

User Manual

Modify Lease Contract Request V1.0

Land and Property Section

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Introduction:

The land and property section in Ras Al Khaimah Municipality launched a set of electronic services to save customers time and effort and enable them to submit their requests at any time and from anywhere.

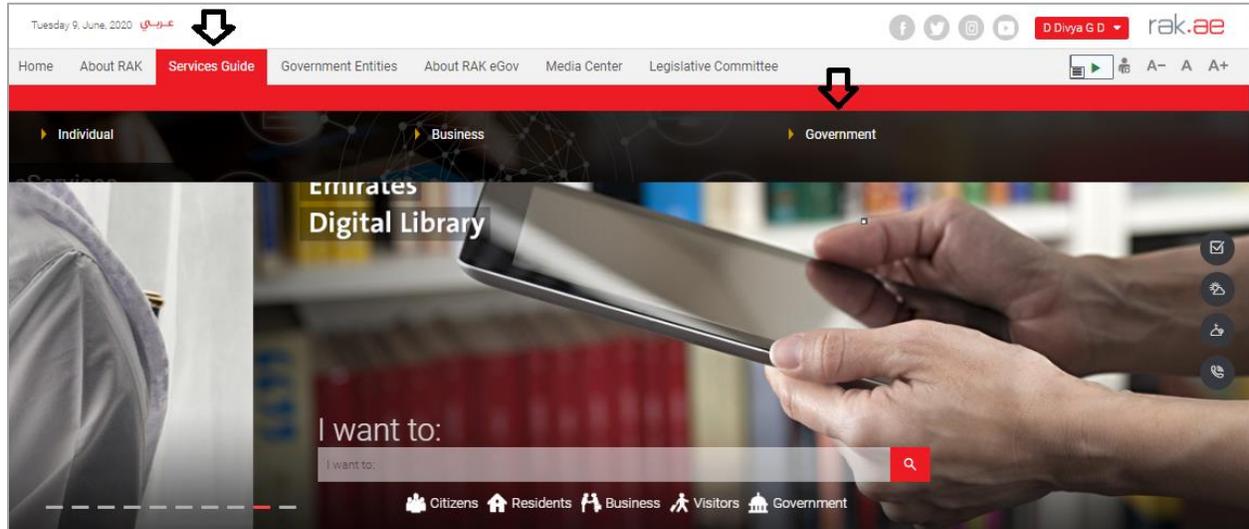
This guide explains to customers (lessor/lessee/third party “a rental company for example”) how to access the **Modify Lease Contract** service. It also guides customers on how to create, send and track the request electronically without the need to buy a tenancy contract, or to go to a typing center or even to visit the Land and property section.

The **Modify Lease Contract** service allows customers to open and modify their completed lease contract, whether residential, investment or commercial.

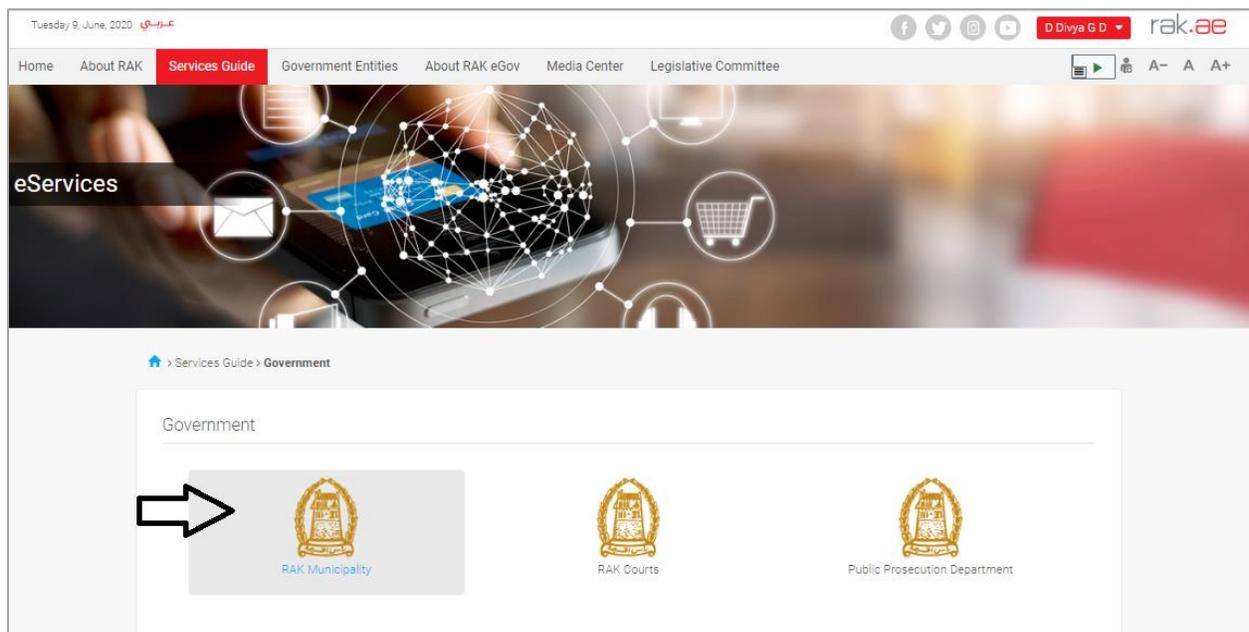
Customers will be able to log in to the electronic services of the section, submit requests, track requests, pay fees, modify requests (if necessary), re-submit the requests after applying the modifications, and finally obtain their attested contracts electronically.

Login and Access to Modify Lease Contract Service

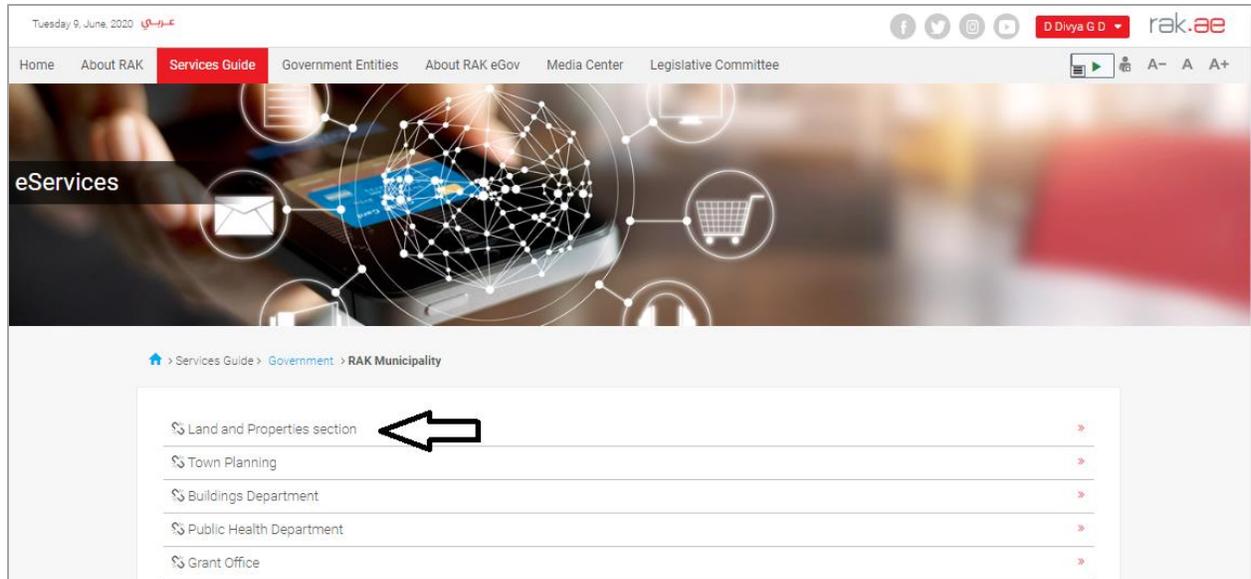
1. Access the RAK Government portal on <https://www.rak.ae/wps/portal>
2. Click on the **Service Guide** then click on **Government**:



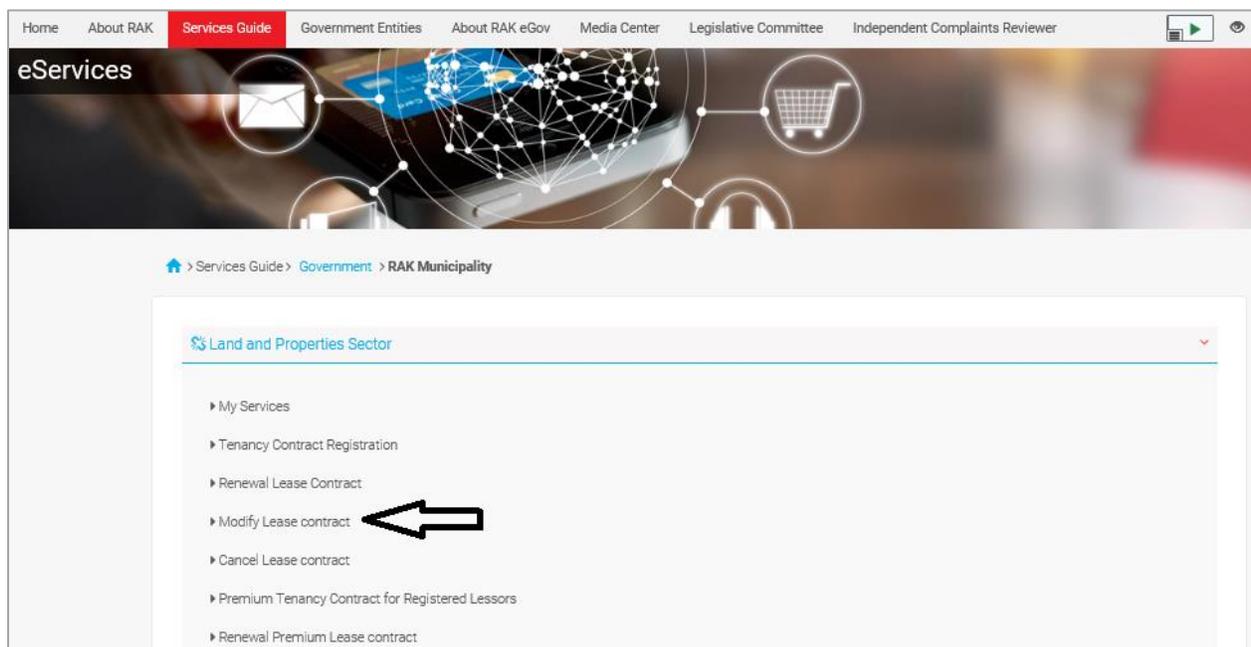
3. Next, select **RAK Municipality**



4. Next, select **Land and Properties Section**



5. Next, click on **Modify Lease Contract**



6. The service screen displays the service definition, procedure, conditions, fees, time, and the required documents.

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eServices

> Services Guide > Government > RAK Municipality > Land Sector > Modify Lease contract

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Modify Lease contract

This service aims to facilitate the tenancy contract modification process by availing it online for lessors, lessees and 3rd party applicants. It should enable customers to complete the entire registration process online without having to buy a Tenancy contract, or go to a typing center or even go to the Lease contract registration unit in Land department.

- Step 1 Sign up using portal account.
- Step 2 Read the service conditions and make sure that you have the required documents.
- Step 3 Fill in Contract Details, attach required documents and submit for approval
- Step 4 Pay Fees.
- Step 5 You will receive the Contract stamped and registered from the land sector to your email registered in the service.

Service Enquiry

7. To use the service, click on the “**Start Service**” button.

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Tenancy Contract is printed, signed by all right parties, then attached

Service is not valid for the following cases:

- Title deed not available
- Tenancy Contract Termination and Renewal Requests

For any inquiries or support please dial 800661 then press Option 3
Call Center working Hours:
Sunday - Thursday from 8:30 AM till 17:30 PM.

Processing Time

1 working day.

Required Documents

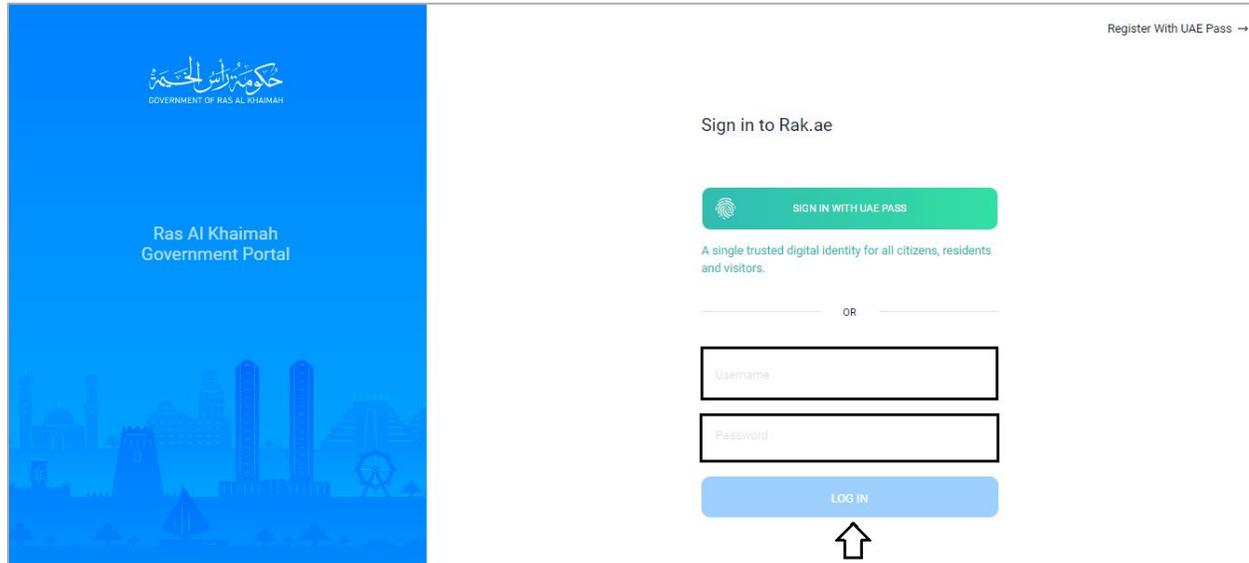
- Title Deed
- EID for Lessee
- EID for Lessor
- 3rd party documents
- Economic name
- Tenancy contract



Start Service

Modify Lease Contract Request

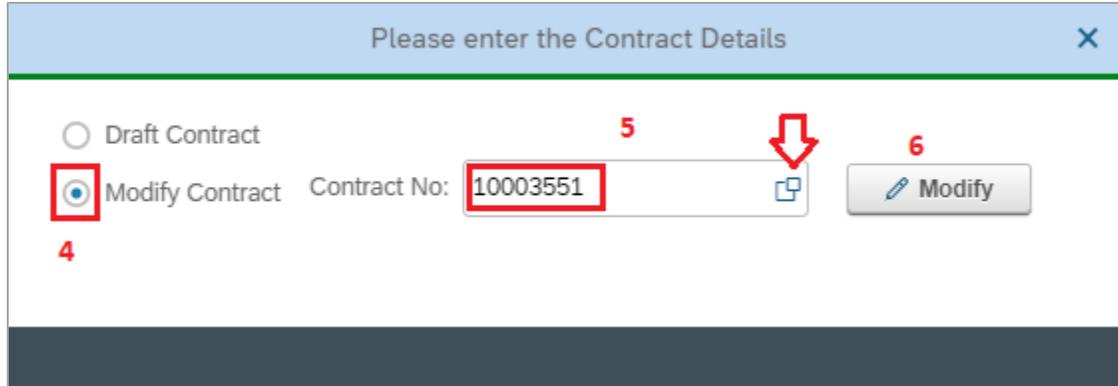
1. After you access the **Modify Lease Contract** service and click on the “**Start Service**” button, the login page will appear as follow:



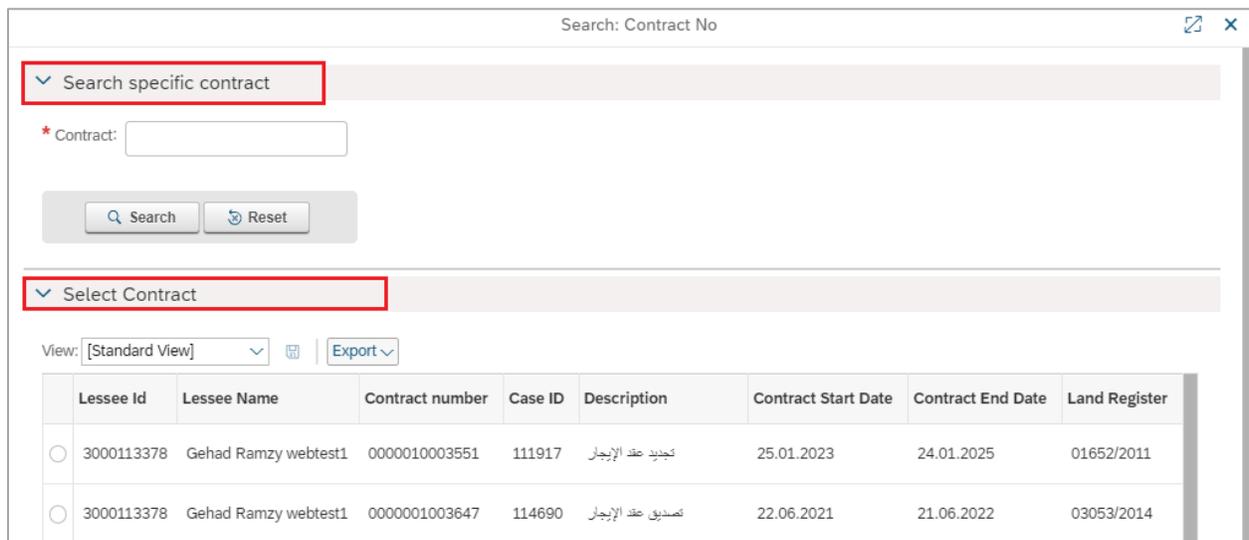
2. Enter your RAK Government Portal username and password that you have previously created, and then press on the “**LOG IN**” button.
3. The **Modify Lease Contract** request form will be displayed letting you create the request:



4. To modify a contract, select the “**Modify Contract**” button:



5. Enter the number of the required contract to be modified in the “**Contract No**” field, or Click on the **Search Icon**  and select it from the list that will be displayed as followed:



Lessee Id	Lessee Name	Contract number	Case ID	Description	Contract Start Date	Contract End Date	Land Register
3000113378	Gehad Ramzy webtest1	0000010003551	111917	تجديد عقد الإيجار	25.01.2023	24.01.2025	01652/2011
3000113378	Gehad Ramzy webtest1	0000001003647	114690	تصديق عقد الإيجار	22.06.2021	21.06.2022	03053/2014

The list shows all of your completed contracts which are previously created via your accounts on the RAK portal. You can search by contract number or you can select from the list directly.

6. Click “**Modify**”, to have the request form displayed as follows, letting you complete it

Edit Lease Contract

Contract number: 10003551 Case ID: 119028

بلدية رأس الخيمة
Ras Al Khaimah Municipality

Residential Tenancy Contract

FAQ User Guide

Details of Lessee

Name: Gehad Ramzy webtest1
P.O.Box:
Nationality: United Arab Emirates
Emirates ID: 784-1990-1245414-1
Unified ID:
Passport No: IV56578788
* Tel. No: 0564041094
* Email ID: g.mokhtar@egac.rak.ae
Fax No.:
Profession:

Details of lessor

Name: حمد علي محمد الزعابي
P.O.Box:
Nationality: United Arab Emirates
Emirates ID: 784-1956-1303283-8
Unified ID:
Passport No:
* Tel. No: 0566092712
* Email ID: g.mokhtar@egac.rak.ae
Fax No.:
Profession:

Details of Property

Plot No: 711020030 Title deed: 01652/2011 Ownership Type: Residential-Em...
* Unit Type: Studio * Building No: 16 * Floor No: 16 * Unit No: 16
* No of rooms: 16 * Unit Area by Meter: 16.00 FEWA Premise No: 16
Location: RAK

Rental Details

* Contract Start Date: 25.01.2023 * Contract End Date: 24.01.2025 No of years: 1.00
Annual Rental Amount: 4,000.00 * Rental Amount: 4,000.00 Deposit Amount: 150.00
* Method of Payment: One Insta... Tenancy Purpose: Family Accommodation
Attesting Fees: 200 Difference amount to pay: 0
First installment to be paid on: 25.01.2023

Special Conditions

no thing

Occupant Details

+ Add New Delete

Full Name	Nationality	Contact No	Emirates ID	Unified ID
GEHAD RAMZY	Angilla	10		

Attachments

* Tenancy contract: No ...son
* Title deed: No ...son
* Lessee ID: No ...son
* Lessor ID: No ...son

First print contract, then sign and upload

Submit Clear Save As Draft Print Contract Cancel

Note:

- The lease contract form appears in yellow for residential contracts, in pink for investment contracts, or in blue for commercial contracts.
- The information of the lessor, the lessee are already displayed in their respective sections, where you can only modify the phone number and email of the lessor and the lessee.

7. In the **Details of Property** section, the information of the selected Property are displayed, and you can modify the information of the leased unit as follows:

Field	Description
<p>Note: All fields that are preceded by an asterisk * are mandatory fields.</p>	
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>▼ Details of Property</p> <p>Plot No: 211080099 Title deed: 00021/2021 Ownership Type: Residential - Villa</p> <p>* Unit Type: Villa * Building No: 123 FEWA Premise No: <input type="text"/></p> <p>* No of rooms: 5 * Unit Area by Meter: 250</p> <p>Location: <input type="text"/></p> </div>	
Unit Type	<p>Select the unit type from the drop-down list as follows:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>* Unit Type: Apartment ▼</p> <ul style="list-style-type: none"> Apartment Villa Studio Local House Building Service Block </div>
Building No	Enter the number of the building where the unit is located, in the numeric field.
No of Rooms	Enter how many rooms the unit consist of, in the numeric field.
Unit Area by Meter	Enter the unit area in meter, in the numeric field.
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>▼ Details of Property</p> <p>Plot No: 211080099 Title deed: 00021/2021 Ownership Type: Residential - Villa</p> <p>* Unit Type: Apartment * Building No: 123 * Floor No: 1 * Unit No: 105</p> <p>* No of rooms: 5 * Unit Area by Meter: 250.00 FEWA Premise No: <input type="text"/></p> <p>Location: <input type="text"/></p> </div>	
<p>In case the type of the leased property is "Apartment", you can also modify the following details:</p>	

Floor No	Enter the number of the floor where the apartment is located, in the numeric field.
Unit No	Enter the apartment number, in the numeric field.
FEWA Premise No (Optional field)	Enter the unit's electricity (FEWA) premise, in the numeric field.
Location (Optional field)	Enter a link or description of the unit's location.

8. In the **Rental Details**, modify the following information:

Field	Description																																										
Note: All fields that are preceded by an asterisk * are mandatory fields.																																											
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>▼ Rental Details</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>* Contract Start Date: 12.09.2021 </p> <p>Annual Rental Amount: 0.00</p> <p>* Method of Payment: ▼</p> </div> <div style="width: 30%;"> <p>* Contract End Date: </p> <p>* Rental Amount: 0.00</p> <p>* Tenancy Purpose: Family Ac... ▼</p> </div> <div style="width: 30%;"> <p>No of years: 0.00</p> <p>Deposit Amount: 0.00</p> <p>Attesting Fees: 0</p> </div> </div> </div>																																											
Contract Start Date	<p>This field will automatically show the current day's date. Enter the lease start date or click the calendar icon  and choose it directly.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9; margin-top: 10px;"> <p>* Contract Start Date: 12.09.2021 </p> <div style="text-align: center; margin-top: 5px;"> <p>« < September 2021 > »</p> <table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <thead> <tr> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> <th>Su</th> </tr> </thead> <tbody> <tr> <td>35</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>36</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>37</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>38</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>39</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> </tr> </tbody> </table> </div> </div>	Mo	Tu	We	Th	Fr	Sa	Su	35	30	31	1	2	3	4	36	6	7	8	9	10	11	37	13	14	15	16	17	18	38	20	21	22	23	24	25	39	27	28	29	30	1	2
Mo	Tu	We	Th	Fr	Sa	Su																																					
35	30	31	1	2	3	4																																					
36	6	7	8	9	10	11																																					
37	13	14	15	16	17	18																																					
38	20	21	22	23	24	25																																					
39	27	28	29	30	1	2																																					
Contract End Date	Enter the lease end date or click the calendar icon  and choose it directly.																																										
Rental Amount	Enter the agreed total amount of rent, in the numeric field.																																										
Method of Payment	Choose a payment method from the drop-down list:																																										

*** Method of Payment:** ▼

- One Installment
- Two Installment
- Three Installment
- Four Installment
- Monthly
- Other

When choosing the method as one, two, three or four installments, you must enter the dates of the payments in the fields that will appear below as follows:

*** Method of Payment:** Three Ins... ▼

First installment to be paid on: 18.11.2021 📅 Second installment to be paid on: 03.05.20... 📅

Third installment to be paid on: 18.08.2022 📅

Tenancy Purpose

Select the tenancy purpose from the drop-down list as follows:

*** Tenancy Purpose:** Family Accc ▼

- Family Accommodation
- Employee accommodation
- Investment lease contract
- Commercial lease contract

Notes:

- When choosing the purpose "Employee Accommodation", you need to attached one more document which is a "labor housing inspection report".
- When choosing an investment or commercial contract, the contract type and form color change according to the chosen type.

Note: Upon filling the mandatory fields, the system calculates and shows the number of years, annual rental amount, and attesting fees as follows:

▼ Rental Details

* Contract Start Date: 01.10.2021 📅	* Contract End Date: 01.10.2023 📅	No of years: 2.00 ↩
Annual Rental Amount: 13,020.83 ↩	* Rental Amount: 26,041.66	Deposit Amount: 0.00
* Method of Payment: One Insta... ▼	* Tenancy Purpose: Family Ac... ▼	Attesting Fees: 1,302 ↩

First installment to be paid on: 01.12.2021 📅

9. Enter the rental conditions (if any), in the **Special Conditions** textbox field:

▼ Special Conditions

services should be provided before moving to the unit

10. Modify the information of the unit's occupants in the **Occupant Details** section as follows:
- Click the **"Add New"** button to insert a new occupant line:

▼ Occupant Details

+ Add New - Delete

Full Name	Nationality	Contact No	Emirates ID	Unified ID
<input type="radio"/>	▼			
<input type="radio"/>	▼			

- Enter the full name of the occupant, choose his nationality, and enter his contact number, ID number and unified ID in the relevant fields as follows:

▼ Occupant Details

+ Add New - Delete

Full Name	Nationality	Contact No	Emirates ID	Unified ID
<input checked="" type="radio"/> Ali Ali	Afghanistan ▼	559988432	784-1996-2374821-7	456743

- To delete an occupant, select the one you want to delete and then click the **"Delete"** button:

▼ Occupant Details

+ Add New - Delete

Full Name	Nationality	Contact No	Emirates ID	Unified ID
<input checked="" type="radio"/> Ali Ali	Afghanistan ▼	559988432	784-1996-2374821-7	456743

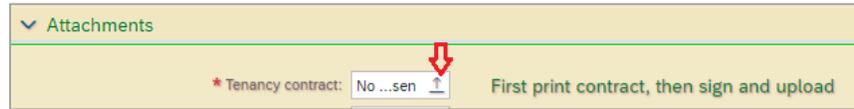
11. In the **Attachments** section, the original attachments are displayed except for the contract, you must attach all the mandatory documents to complete the request, and you can modify all attachments (add a new attachment or replace the existing one).

To upload the attachments, do the following:

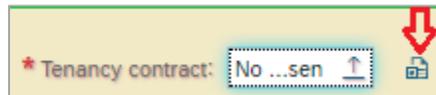
- Click the **"Print Contract"** button at the bottom of the form, then sign the contract from lessor and the lessee then, attach the signed contract by both parties:

Submit Clear Save As Draft **Print Contract** Cancel

- b. Click the **Upload** icon  next to the required attachment.



- c. Select the required document, and then click the **"Open"** button → to upload the document successfully.
- d. To preview the attached document, click the preview icon that will appear next to the required attachment:

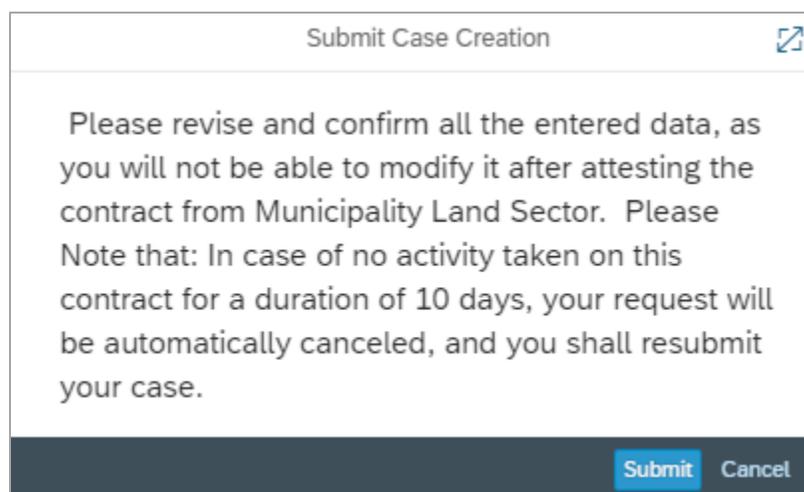


- e. Repeat the previous steps from point (b) to replace the rest of the attachments.

12. Upon filling in the required information, you can do one of the following:

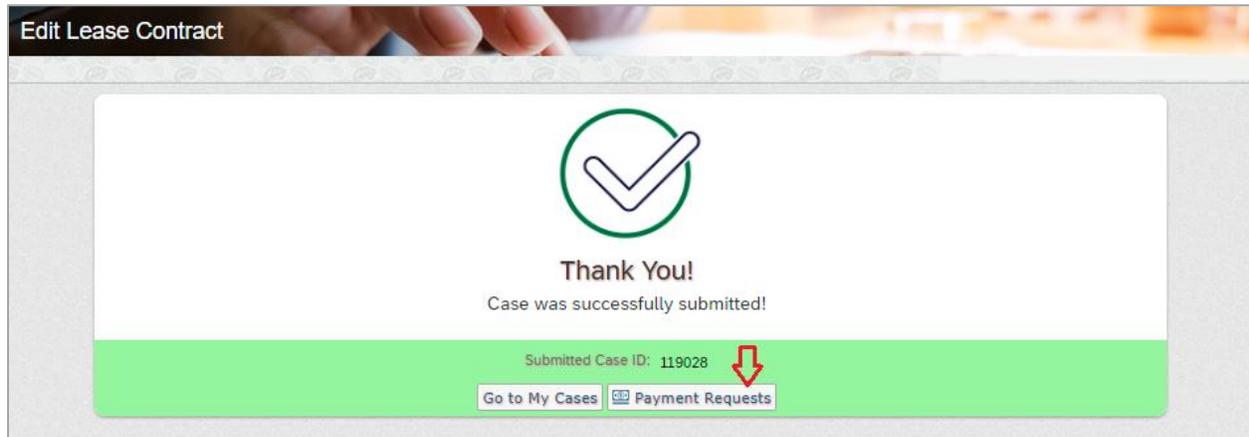


- A. **"Cancel"** to cancel the request.
- B. **"Save As Draft"** to save the modified request as a draft for later use.
- C. **"Clear"** to delete the inputs you have entered.
- D. **"Submit"** to complete the request.
13. Click the **"Submit"** button and confirm the submission in the message that will be displayed directly.



Note: The system will automatically cancel all incomplete requests if you do not take any action on them within ten days of their creation.

A message will appear confirming that the request has been submitted successfully and displaying the transaction reference number.

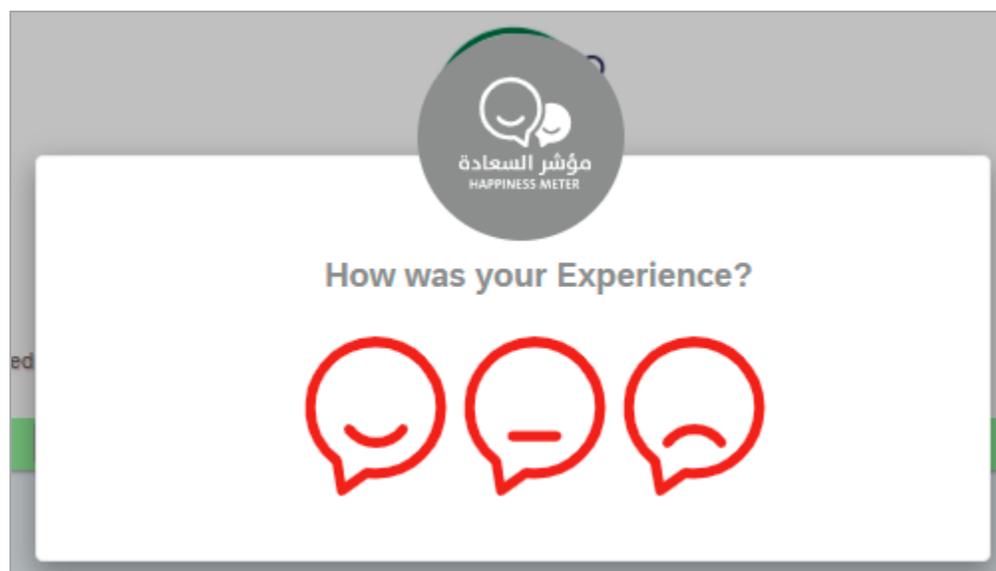


14. Click the “**Payment Requests**” button to pay the request fees (if any) [as will be explained in the Fees Payment section below](#).

After you submit your request successfully, the coordinator will review it and take the appropriate decision to reject, accept or return it to you for modification (if required).

You will then need to open your cases on the Ras Al Khaimah government portal www.rak.ae to track or amend your request or to pay the final fees, after which the final approval of your request will be issued and the modified tenancy contract is issued and sent to your email.

Note: To get your feedback regarding the service procedure, the following happiness meter screen will pop up along with the request result screen allowing you to submit how happy you were for the same:

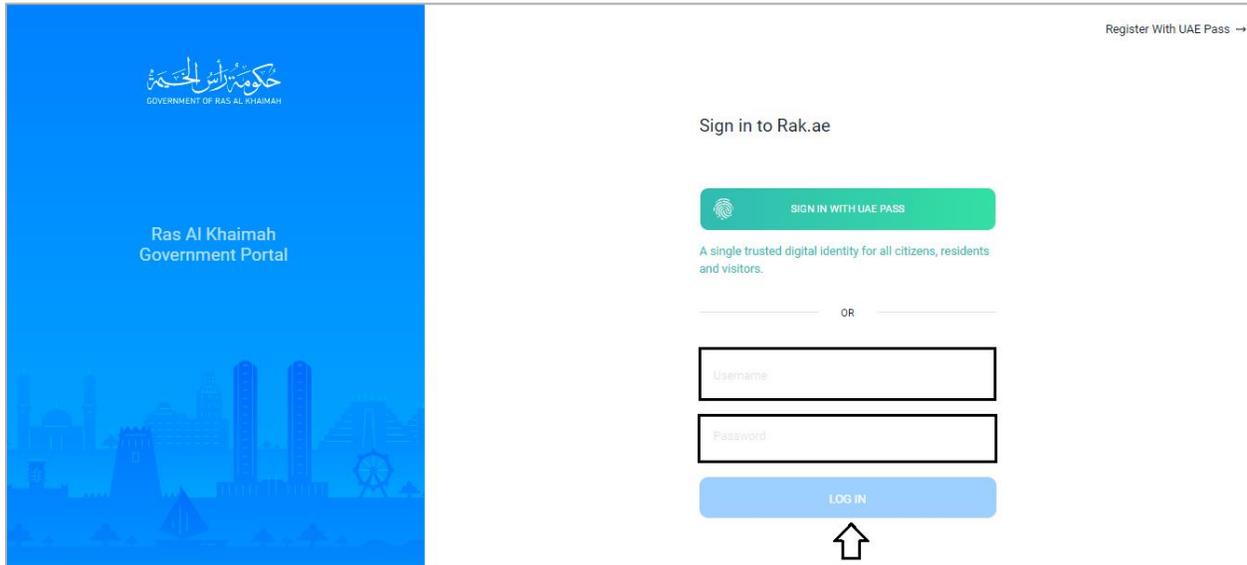


Select the required face and your evaluation will be submitted directly.

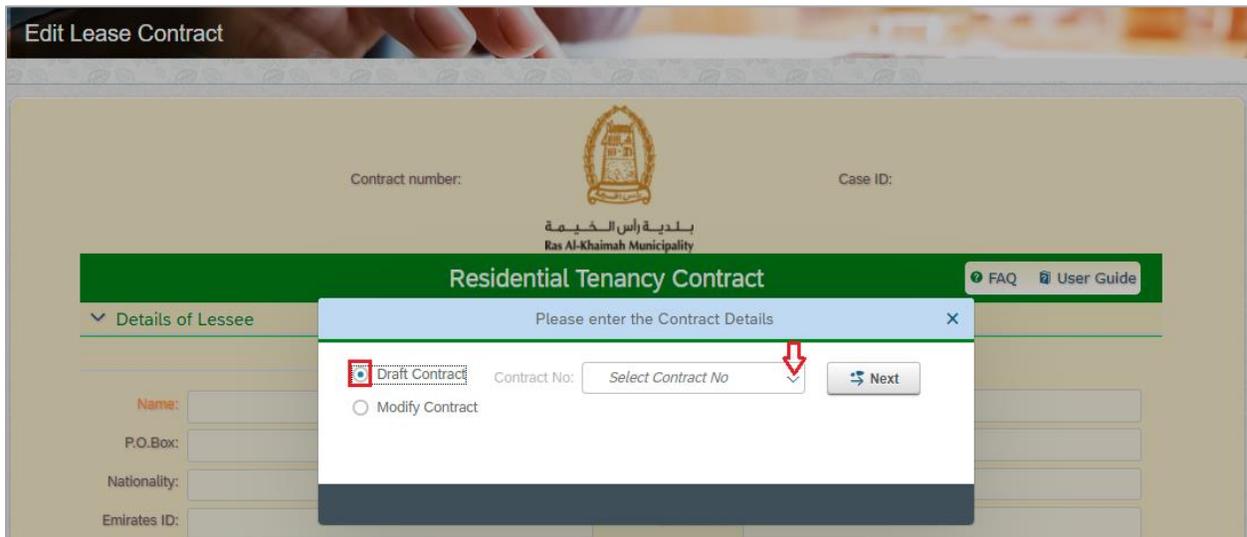
Modify Lease Contract from Draft

If you have previously modified a lease contract and saved it as a draft, you can open it and complete it within ten days instead of creating a new request as follows:

1. After accessing the **Modify Lease Contract** request and clicking on the “**Start Service**” button, the login page will appear as follows:



2. Enter the username and password for the Ras Al Khaimah Government Portal that you created earlier, then press the "**Login**" button.
3. The **Contract Details** screen will appear as follows:



4. Select the "**Draft Contract**" button.
5. Select the contract for which you want to complete the request, from the “**Contract Number**” drop-down list:

Please enter the Contract Details ✕

Draft Contract Contract No: Next

Modify Contract

⊗	Rejected --Gehad Ramzy webtest1	000000112128
➕	New --Gehad Ramzy webtest1	000000118909
➕	New --Gehad Ramzy webtest1	000000119026

Note: Drafts appear in blue, while requests that have been returned to you for modification appear in red.

6. Click **“Next”**, to have the request form displayed as follows, letting you complete it [as previously explained in the “Modify Lease Contract” section](#)

Edit Lease Contract



بلدية رأس الخيمة
Ras Al-Khaimah Municipality

Contract number: **10003551**
Case ID: **118909**

Residential Tenancy Contract
FAQ User Guide

Details of Lessee

Name:

P.O.Box:

Nationality:

Emirates ID:

Unified ID:

Passport No:

* Tel. No:

* Email ID:

Fax No.:

Profession:

Details of lessor

Name:

P.O.Box:

Nationality:

Emirates ID:

Unified ID:

Passport No:

* Tel. No:

* Email ID:

Fax No.:

Profession:

Details of Property

Plot No: Title deed: Ownership Type:

* Unit Type: * Building No: * Floor No: * Unit No:

* No of rooms: * Unit Area by Meter: FEWA Premise No:

Location:

Rental Details

* Contract Start Date: * Contract End Date: No of years:

Annual Rental Amount: * Rental Amount: Deposit Amount:

* Method of Payment: Tenancy Purpose:

Attesting Fees: Difference amount to pay:

First instalment to be paid on:

Special Conditions

Occupant Details

Full Name	Nationality	Contact No	Emirates ID	Unified ID
The table does not contain any data				

Attachments

* Tenancy contract: First print contract, then sign and upload

* Title deed:

* Lessee ID:

* Lessor ID:

I approve that the details entered on my part are correct and am willing to take all responsibility for the same and I'm fully aware that I will not be able to regenerate the contract in case of wrong data from my side

My Cases

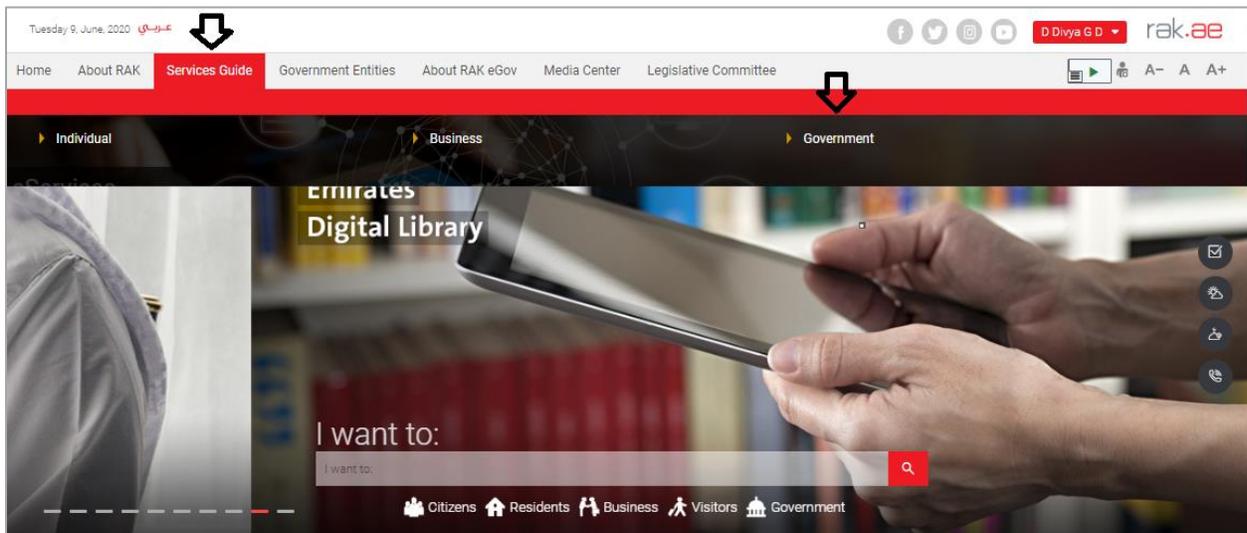
When you submit the **Modify Lease Contract** request, the coordinator in the Land and property section will review it and accordingly the coordinator will do one of the following actions:

- Accept the request, after which you have to pay the final fees (if any).
- Reject the request stating the justifications.
- Return the request for modification after which you should modify the request as per the notes then re-send it to the coordinator to review it again and take the appropriate action.

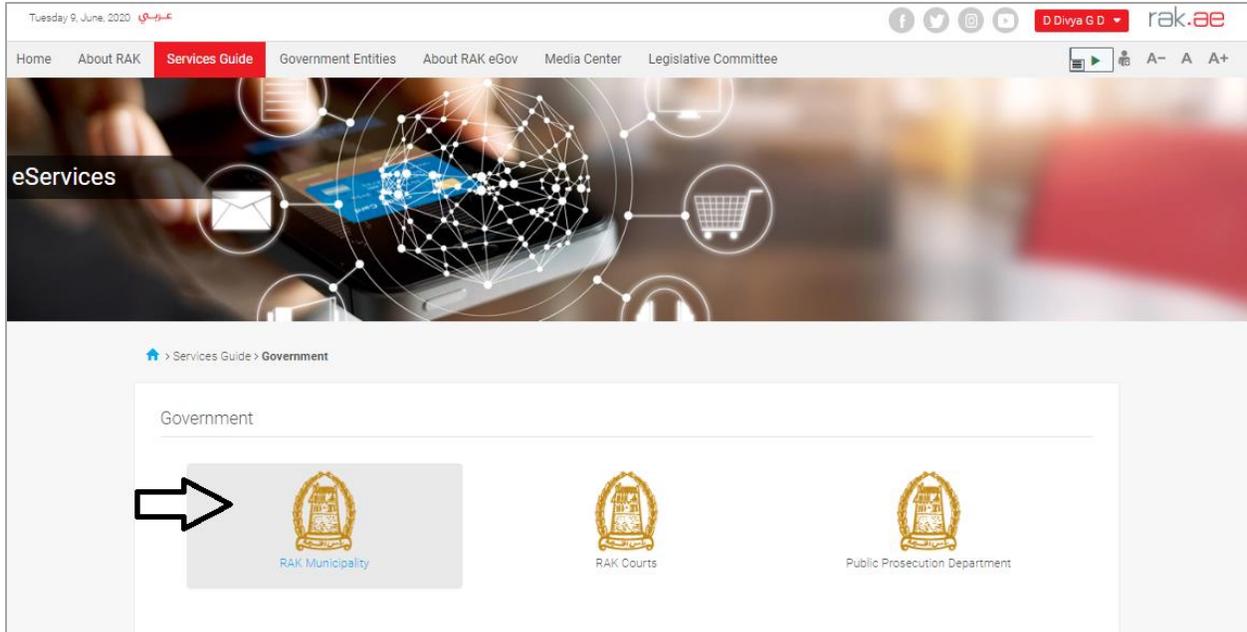
Note: when the coordinator take one of the above mentioned actions, the system will notify the customers by sending SMS on their mobile phones and Emails to let them know that their request is accepted initially, then the request will be either approved, rejected or needs modifications.

You can access the submitted requests through "**My Cases**" tab through visiting Ras Al Khaimah Government website at www.rak.ae as shown on the screen below.

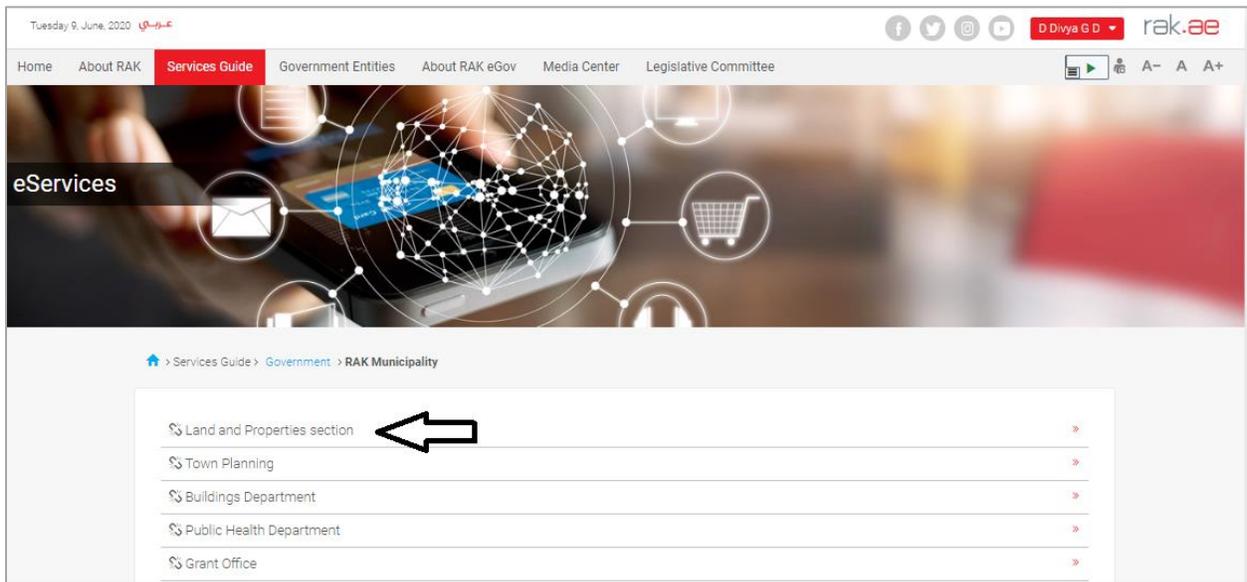
Then, Click the "**Service Guide**" then click "**Government**":



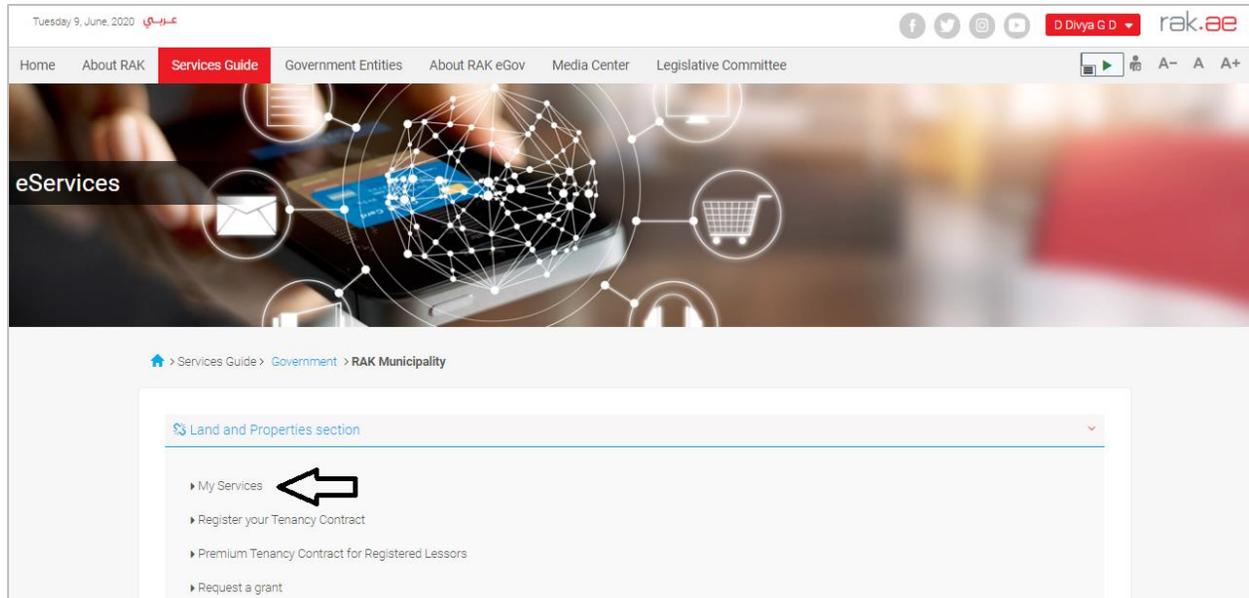
Next, select "**RAK Municipality**"



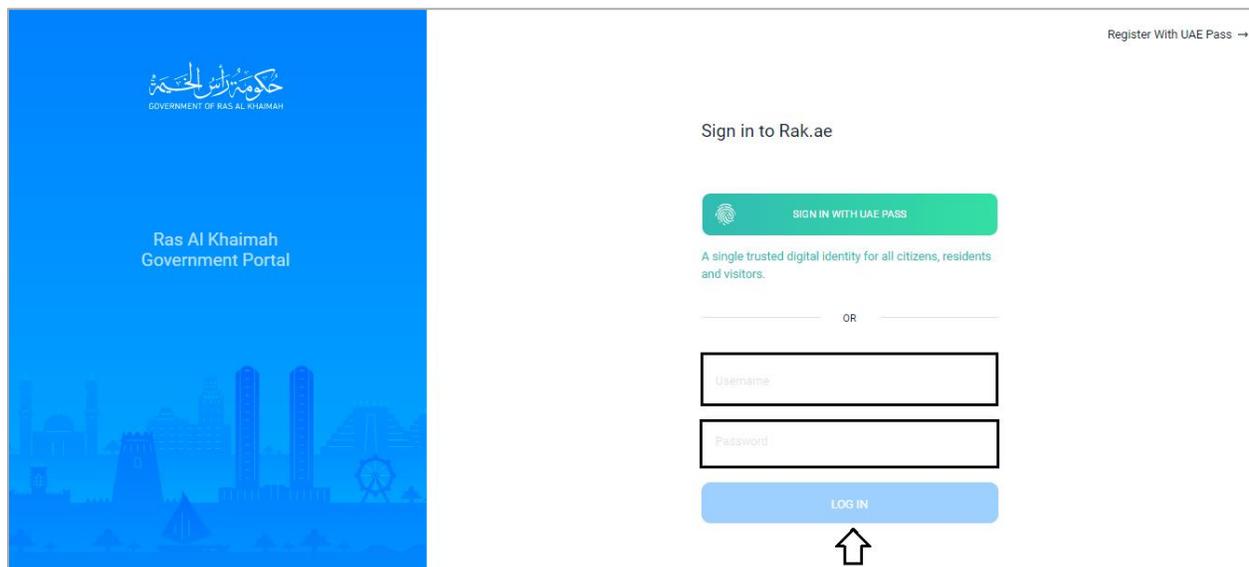
Next, Select the “Land and Properties Section”



Next, Select “My Services”



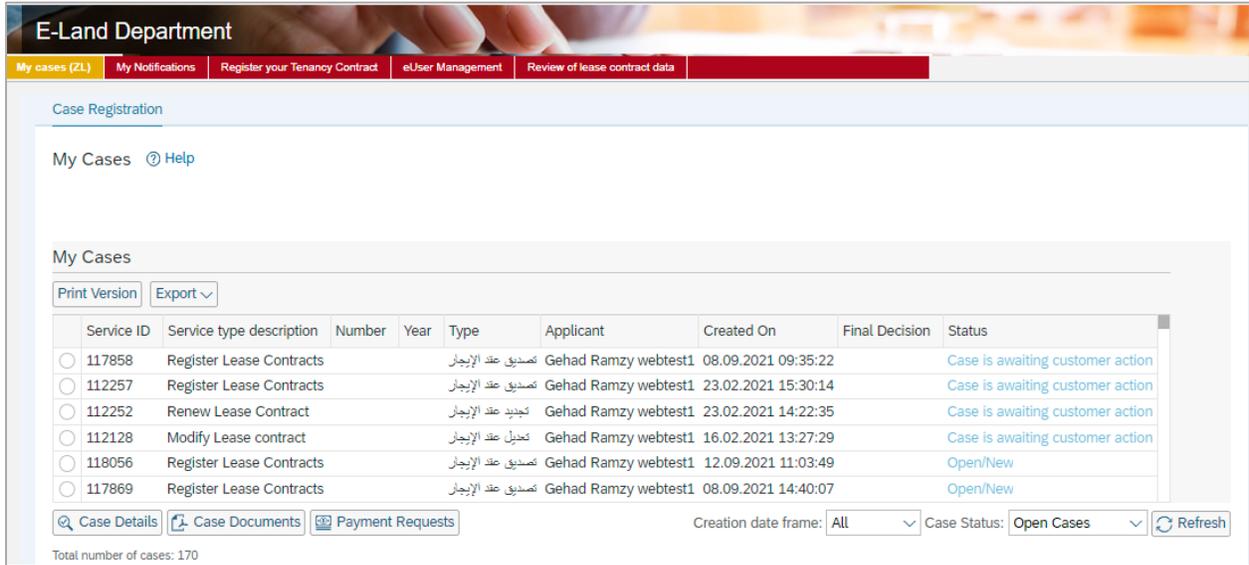
Next, Enter your RAK Government Portal username and password which you have previously created, then press on the “Log in” button.



My Cases tab shows all of your submitted requests to the Land and property section in the following statuses:

- **Open:** It means the contract is stored as a draft.
- **Coordinator Review:** It means the request is under implementation by the Land and property section.
- **Rejected:** It means the Land and property section rejected the request for reasons that is displayed in the rejection reasons.
- **Waiting for initial fee:** It means the request is pending for 25 dirhams payment.

- **Waiting for Final fees:** It means the Land and property section has approved the request and is pending for 5% payment of the contract value.
- **Waiting for Customer Action:** it means the request is returned to the customer for modification.
- **Complete:** It means the request has been completed and the contract is attested and sent to the customer's e-mail.



E-Land Department

My cases (ZL) | My Notifications | Register your Tenancy Contract | eUser Management | Review of lease contract data

Case Registration

My Cases [Help](#)

My Cases

Print Version | Export

Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision	Status
117858	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	08.09.2021 09:35:22		Case is awaiting customer action
112257	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	23.02.2021 15:30:14		Case is awaiting customer action
112252	Renew Lease Contract			تجديد عقد الإيجار	Gehad Ramzy webtest1	23.02.2021 14:22:35		Case is awaiting customer action
112128	Modify Lease contract			تعديل عقد الإيجار	Gehad Ramzy webtest1	16.02.2021 13:27:29		Case is awaiting customer action
118056	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	12.09.2021 11:03:49		Open/New
117869	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	08.09.2021 14:40:07		Open/New

Case Details | Case Documents | Payment Requests

Creation date frame: All | Case Status: Open Cases | Refresh

Total number of cases: 170

My Cases tab displays the service ID, description, type, applicant, creation date, final decision and the status for each request.

Note: you can do the following for each case/ request created:

- Print (As a Pdf) [Print Version](#)
- Export (As excel files) [Export](#)

When selecting the request, and perform any of Print version or export, the system will automatically generate/download the required case.

- You will be able to view the details of the service request by selecting the required request and then clicking on the **“Case Details”** button

E-Land Department

My cases (2L) | My Notifications | Register your Tenancy Contract | eUser Management | Review of lease contract data

Case Registration

My Cases [Help](#)

My Cases

Print Version | Export

Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision	Status
118057	Register Lease Contracts			تسجيل عقد الإيجار	Gehad Ramzy webtest1	12.09.2021 11:07:40		Waiting Initial Payment
118056	Register Lease Contracts			تسجيل عقد الإيجار	Gehad Ramzy webtest1	12.09.2021 11:03:49		Open/New
117869	Register Lease Contracts			تسجيل عقد الإيجار	Gehad Ramzy webtest1	08.09.2021 14:40:07		Open/New
117858	Register Lease Contracts			تسجيل عقد الإيجار	Gehad Ramzy webtest1	08.09.2021 09:35:22		Case is awaiting customer action
117772	Register Lease Contracts			تسجيل عقد الإيجار	Gehad Ramzy webtest1	07.09.2021 13:17:16		Open/New
117771	Register Lease Contracts			تسجيل عقد الإيجار	Gehad Ramzy webtest1	07.09.2021 13:17:01		Open/New

Case Details | Case Documents | Payment Requests

Creation date frame: All | Case Status: Open Cases | Refresh

Total number of cases: 170

The details screen of the selected request pops up to show all of its details as below:

Details for case with ID 118057

Case Attributes

Title: تسجيل عقد الإيجار

Case Type: Register Lease contracts

Last Changed by: System

Changed On: 12.09.2021 08:14:23

Created By: PORTAL1

Created On: 12.09.2021 07:07:40

Case ID: 118057

Final Decision:

Lessee Email ID: EERR@gmail.com

Lessee Mobile Number: 0567854321

Lessor Email ID: g.mokhtar@egac.rak.ae

Lessor Mobile Number: 0564041094

Addition Information:

Building No.: 123

Contract No.: _

FEWA Account No.:

Floor No.: 1

Lease Date:

Close

- You will be able to view the attachments of the service request by selecting the required request and then clicking on the “Case Documents” button

E-Land Department

My cases (21) My Notifications Register your Tenancy Contract eUser Management Review of lease contract data

Case Registration

My Cases [Help](#)

My Cases

Print Version Export

Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision	Status
118057	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	12.09.2021 11:07:40		Waiting Initial Payment
118056	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	12.09.2021 11:03:49		Open/New
117869	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	08.09.2021 14:40:07		Open/New
117858	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	08.09.2021 09:35:22		Case is awaiting customer action
117772	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	07.09.2021 13:17:16		Open/New
117771	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	07.09.2021 13:17:01		Open/New

Case Details Case Documents Payment Requests

Creation date frame: All Case Status: Open Cases Refresh

Total number of cases: 170

A screen will pop up to show all of the documents that are attached to the selected request when it is created where you can download any file or all of the files.

Documents for case with ID 118057

Case Documents

File Description	
عقد الإيجار.pdf	↓
وثيقة الملكية.pdf	↓
مستندات طرف آخر (عقد استثمار أو وكالة).pdf	↓
هوية المستأجر.pdf	↓
هوية المؤجر.pdf	↓

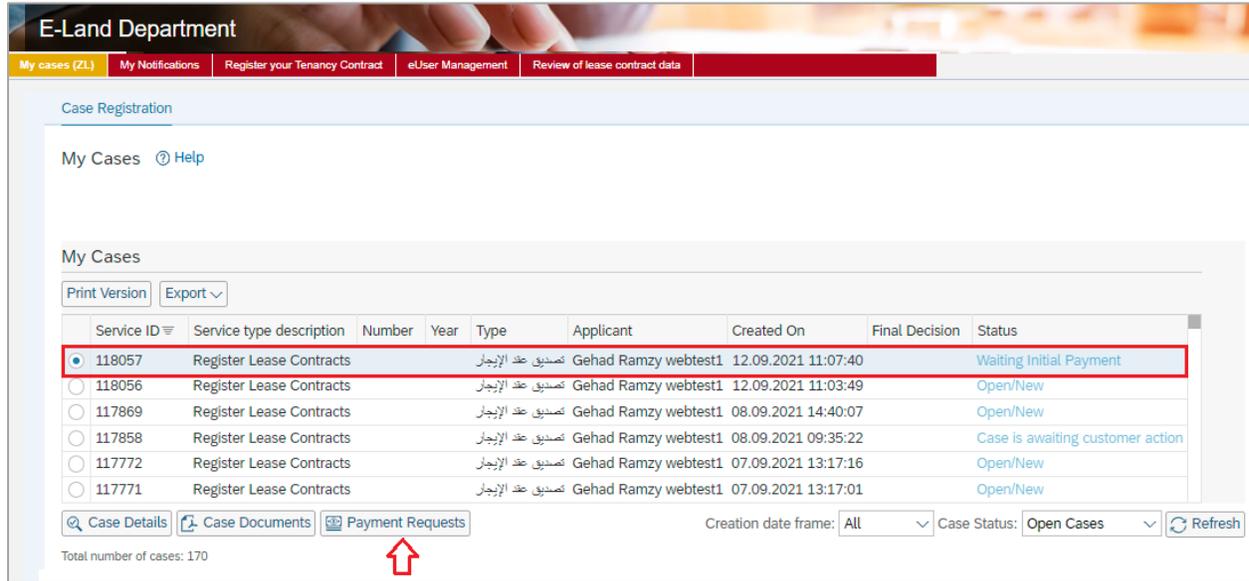
Download all attachments

Close

Fee Payment

Modify Lease Contract is a free of charge service, but if your modifications requires fees then you can pay the fees as follows:

1. Select the request for which you would like to pay fees, then click the **"Payment Request"** button:



E-Land Department

My cases (ZL) My Notifications Register your Tenancy Contract eUser Management Review of lease contract data

Case Registration

My Cases Help

My Cases

Print Version Export

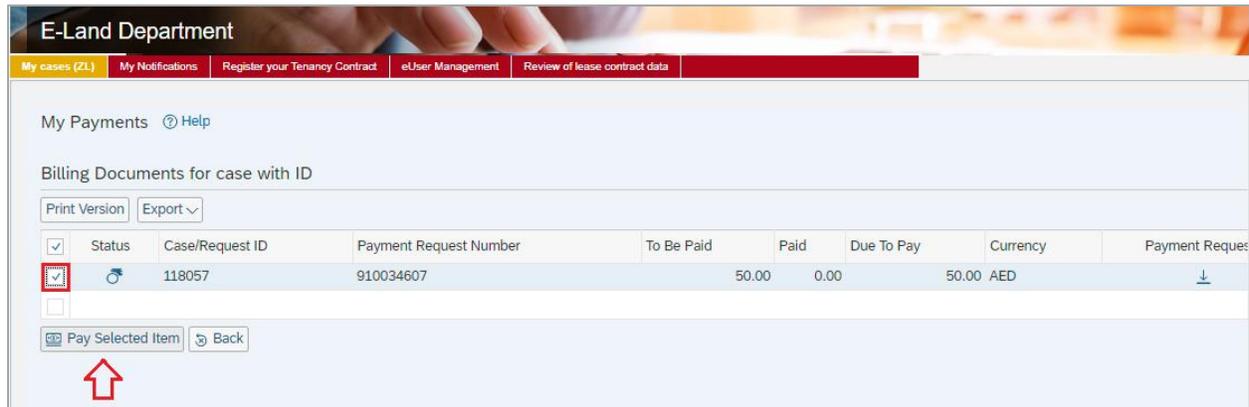
Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision	Status
118057	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	12.09.2021 11:07:40		Waiting Initial Payment
118056	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	12.09.2021 11:03:49		Open/New
117869	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	08.09.2021 14:40:07		Open/New
117858	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	08.09.2021 09:35:22		Case is awaiting customer action
117772	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	07.09.2021 13:17:16		Open/New
117771	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	07.09.2021 13:17:01		Open/New

Case Details Case Documents **Payment Requests**

Creation date frame: All Case Status: Open Cases Refresh

Total number of cases: 170

The following screen will be displayed to show the required amount to be paid for the selected request.



E-Land Department

My cases (ZL) My Notifications Register your Tenancy Contract eUser Management Review of lease contract data

My Payments Help

Billing Documents for case with ID

Print Version Export

Status	Case/Request ID	Payment Request Number	To Be Paid	Paid	Due To Pay	Currency	Payment Request
<input checked="" type="checkbox"/>	118057	910034607	50.00	0.00	50.00	AED	↓

Pay Selected Item Back

2. Select the required payment item and then click on the **"Pay Selected Item"** button to move to the payments channels screen:

E-Land Department

My cases (21) | My Notifications | Register your Tenancy Contract | eUser Management | Review of lease contract data

Payment Details

Payment Amount: 50.00
Amount Already Paid: 0.00

Transaction Amount 50.00

e-Dirham Payment Gateway
Applicable Fees using eDirham payment gateway

- * If you want to pay by eDirham Card, a flat rate of 3 AED shall apply.
- * If you want to pay by credit cards (Visa Card or Master Card), a flat rate of 3 AED + (2%) of total debited amount.
- * If you want to pay by direct eDebit from bank Account, a flat rate of 10 AED shall apply.

Credit cards (Etisalat Payment Gateway)
Applicable Fees using Etisalat Payment Gateway

If you want to pay by credit cards (Visa Card or Master Card), a flat rate of 0.50 AED + 1.40% of the transaction amount shall apply.

I / We acknowledge and accept the Terms & Conditions applicable and available on the site



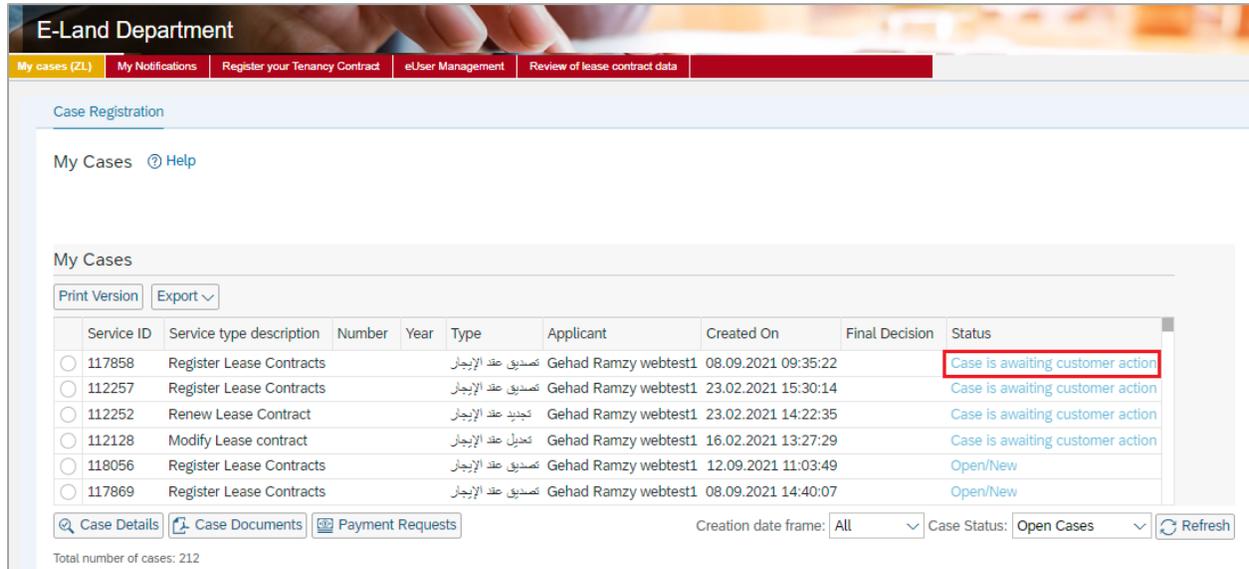
The system allows you to pay the required amount of money through different channels like the bank cards or the electronic dirham.

3. Select the appropriate payment channel and check the box to accept the terms and conditions, then click the "**Pay**" button, to proceed with the electronic payment process as usual.

Customer Action

Upon successful submission, the request will be displayed for the land and properties coordinator to review it and take the appropriate action, but if the request requires modifications, then the coordinator will return it to the customer to apply the modification and send it back again for review.

You can access the requests that have been returned for modification by [following the same steps](#) that you did to access the **My Cases** tab on the Ras Al Khaimah Government portal, where the request appears with the status of **"Waiting for Customer Action"**:



E-Land Department

My cases (21) | My Notifications | Register your Tenancy Contract | eUser Management | Review of lease contract data

Case Registration

My Cases [Help](#)

My Cases

Print Version | Export

	Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision	Status
<input type="radio"/>	117858	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	08.09.2021 09:35:22		Case is awaiting customer action
<input type="radio"/>	112257	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	23.02.2021 15:30:14		Case is awaiting customer action
<input type="radio"/>	112252	Renew Lease Contract			تجديد عقد الإيجار	Gehad Ramzy webtest1	23.02.2021 14:22:35		Case is awaiting customer action
<input type="radio"/>	112128	Modify Lease contract			تعديل عقد الإيجار	Gehad Ramzy webtest1	16.02.2021 13:27:29		Case is awaiting customer action
<input type="radio"/>	118056	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	12.09.2021 11:03:49		Open/New
<input type="radio"/>	117869	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	08.09.2021 14:40:07		Open/New

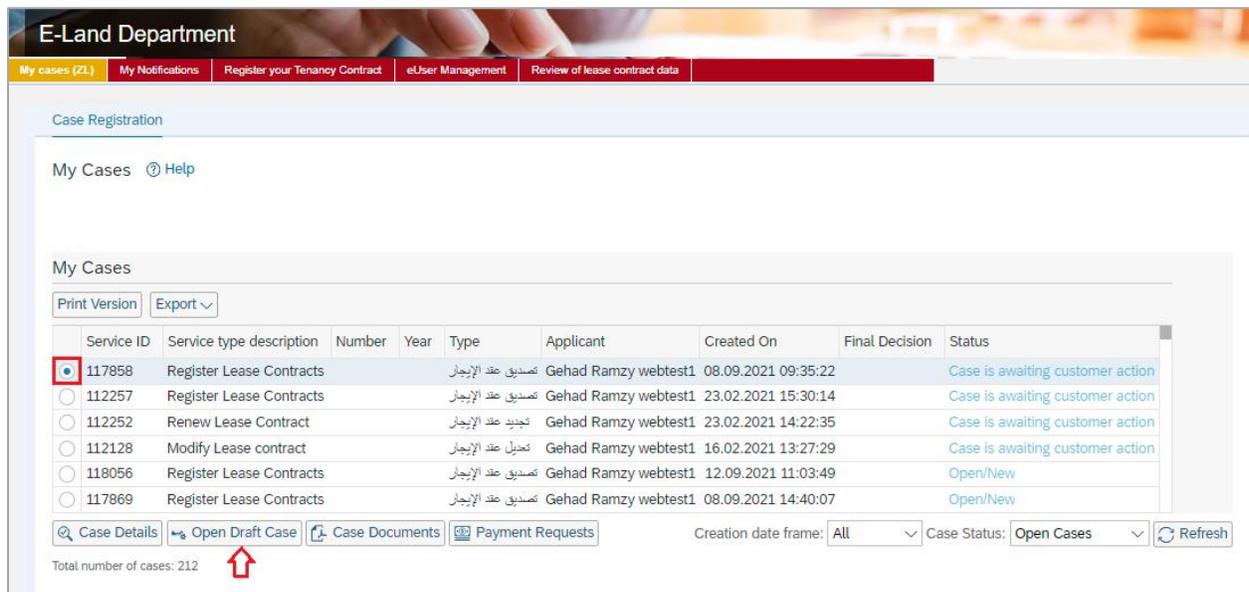
Case Details | Case Documents | Payment Requests

Creation date frame: All | Case Status: Open Cases | Refresh

Total number of cases: 212

To modify a request, follow these steps:

1. Select the request that you want to modify and click the **"Open Draft Case"** button:



E-Land Department

My cases (21) | My Notifications | Register your Tenancy Contract | eUser Management | Review of lease contract data

Case Registration

My Cases [Help](#)

My Cases

Print Version | Export

	Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision	Status
<input checked="" type="radio"/>	117858	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	08.09.2021 09:35:22		Case is awaiting customer action
<input type="radio"/>	112257	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	23.02.2021 15:30:14		Case is awaiting customer action
<input type="radio"/>	112252	Renew Lease Contract			تجديد عقد الإيجار	Gehad Ramzy webtest1	23.02.2021 14:22:35		Case is awaiting customer action
<input type="radio"/>	112128	Modify Lease contract			تعديل عقد الإيجار	Gehad Ramzy webtest1	16.02.2021 13:27:29		Case is awaiting customer action
<input type="radio"/>	118056	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	12.09.2021 11:03:49		Open/New
<input type="radio"/>	117869	Register Lease Contracts			تصديق عقد الإيجار	Gehad Ramzy webtest1	08.09.2021 14:40:07		Open/New

Case Details | **Open Draft Case** | Case Documents | Payment Requests

Creation date frame: All | Case Status: Open Cases | Refresh

Total number of cases: 212

The request form will appear for you to modify as follows:

E-Land Department

My cases (2) My notifications Register your tenancy Contract eLease Management Renewal of lease contract data

Case ID: 117858

بلدية رأس الخيمة
Ras Al-Khaimah Municipality

Residential Tenancy Contract

FAQ User Guide

Details of Lessee

Click to Fill Lessee

Name: رشيد مكيمة

P.O.Box: 0

Nationality: Iraqi

Emirates ID: 784-2002-3062659-8

Unified ID:

Passport No: G2107506

* Tel. No: 05555667789

* Email ID: re@gmail.com

Fax No.:

Profession:

Details of Lessor

Click to Fill Lessor

Name: Gehad

P.O.Box:

Nationality: United Arab Emirates

Emirates ID: 784-1990-1245414-1

Unified ID:

Passport No: JN56578788

* Tel. No: 0564041094

* Email ID: g.mokhtar@egpc.rak.ae

Fax No.:

Profession:

Details of Property

Plot No: 101025022 Title deed: 00020/2021 Ownership Type: Residential - Villa

* Unit Type: Villa * Building No: 5 FEWA Premise No:

* No of rooms: 5 * Unit Area by Meter: 500.00

Location:

Rental Details

* Contract Start Date: 01.10.2021 * Contract End Date: 01.10.2023 No of years: 2.00

Annual Rental Amount: 25,000.00 * Rental Amount: 50,000.00 Deposit Amount: 0.00

* Method of Payment: One Inst... * Tenancy Purpose: Emplo... Attesting Fees: 0

First installment to be paid on: 01.10.2021

2. Modify the request and then click the “**Submit**” button to resubmit the request.
3. Upon the final approval and paying the final fees, the modified copy of the lease contract will be sent to the customer's e-mail.