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حكومة الفجيرة  
بلدية الفجيرة









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## How to access EJAAR ?

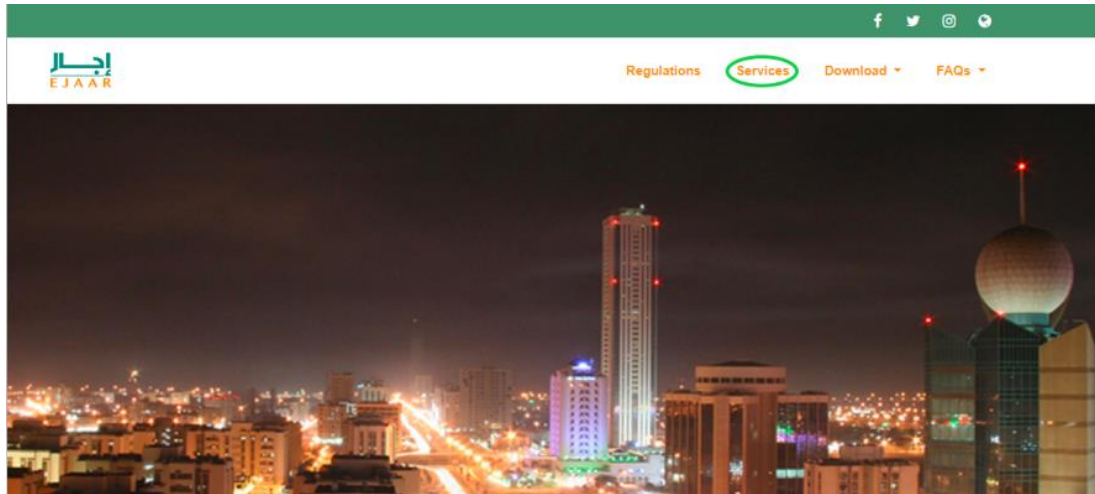
EJAAR System can be accessed by:

- visiting the URL: <https://ejaar.fujmun.gov.ae/>
- Clicking the EJAAR Icon in the official portal of Fujairah Municipality



- Clicking any rental service in the services catalogue of Fujairah Municipality official portal.

The login screen can be accessed by clicking the “**Services**” link on the top right.



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## Who can use EJAAR ?

EJAAR can be used by below users' roles:

### Lessor

- **Individual As Owner:** This is an individual who owns properties and manage the properties itself including renting out. It can also be a Legal Heirs (Warasah) acting on behalf of a deceased person by presenting necessary documents from a competent court.
- **Company As Owner:** This is a company who owns properties and manage the properties itself including renting out.
- **Government Entity As Owner:** This is a government organization who owns properties and manage the properties itself including renting out.
- **Property Manager:** This is a company having a valid license with Business Activities including rental of properties. The property manager manages the properties and contracting on behalf of an owner (Individual or Company)

### Lessee

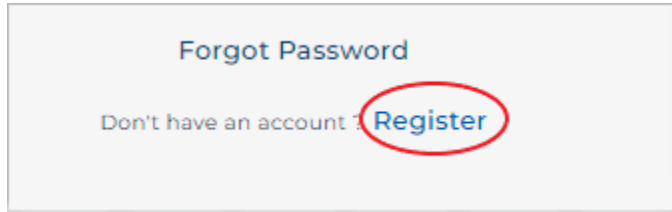
- **Individual As Tenant:** This is an individual intending or renting out a property
- **Company As Tenant:** This is a company intending or renting out a property
- **Government As Tenant:** This is a government entity intending or renting out a property.





## How to register in EJAAR

- **Individual:** In order to use EJAAR, the users shall be registered with Fujairah Municipality as an individual, a company or a government entity. If an individual is not registered with Fujairah Municipality, they can log in using UAE Pass as well and automatically a local Fujairah Municipality account will be created. Log In using UAE Pass will eliminate manual visit to Fujairah Municipality for verification purposes.



To register with Fujairah Municipality on counter, the individual customer or the company representative shall visit the municipality one time for registration at the counter by presenting a valid Emirates ID card and verifying the biometric fingerprints verification process.

- **Legal Heirs for Deceased (Warasah):** Legal Heirs of a deceased person can register with Fujairah Municipality by presenting necessary documents from competent court on the counter. Log in credentials will be received by the applicant based on the contact details provided that can be used to access EJAAR.
- **Company:** A company can register online or on counter by providing the License Number of Business license issued within UAE. During registration process kindly make sure that the contact details are correct as it will be used in the contract.
- **Government:** A government organization can register with Fujairah Municipality by visiting the registration counter and presenting the required documents. The organization will receive log in credentials that can be used to access EJAAR.



## How to Log In to EJAAR , and important considerations?

All registered user in Fujairah Municipality or in UAE Pass can log in to EJAAR as per the needed roles discussed in previous sections.

- **Lessor/Owner/Property Manager**
  - **Individual:** A registered individual (In Fujairah Municipality or UAE Pass) can log in to EJAAR as an owner. The owner will directly register properties, manage properties and do the contracting transactions directly itself.
  - **Company:** A registered company in Fujairah Municipality can log in to EJAAR as an owner. The owner will directly register properties, manage properties and do the contracting transactions directly itself. EJAAR uses digital signatures from UAE Pass, hence a representative signatory individual shall be added in EJAAR to digitally sign on behalf of the company.
  - **Government:** A registered government organization in Fujairah Municipality can log in to EJAAR as an owner. The owner will directly register properties, manage properties and do the contracting transactions directly itself. EJAAR uses digital signatures from UAE Pass, hence a representative signatory individual shall be added in EJAAR to digitally sign on behalf of the government organization.
  - **Real Estate Management:** A registered company in Fujairah Municipality can log in to EJAAR as property manager if the business activities in the license are related to real state and contracting. The property manager will register properties, manage properties and do the contracting transactions on behalf of the owner. The property manager shall add owner first and then register the properties. EJAAR uses digital signatures from UAE Pass, hence a representative signatory individual shall be added in EJAAR to digitally sign on behalf of the property manager.
  - **Agent:** An authorized individual can log in to EJAAR as property manager. The property manager will register properties, manage properties and do the contracting transactions on behalf of the owner. The property manager shall add owner first and then register the properties.
    - **Legal Heirs for Deceased (Warasah):** Legal Heir can log in to EJAAR from the Legal Heir account credentials provided by Fujairah Municipality as an individual owner. UAE Pass will not work in this case for log in. The Legal Heirs will directly register properties, manage properties and do the contracting transactions itself for the deceased person and it's all legal heirs. In order to digitally sign the contracts, a signatory shall be added in EJAAR who will sign on behalf of the Legal Heirs.

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○ **Tenant/Lessee**

- **Individual:** A registered individual (In Fujairah Municipality or UAE Pass) can log in to EJAAR as a tenant. The tenant can start, digitally sign, pay and do other allowed transactions in EJAAR.
- **Company:** A registered company in Fujairah Municipality can log in to EJAAR as a tenant. The tenant can start, digitally sign (if the signatory is added), pay and do other allowed transactions in EJAAR.
- **Government:** A registered government organization in Fujairah Municipality can log in to EJAAR as a tenant. The tenant can start, digitally sign (if the signatory is added), pay and do other allowed transactions in EJAAR.

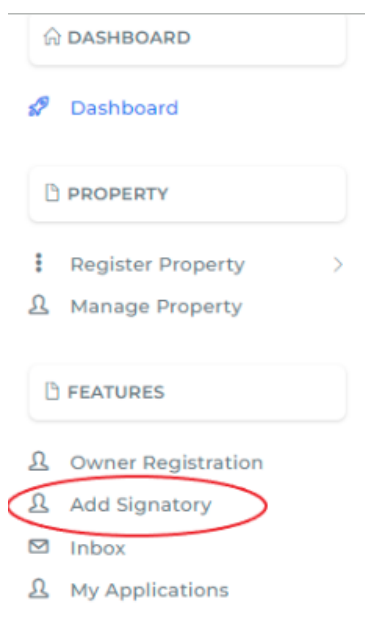




## How can I add signatory in EJAAR ?

EJAAR uses digital signature capabilities of UAE Pass to securely sign rental contracts. UAE Pass's digital signature feature can only be used by individuals having valid emirates identity. Therefore, companies, Legal Heirs for deceased person, property manager and government organizations must add signatory(ies) who are individuals with valid emirates identity and registered in UAE Pass. This individual(s) must also be registered with Fujairah Municipality. This request is subjected to Fujairah Municipality approval. The request for adding signatory will be submitted to Fujairah Municipality and upon verification and confirmation the approval will be given. Once the approval is given then the signatory can log in to UAE Pass within the EJAAR account (if already not logged through UAE Pass) and can sign contracts.

- Select the 'Add Signatory' option from the menu on the left side.







## Add Signatory



Customer

Attachments

Choose File Type  No file chosen

1. Enter the Emirates ID Number of the signatory
2. Click the button 'Add Signatory'
3. If the person is registered with Fujairah Municipality then all the details will be fetched and shown here. If not, then an error message will be displayed asking to register the individual in Fujairah Municipality CRM first.
4. Add the power of attorney from the owner of the properties/Property Manager
5. Click save to submit it to Fujairah Municipality for approval.

**Note:** The 'Add Signatory' request is submitted to Fujairah Municipality for approval. If the status of the request is not 'Approved', the signatory will not be able to sign any contract in EJAAR.

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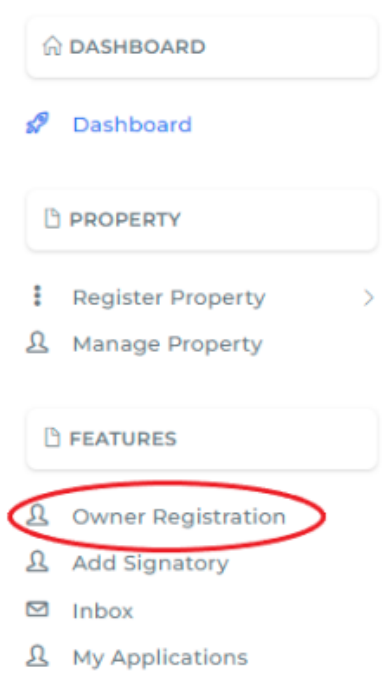


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## How can I add owner in EJAAR if I am logged in as a property manager?

Owner can only be added by a property manager role. The owner can be an individual, company or a government organization owning a property in Fujairah. A Property Manager who will manage someone else's properties must register the owner first and get it approved from the municipality.

Select the 'Owner Registration' option from the menu on the left side.





Add Owner ×

---

1    2

No file chosen 3

---

4

1. Select type of owner from the drop down.
2. Enter below information and Click the button 'Add Signatory'
  - Emirates ID Number of the owner in case of individual
  - License number in case of a company
  - Organization number/license number in case of government organizationIf the person/company or organization is registered with Fujairah Municipality then all the details will be fetched and shown here. If not, then an error message will be displayed asking to register the individual in Fujairah Municipality CRM first.
3. Add the power of attorney from the owner. If the owner and the property manager (owner in the business license of the property manager) owner are the same, then only attach the business license.
4. Click save to submit it to Fujairah Municipality for approval.

**Note:** The 'Owner Registration' request is submitted to Fujairah Municipality for approval. If the status of the request is not 'Approved', the property manager will not be able to register properties under the owner in EJAAR.

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## How to register a property in EJAAR ?

In order to rent a property, the property must be register in EJAAR with Fujairah Municipality having a property ID. A property can be directly registered by the owner (Individual or Company) or a property manager.

The Property Registration is done in two steps i.e.

- 1. Register a building**
  - As a first step a building details shall be submitted to Municipality for approval and once the approval is done, the step 2 can be conducted.
- 2. Register Unit(s)**
  - A unit can be added to an approved building as a result of step 2.

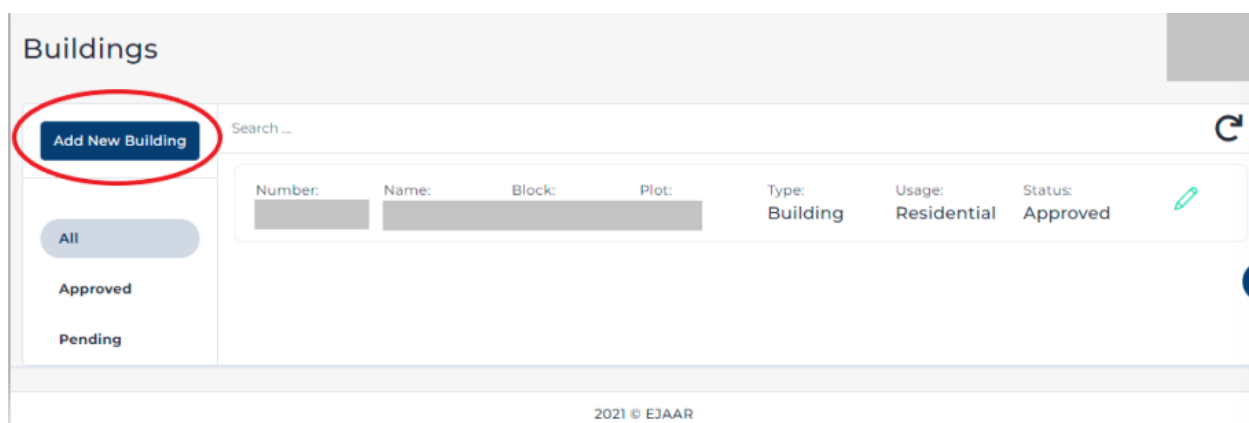





## How to register a Building in EJAAR ?

From the side menu, click on the “Register Property”, it will expand the menu, then click “Building”. All the already entered buildings will appear here with status. To add new building, click on the blue button “Add New Building”

In case of Property Manager, they have to select the owner from the dropdown menu at the time registering the building. The individual owner will not see that dropdown.



Number:	Name:	Block:	Plot:	Type:	Usage:	Status:	
				Building	Residential	Approved	

A form will open.

Fill the form and attach

- A Site Map
- A list of all the FEWA Accounts which is signed and stamped from the owner/Property Manager

The information like Block, Plot, area and location are available in Site Map. After filling the form, click on the green button “Submit”. The user will be notified when Municipality approves the building details and the status will change from **Pending** to **Approved**.

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The screenshot displays the EJAAR web application interface. The top navigation bar includes the EJAAR logo, a 'Sign in with UAE PASS' button, and user information for 'IT Test Mobile PropertyManager'. The left sidebar contains a 'DASHBOARD' section with a 'Dashboard' link, and a 'PROPERTY' section with 'Register Property' and 'Manage Property' links. Below this is a 'FEATURES' section with links for 'Owner Registration', 'Add Signatory', 'Inbox', and 'My Applications'. The main form area is titled 'Owner' and contains several input fields: 'Owner', 'Building Name', 'Location/Area', 'Building Usage', 'Block', 'Plot', 'No of Floors', 'No of Units', 'No of Parkings', 'FEWA Account No', 'Covered Area (sqm)', 'Parcel ID', 'Makaani No(s)', 'Building Type', and 'FUJMUN Rental Ref No'. At the bottom, there is an 'Attachments' section with a 'Choose File Type' dropdown, a 'Browse...' button, and a 'Submit' button.

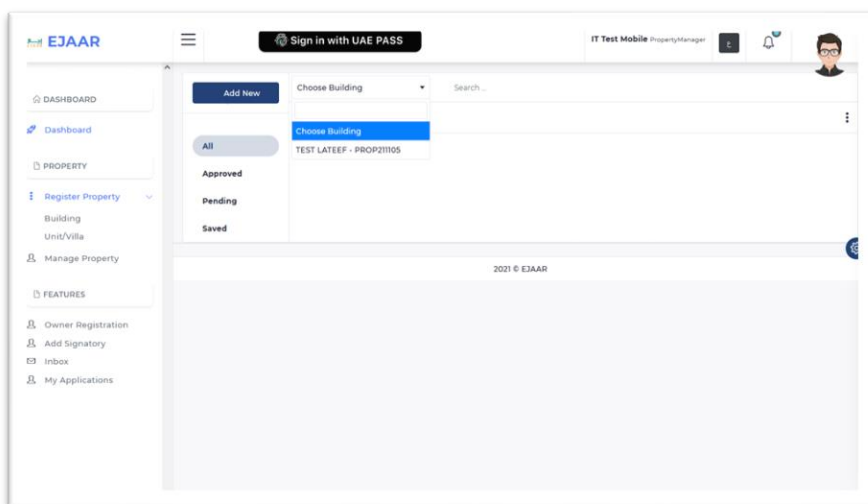
**Note: Be careful when entering the No of Units as the system will not allow more than entered units.**



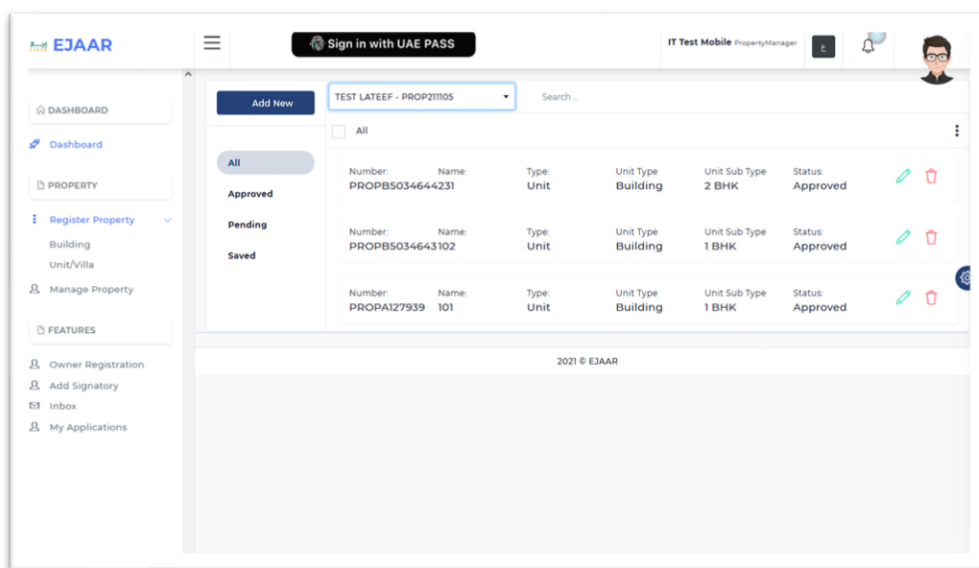


## How to register a Unit in EJAAR ?

From the side menu, click on the “Register Property”, it will expand the menu, then click “Unit/Villa”. Click on Choose Building, all the approved buildings will be displayed. Select the building for which you want to register the unit.



All the previously added units in the selected building will be displayed in the grid with approval status.



To add new Unit, click blue button “Add New”.



The screenshot shows the 'Select Building' form in the EJAAR system. The form includes the following fields and options:

- Select Building:** TEST LATEEF - PROP21105
- Unit:** (Dropdown menu)
- Unit/Villa No:** (Text input)
- Unit/Villa Usage:** (Dropdown menu)
- Unit/Villa Type:** (Dropdown menu)
- SubType:** (Dropdown menu)
- FUJ/MUN Rental Ref No:** (Text input)
- AnnualRentAmount:** (Text input)
- Is FEWA Common (Yes/No):** No
- Covered Area (sqm):** (Text input)
- FEWA Account No:** (Text input)

**Attachments:** Choose File Type (Dropdown), Browse (Button), No files selected.

**Actions:** Submit (Green Button), Save (Grey Button)

Fill the required information.

After filling the information, either you submit for Municipality approval, or save the form for latter submission. The save option is feasible when more than on units have to be registered. To submit multiple units as a one transaction, select the units which you want to submit (you can also select All, if you want to submit all units), then click on three dots on the top right of the grid, click on **“Submit to FM”**

The screenshot shows a list of units in the EJAAR system. The table below represents the data shown in the screenshot:

Number	Name	Type	Unit Type	Unit Sub Type	Status	Actions
---	702	Unit	Building	1 BHK	Saved	[Edit] [Delete] [Submit to FM]
---	701	Unit	Building	2 BHK	Saved	[Edit] [Delete]
---	101	Unit	Building	1 BHK	Pending	[Edit] [Delete]

The 'Submit to FM' option is circled in red in the original image.

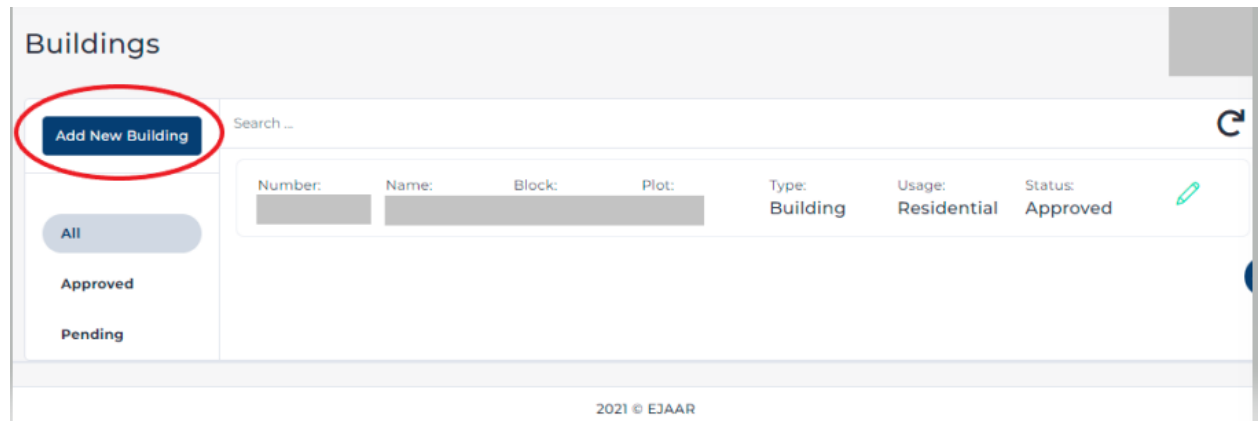





## How to register a Villa in EJAAR ?

Registering a villa is also a two-step process and is similar to the process explained previously. From the side menu, click on the “Register Property”, it will expand the menu, then click “Building”. All the already entered buildings will appear here with status. To add new building, click on the blue button “Add New Building”

In case of Property Manager, they have to select the owner from the dropdown menu at the time registering the building. The individual owner will not see that dropdown.



Number:	Name:	Block:	Plot:	Type:	Usage:	Status:	
[redacted]	[redacted]	[redacted]	[redacted]	Building	Residential	Approved	

A form will open.

Fill the form and attach

- A Site Map
- A list of all the FEWA Accounts which is signed and stamped from the owner/Property Manager

The information like Block, Plot, area and location are available in Site Map. Select Villa in the ‘Building Type’ drop down.

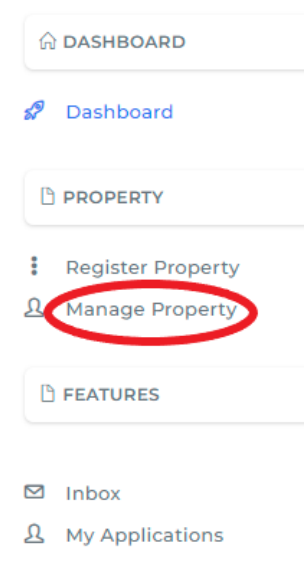
- **As single Unit villa**
  - A check box will appear having label ‘One Unit Villa’. Selecting the check box and submitting the filled information will result in a submission of building and unit both. The user will have to visit the ‘Register Unit’ option and submit it from there for the Municipality approval.
- **Multiple Unit Villa**
  - If the ‘One Unit Villa’ labeled check box is not selected, it will treat the submitted villa information as a building and upon approval, units can be added to the villa as per normal procedure.



## How can I start a contract in EJAAR as an Owner (Individual)?

A contract can be started by a tenant, an owner or a property manager for an approved registered property unit.

An individual Owner after log in to the EJAAR as a Owner (Individual), click on the 'Manage Property' link on the left.



This will open a screen where all the approved registered properties will be displayed. Click on the blue button 'Action', a drop down will be shown, click on 'Initiate Contract'.

Manage Property Home / Property / Manage

Manage Property Refresh

Copy CSV Excel PDF Print

Search:

Property Number	Location/Area	Building	Unit	Status	Contract No	Start Date	End Date	Modify On	Action
				Vacant		--	--	25/3/2022	Actions *

Showing 1 to 1 of 1 entries

Previous 1 Next

View Plot

Initiate Contract



Below form will be shown displaying all the details about the property. If the contract is intended for a multiple units/properties then additional units/properties can be added from top right corner.

The next step is to add Tenant information. Select the drop down displaying 'Customer'.

### Contract

Home / Contract  

---

**Unit Details** Add Another Unit

<b>Unit ID:</b>	5092	<b>Block:</b>	TEST	<b>Land Type:</b>	Residential
<b>Location:</b>	الرمثا    الرمثا	<b>Plot:</b>	TEST	<b>Property No:</b>	100245092

---

**Owner Details**

<b>Name:</b>	IT Test Mobile USer	<b>Mobile:</b>	05****217	<b>IDN:</b>	784-0000-0000011-1
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**Add Tennant**

Customer	IDN Number	Add Tennant
----------	------------	-------------

Multiple options are displayed; where a tenant can be a company, individual or a government entity.

For individual Emirates ID Number shall be entered, if the entered EID is registered with Fujairah Municipality then only can the process will continue. Else it will ask for the customer to be registered with Fujairah Municipality.

For a company the License Number shall be entered.

For a Government Entity, registration number with Fujairah Municipality shall be entered.

**Owner Details**

<b>Name:</b>	IT Test Mobile USer	<b>Mobile:</b>	05****217	<b>IDN:</b>	784-0000-0000011-1
--------------	---------------------	----------------	-----------	-------------	--------------------

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Customer	IDN Number	Add Tennant
----------	------------	-------------



After adding the tenant, the contract details can be entered by filling below information. After filling the required information, click 'Save'.

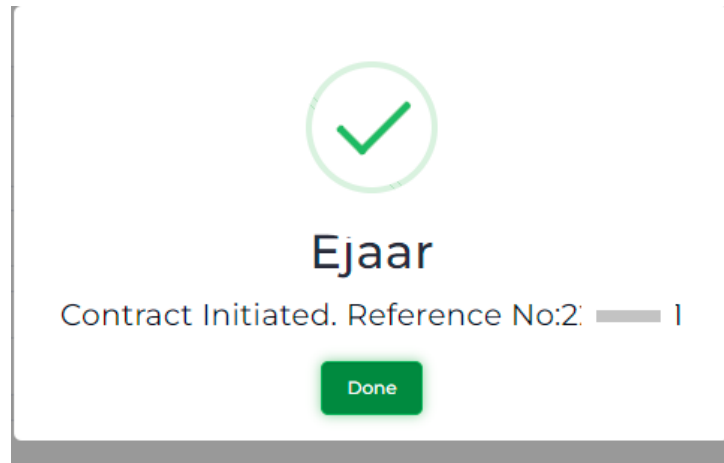
### Contract Terms

One Year	Rent Amount 20000	Payment & Other Terms 4 cheques
Start Date 05/09/2022	End Date 05/08/2023	Choose File Type Choose Files No file chosen

### Actions

Save

A message will be displayed showing the transaction number for the request. This number can be used to track the request in EJAAR with Fujairah Municipality.





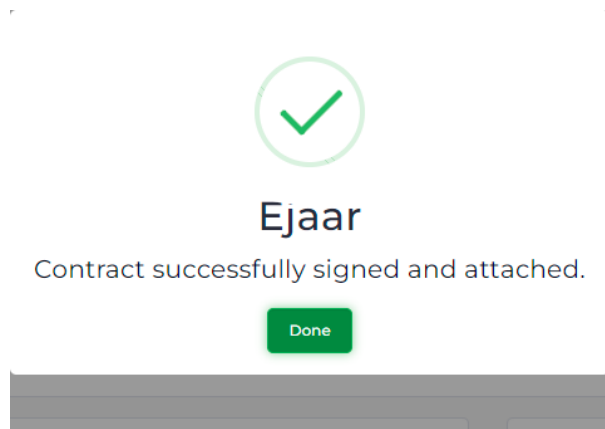
A blue, 'Save & Sign' button will be displayed.

If the owner(individual) has logged in using UAE Pass, then by clicking the 'Save & Sign' button (shown as 1) the contract can be signed.

If the owner(individual) was logged in using Municipality credentials then firstly he/she shall log in to the UAE Pass by clicking the 'Sign in with UAE Pass' button shown as 2, and then by clicking the 'Save & Sign' button (shown as 1) the contract can be signed.

The screenshot displays the Ejaar web application interface. At the top, there is a navigation bar with a 'Sign in with UAE PASS' button highlighted by a red box and labeled '2'. Below this, the main content area is divided into two columns: 'Contract Details' and 'Application Details'. The 'Contract Details' section includes fields for Contract No (RENT220590), Amount (20000.00), Terms and Conditions (4 cheques), Start Date (09/5/2022), End Date (08/5/2023), and Status (Contract Initiated). The 'Application Details' section includes FM Ref# (2205971), Application Type (New Contract), and Status (Contract Initiated). Below these sections is a 'Comments' table with columns for Comments, User Name, Comment Date, and Attachments. A single comment is visible: 'Contract Initiated' by 'IT Test Mobile USer' on 'May 9 2022 12:19PM'. At the bottom of the comments section, there is a 'Save Comment' button and a 'Save & Sign' button, which is highlighted by a red circle and labeled '1'. There is also a 'Choose File Type' dropdown and a 'Choose Files' button with 'No file chosen' text.

Upon successful signing of the contract a message will be displayed as below. The tenant will receive the contract in order to get it signed in their Inbox, when logged in as a tenant.



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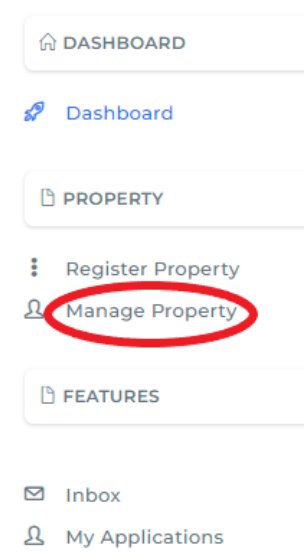


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## How can I start a contract in EJAAR as an Owner (Company)?

A contract can be started by a tenant, an owner or a property manager for an approved registered property unit.

An Owner after signing in to the EJAAR as an Owner (Company), click on the 'Manage Property' link on the left.



This will open a screen where all the approved registered properties will be displayed. Click on the blue button 'Action', a drop down will be shown, click on 'Initiate Contract'.





Manage Property Home / Property / Manage

Manage Property Refresh

Copy CSV Excel PDF Print

Search:

Property Number	Location/Area	Building	Unit	Status	Contract No	Start Date	End Date	Modify On	Action
				Vacant		--	--	25/3/2022	Actions *

Showing 1 to 1 of 1 entries

Previous 1 Next

[View Plot](#)

[Initiate Contract](#)

Below form will be shown displaying all the details about the property. If the contract is intended for a multiple units/properties then additional units/properties can be added from top right corner.

The next step is to add Tenant information. Select the drop down displaying 'Customer'.

Contract Home / Contract

Unit Details Add Another Unit

Unit ID:	5092	Block:	TEST	Land Type:	Residential
Location:	الرمثا    الرمثا	Plot:	TEST	Property No:	100245092

Owner Details

Name:	IT Test Mobile USer	Mobile:	05****217	IDN:	784-0000-0000011-1
-------	---------------------	---------	-----------	------	--------------------

Add Tennant

Customer IDN Number Add Tennant

Multiple options are displayed; where a tenant can be a company, individual or a government entity.

For individual Emirates ID Number shall be entered, if the entered EID is registered with Fujairah Municipality then only can the process will continue. Else it will ask for the customer to be registered with Fujairah Municipality.



For a company the License Number shall be entered.

For a Government Entity, registration number with Fujairah Municipality shall be entered.

Owner Details

Name:	IT Test Mobile User	Mobile:	05****217	IDN:	784-0000-0000011-1
<input type="text"/>					
Customer					
Company					
Govt					
Customer					

IDN Number

After adding the tenant, the contract details can be entered by filling below information. After filling the required information, click 'Save'.

Contract Terms

One Year	Rent Amount	Payment & Other Terms
<input type="text"/>	20000	4 cheques
Start Date	End Date	Choose File Type
05/09/2022	05/08/2023	<input type="button" value="Choose Files"/> No file chosen

Actions

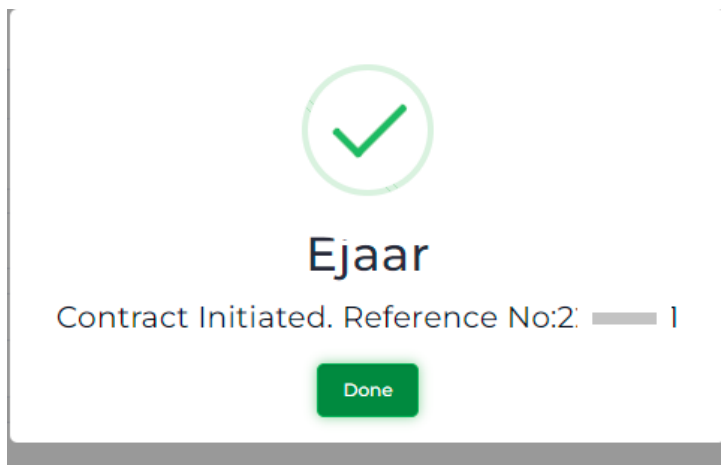
A message will be displayed showing the transaction number for the request. This number can be used to track the request in EJAAR with Fujairah Municipality.



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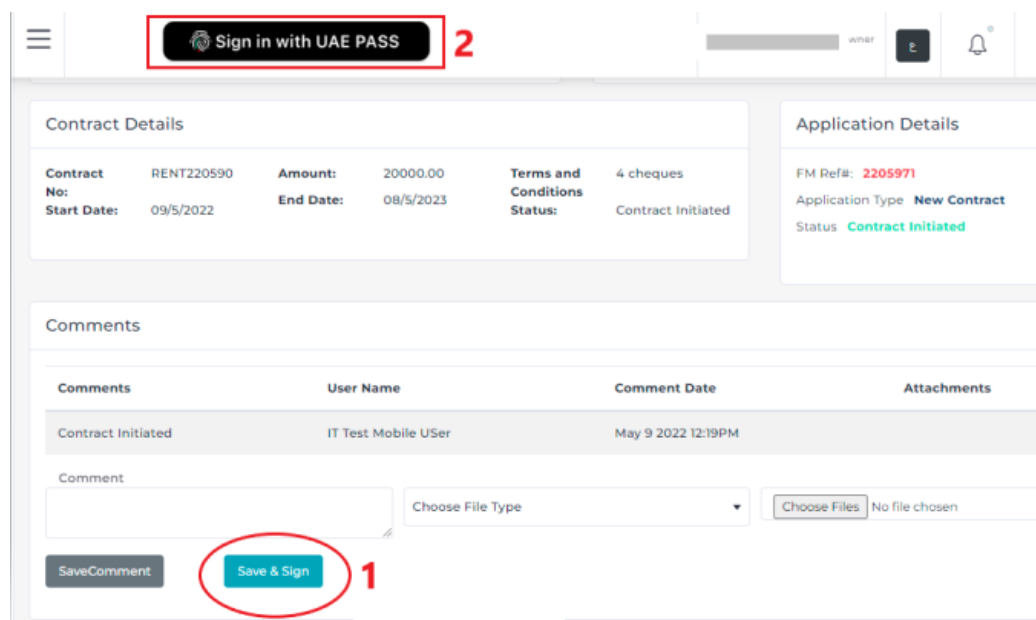
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A blue, 'Save & Sign' button will be displayed.

The signed in Owner (Company) must have a signatory added and approved from Municipality in order to sign a contract.

The signatory must log in to the UAE Pass by clicking the 'Sign in with UAE Pass' button shown as 2, and then by clicking the 'Save & Sign' button (shown as 1) the contract can be signed.

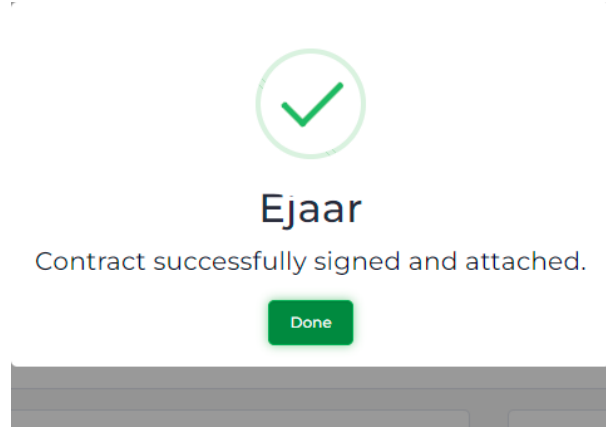


Upon successful signing of the contract a message will be displayed as below. The tenant will receive the contract in order to get it signed in their Inbox, when logged in as a tenant.

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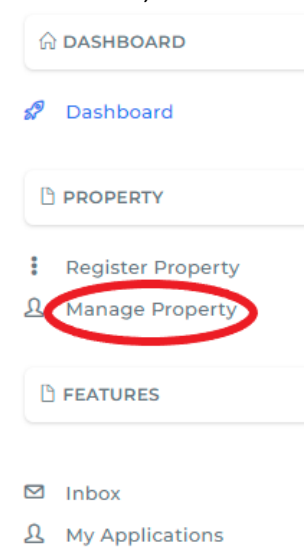




## How can I start a contract in EJAAR as a Property Manager?

A contract can be started by a tenant, an owner or a property manager for an approved registered property unit.

Property Manager after signing in to the EJAAR, click on the 'Manage Property' link on the left.



This will open a screen where all the approved registered properties will be displayed. Click on the blue button 'Action', a drop down will be shown, click on 'Initiate Contract'.

Manage Property Home / Property / Manage

Manage Property Refresh

Copy CSV Excel PDF Print

Search:

Property Number	Location/Area	Building	Unit	Status	Contract No	Start Date	End Date	Modify On	Action
				Vacant		--	--	25/3/2022	Actions *

Showing 1 to 1 of 1 entries

Previous 1 Next

View Plot

Initiate Contract

Below form will be shown displaying all the details about the property. If the contract is intended for multiple units/properties then additional units/properties can be added from top right corner.



The next step is to add Tenant information. Select the drop down displaying 'Customer'.

Contract Home / Contract

Unit Details [Add Another Unit](#)

<b>Unit ID:</b>	5092	<b>Block:</b>	TEST	<b>Land Type:</b>	Residential
<b>Location:</b>	الرمثا    Al Ramtha	<b>Plot:</b>	TEST	<b>Property No:</b>	100245092

Owner Details

<b>Name:</b>	IT Test Mobile User	<b>Mobile:</b>	05****217	<b>IDN:</b>	784-0000-0000011-1
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Add Tennant

[Add Tennant](#)

Multiple options are displayed; where a tenant can be a company, individual or a government entity.

For individual Emirates ID Number shall be entered, if the entered EID is registered with Fujairah Municipality then only can the process will continue. Else it will ask for the customer to be registered with Fujairah Municipality.

For a company the License Number shall be entered.

For a Government Entity, registration number with Fujairah Municipality shall be entered.

Owner Details

<b>Name:</b>	IT Test Mobile User	<b>Mobile:</b>	05****217	<b>IDN:</b>	784-0000-0000011-1
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[Add Tennant](#)

Customer  
Company  
Govt

After adding the tenant, the contract details can be entered by filling below information. After filling the required information, click 'Save'.



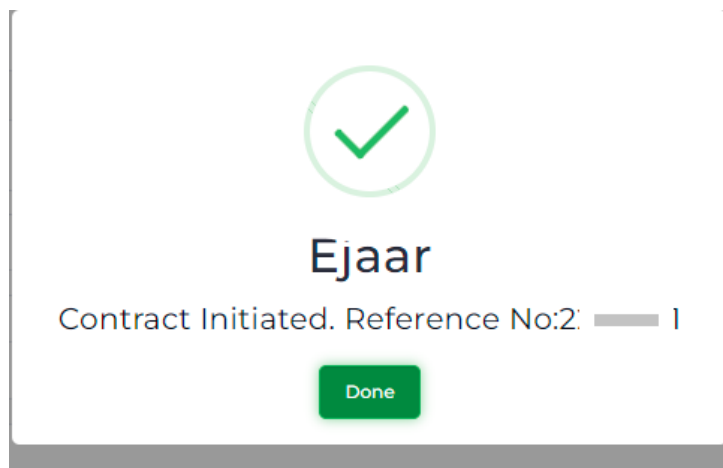
### Contract Terms

One Year	Rent Amount: 20000	Payment & Other Terms: 4 cheques
Start Date: 05/09/2022	End Date: 05/08/2023	Choose File Type: Choose Files No file chosen

### Actions

Save

A message will be displayed showing the transaction number for the request. This number can be used to track the request in EJAAR with Fujairah Municipality.



A blue, 'Save & Sign' button will be displayed.

The signed in Property Manager must have a signatory added and approved from Municipality in order to sign a contract.

The signatory must log in to the UAE Pass by clicking the 'Sign in with UAE Pass' button shown as 2, and then by clicking the 'Save & Sign' button (shown as 1) the contract can be signed.



Sign in with UAE PASS 2

**Contract Details**

Contract No:	RENT220590	Amount:	20000.00	Terms and Conditions Status:	4 cheques Contract Initiated
Start Date:	09/5/2022	End Date:	08/5/2023		

**Application Details**

FM Ref#: 2205971  
Application Type: New Contract  
Status: Contract Initiated

**Comments**

Comments	User Name	Comment Date	Attachments
Contract Initiated	IT Test Mobile USer	May 9 2022 12:19PM	

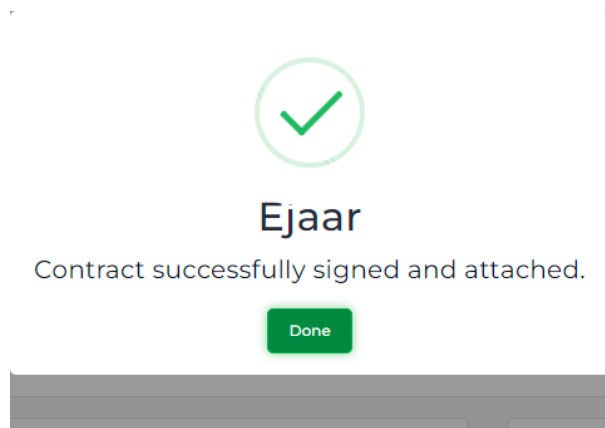
Comment:

Choose File Type:

Choose Files: No file chosen

SaveComment Save & Sign 1

Upon successful signing of the contract a message will be displayed as below. The tenant will receive the contract in order to get it signed in their Inbox, when logged in as a tenant.

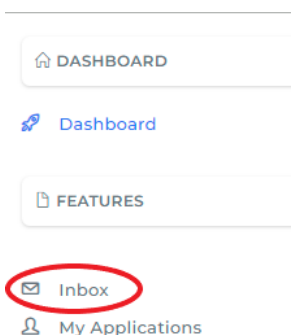




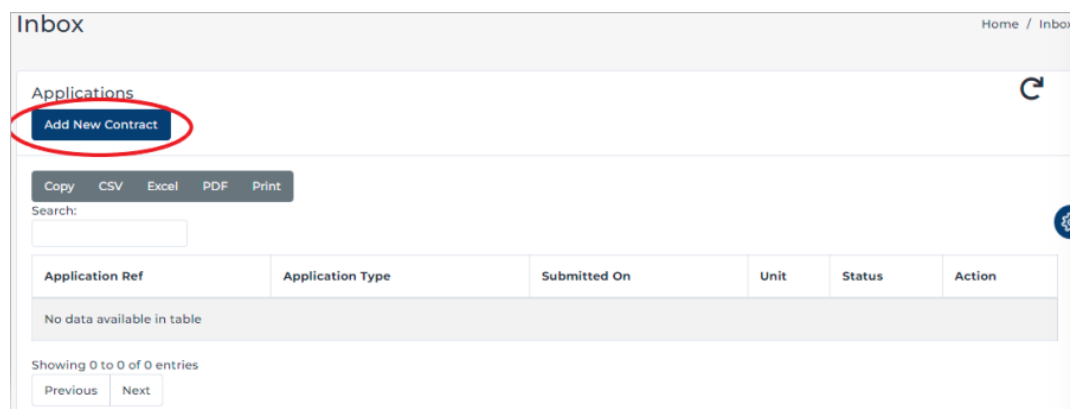
## How can I start a contract in EJAAR as a Tenant?

A tenant can initiate/start a contract by signing in to EJAAR as a tenant (individual), Company or a Government entity.

After sign in, click on the 'Inbox' button on the left.



A screen will be displayed, click on the blue button 'Add new Contract'.



A form will be displayed asking for the Property Number. This Property Number is available with the owner, property manager of the property.



Upon entering a valid property number, the property details will be shown where the tenant and owner information along with the property details are already selected. Enter the contract details and click on 'Save' button.

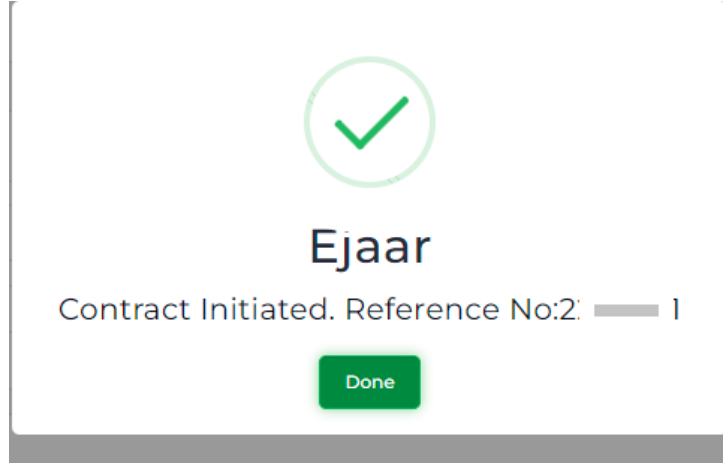
A message will be displayed showing the transaction number for the request. This number can be used to track the request in EJAAR with Fujairah Municipality.



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A blue, 'Save & Sign' button will be displayed.

If the tenant(individual) has logged in using UAE Pass, then by clicking the 'Save & Sign' button (shown as 1) the contract can be signed.

If the tenant(individual) was logged in using Municipality credentials then firstly he/she shall log in to the UAE Pass by clicking the 'Sign in with UAE Pass' button shown as 2, and then by clicking the 'Save & Sign' button (shown as 1) the contract can be signed.

In case of a tenant (Company or Government entity) the signed in tenant must have a signatory added and approved from Municipality in order to sign a contract.

The signatory must log in to the UAE Pass by clicking the 'Sign in with UAE Pass' button shown as 2, and then by clicking the 'Save & Sign' button (shown as 1) the contract can be signed.





The screenshot displays the Ejaar system interface. At the top, there is a navigation bar with a 'Sign in with UAE PASS' button (labeled '2') and a user profile icon. Below the navigation bar, the interface is divided into two main sections: 'Contract Details' and 'Application Details'. The 'Contract Details' section contains a table with the following information:

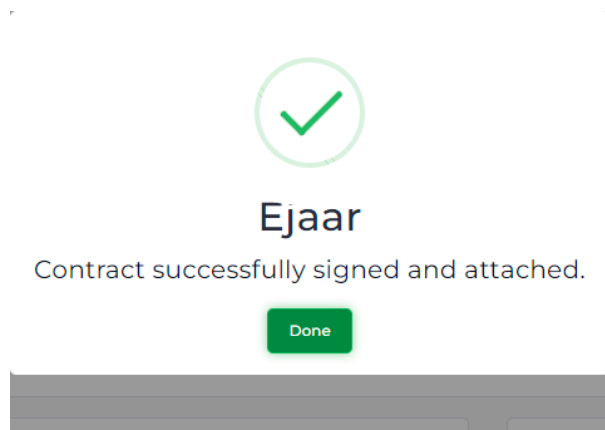
Contract No:	Amount:	Terms and Conditions Status:
RENT220590	20000.00	4 cheques
Start Date: 09/5/2022	End Date: 08/5/2023	Contract Initiated

The 'Application Details' section shows the FM Ref#: 2205971, Application Type: New Contract, and Status: Contract Initiated. Below these sections is a 'Comments' section with a table:

Comments	User Name	Comment Date	Attachments
Contract Initiated	IT Test Mobile User	May 9 2022 12:19PM	

At the bottom of the comments section, there is a 'Comment' input field, a 'Choose File Type' dropdown menu, and a 'Choose Files' button. Below these fields are two buttons: 'SaveComment' and 'Save & Sign' (labeled '1').

Upon successful signing of the contract a message will be displayed as below. The tenant will receive the contract in order to get it signed in their Inbox, when logged in as a tenant.





## How can I sign a contract in EJAAR ?

Login to EJAAR.

Click on the Inbox and then view the details of the intended transaction.

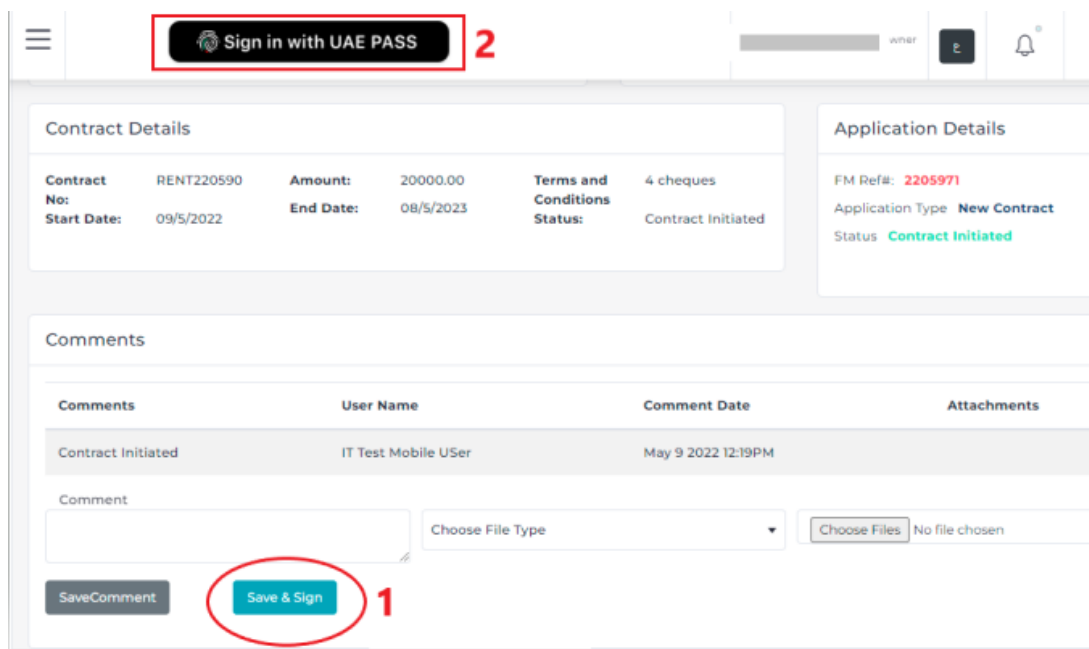
### An individual (Tenant or Owner)

- If in using UAE Pass, then by clicking the 'Save & Sign' button (shown as 1) the contract can be signed.
- If signed in using Municipality credentials then firstly he/she shall log in to the UAE Pass by clicking the 'Sign in with UAE Pass' button shown as 2, and then by clicking the 'Save & Sign' button (shown as 1) the contract can be signed.

### A Company, Property Manager, Government Entity

The signed in must have a signatory added and approved from Municipality in order to sign a contract.

The signatory must log in to the UAE Pass by clicking the 'Sign in with UAE Pass' button shown as 2, and then by clicking the 'Save & Sign' button (shown as 1) the contract can be signed.



The screenshot displays the EJAAR web interface for contract management. At the top, there is a navigation bar with a menu icon on the left and user information on the right. A prominent button labeled "Sign in with UAE PASS" is highlighted with a red box and the number "2". Below this, the main content area is divided into two columns: "Contract Details" and "Application Details".

Contract Details		Application Details	
Contract No:	RENT220590	FM Ref#:	2205971
Start Date:	09/5/2022	Application Type:	New Contract
Amount:	20000.00	Status:	Contract Initiated
End Date:	08/5/2023		
Terms and Conditions Status:	4 cheques Contract Initiated		

Below the contract details, there is a "Comments" section with a table of existing comments and a form for adding new ones. The "Save & Sign" button is highlighted with a red circle and the number "1".

Comments	User Name	Comment Date	Attachments
Contract Initiated	IT Test Mobile User	May 9 2022 12:19PM	

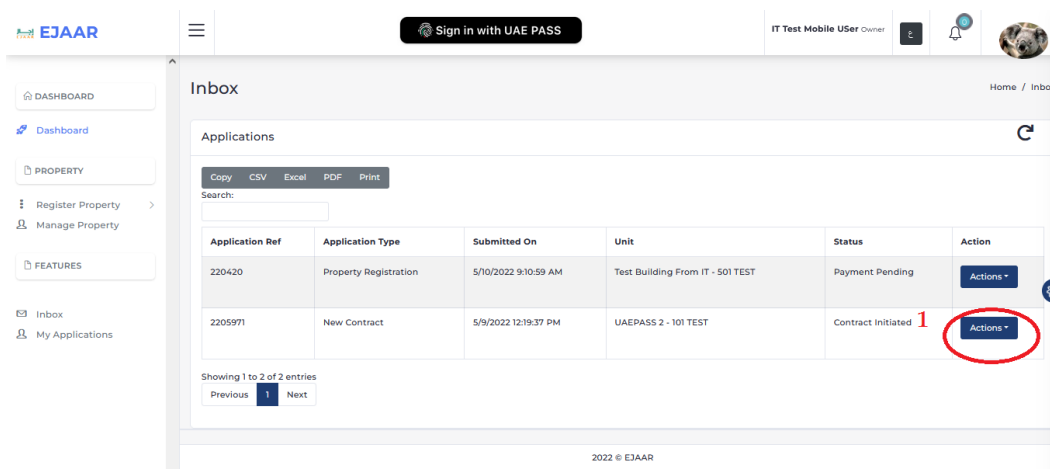
Comment:   
Choose File Type:   
Choose Files: No file chosen

Buttons: SaveComment, Save & Sign



## How can I pay for a contract in EJAAR ?

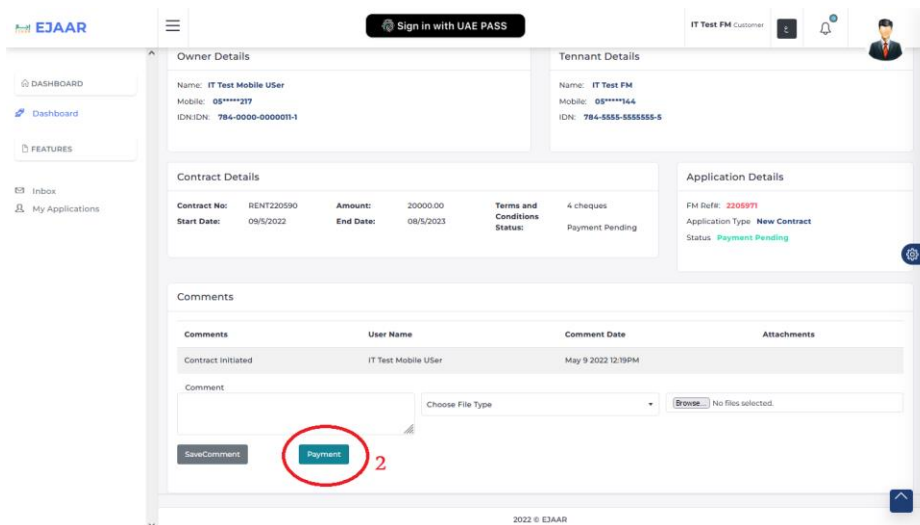
Open the details of a transaction after signing in to EJAAR as tenant.



The screenshot shows the EJAAR 'Inbox' page. The left sidebar contains navigation options: DASHBOARD, PROPERTY, Register Property, Manage Property, FEATURES, Inbox, and My Applications. The main content area is titled 'Inbox' and shows a table of applications. The table has columns for Application Ref, Application Type, Submitted On, Unit, Status, and Action. Two entries are visible: one for Property Registration and one for New Contract. The 'Actions' button for the 'New Contract' entry is circled in red.

Application Ref	Application Type	Submitted On	Unit	Status	Action
220420	Property Registration	5/10/2022 9:10:59 AM	Test Building From IT - 501 TEST	Payment Pending	Actions -
2205971	New Contract	5/9/2022 12:19:37 PM	UAEPASS 2 - 101 TEST	Contract Initiated 1	Actions -

A blue button 'Payment' will be displayed. Click on the button and it will redirect you to the payment gateway.



The screenshot shows the EJAAR 'Contract Details' page. The left sidebar contains navigation options: DASHBOARD, FEATURES, Inbox, and My Applications. The main content area is divided into several sections: Owner Details, Tenant Details, Contract Details, Application Details, and Comments. The 'Payment' button is circled in red.

**Owner Details:** Name: IT Test Mobile User, Mobile: 05\*\*\*\*\*217, IDN: 784-0000-0000071-1

**Tenant Details:** Name: IT Test FM, Mobile: 05\*\*\*\*\*144, IDN: 784-5555-5555555-5

**Contract Details:** Contract No: RENT220590, Amount: 20000.00, Terms and Conditions: 4 cheques, Start Date: 09/5/2022, End Date: 08/5/2023, Status: Payment Pending

**Application Details:** FM Ref: 2205971, Application Type: New Contract, Status: Payment Pending

**Comments:** Contract initiated by IT Test Mobile User on May 9 2022 12:19:37 PM.

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Fill the payment details as per the displayed amount. Upon successful payment the municipality will digitally stamp the contract and complete the transaction.

Order summary Total AED 25.77

Pay by card MasterCard VISA

Card Number  
47 [REDACTED] D VISA

Expiry Month / Expiry Year / Security Code  
12 / 22 / ... ?

Name on card  
TEST

**3**  
Pay AED 25.77





## How can I cancel my rental contract in EJAAR ?

If the contract isn't yet signed by both the parties then it can be cancelled within EJAAR by clicking the 'Cancel Contract' button as below.



The screenshot shows the EJAAR web application interface. The top navigation bar includes the EJAAR logo, a 'Sign in with UAE PASS' button, and user profile information. The main content area is titled 'Applications' and contains a table with the following data:

Application Ref	Application Type	Submitted On	Unit	Status	Action
[REDACTED]	New Contract	5/10/2022 12:05:47 PM	[REDACTED]	Signed By Tenant	Actions -
[REDACTED]	Property Registration	2/16/2022 1:46:05 PM	[REDACTED]	Payment Pending	View Details Cancel Contract

If the contract is signed by both the parties it can be cancelled from the customer counter in Fujairah Municipality