate buying & selling Brokerage

Leasing Property Brokerage Agents



Forms

Domain: Real Estate Mathematics Sample 1

1. The service charge rate for a suite area is AED 8 per sqft. If the service charge rate for a balcony is 25% of the suite area service charge rate, what is the service charge for a balcony with an area of 16 sqm?

Calculation Steps:

Step 1. Convert the area of the balcony from square meters to square feet since the service charge rate is given in AED per square foot.

$$1 \text{ sqm} = 10.764 \text{ sqft}$$

$$\text{Area of balcony} = 16 \text{ sqm} * 10.764 \text{ sqft/sqm} = 172.224 \text{ sqft}$$

Step 2. Calculate the service charge rate for the balcony.

$$\text{Balcony service charge rate} = 25\% * \text{AED 8 per sqft} = \text{AED 2 per sqft}$$

Step 3. Calculate the service charge for the balcony.

$$\text{Service charge for balcony} = \text{Area of balcony} * \text{Balcony service charge rate}$$

$$\text{Service charge for balcony} = 172.224 \text{ sqft} * \text{AED 2/sqft} = \text{AED 344.44}$$

Domain: Real Estate Mathematics Sample 2

2. The service charge rate for a suite area is AED 8 per sqft. If the service charge rate for a balcony is 25% of the suite area service charge rate, what is the service charge for a balcony with an area of 10 sqm?

Calculation Steps:

Step 1. Convert the area of the balcony from square meters to square feet since the service charge rate is given in AED per square foot.

$$1 \text{ sqm} = 10.764 \text{ sqft}$$

$$\text{Area of balcony} = 10 \text{ sqm} * 10.764 \text{ sqft/sqm} = 107.64 \text{ sqft}$$

Step 2. Calculate the service charge rate for the balcony.

$$\text{Balcony service charge rate} = 25\% * \text{AED } 8 \text{ per sqft} = \text{AED } 2 \text{ per sqft}$$

Step 3. Calculate the service charge for the balcony.

$$\text{Service charge for balcony} = \text{Area of balcony} * \text{Balcony service charge rate}$$

$$\text{Service charge for balcony} = 107.64 \text{ sqft} * \text{AED } 2/\text{sqft} = \text{AED } 102.80$$

Domain: Laws and Legislation

1. What is the percentage allowed to be forfeited by the developer on approved termination of sold off plan property due to shortfalls from the owner side?

Calculation Steps:

Step 1. Convert the areas of land A and land B from square meters to square feet since the question asks for the resulting area in square feet.

Land A area = $2,350.5 \text{ sqm} \times 10.76 \text{ sqft/sqm} = 25,292.03 \text{ sqft}$

Land B area = $1,410.5 \text{ sqm} \times 10.76 \text{ sqft/sqm} = 15,184.13 \text{ sqft}$

Step 2. Add the areas of land A and land B to get the resulting area.

Resulting area = Land A area + Land B area

Resulting area = $25,292.03 \text{ sqft} + 15,184.13 \text{ sqft} = 40,476.16 \text{ sqft}$

Step 3. Round the resulting area to the nearest hundredth.

Resulting area = 38,165.31 sqft