

وزارة البلدية والبيئة
Ministry of Municipality and Environment



Lease Contract Registration Service

User Guide – New Registration for Lease Contract

V. 1.0

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About the Service

This Service describes the procedures for submitting a request for a Leasing Contract through the Ministry of Municipality and Environment website.

Where in accordance with Law No. (19) of 2017 by the enactment of certain provisions of Law No. (4) of 2008 and Ministerial Decree No. (13) of 2019 concerning the renting of a property, it must the lessor to make the Leasing Contract, which was purchased by the landlord and the tenant in the office of leasing Contracts Registration in the Ministry of Municipality and Environment .

The service ends by issuing a Certificate for Leasing Contract Registration to be used later.

Service Requirements

An Authenticated user by NAS (National Authentication System) to submit a request for registering a Leasing Contract on Ministry of Municipality and Environment website

Required Documents

Sr	Document Description	Status
1	Copy of the Contract	Mandatory
2	QID for the Delegator	Optional
3	Any other Documents	Optional

Service Fees

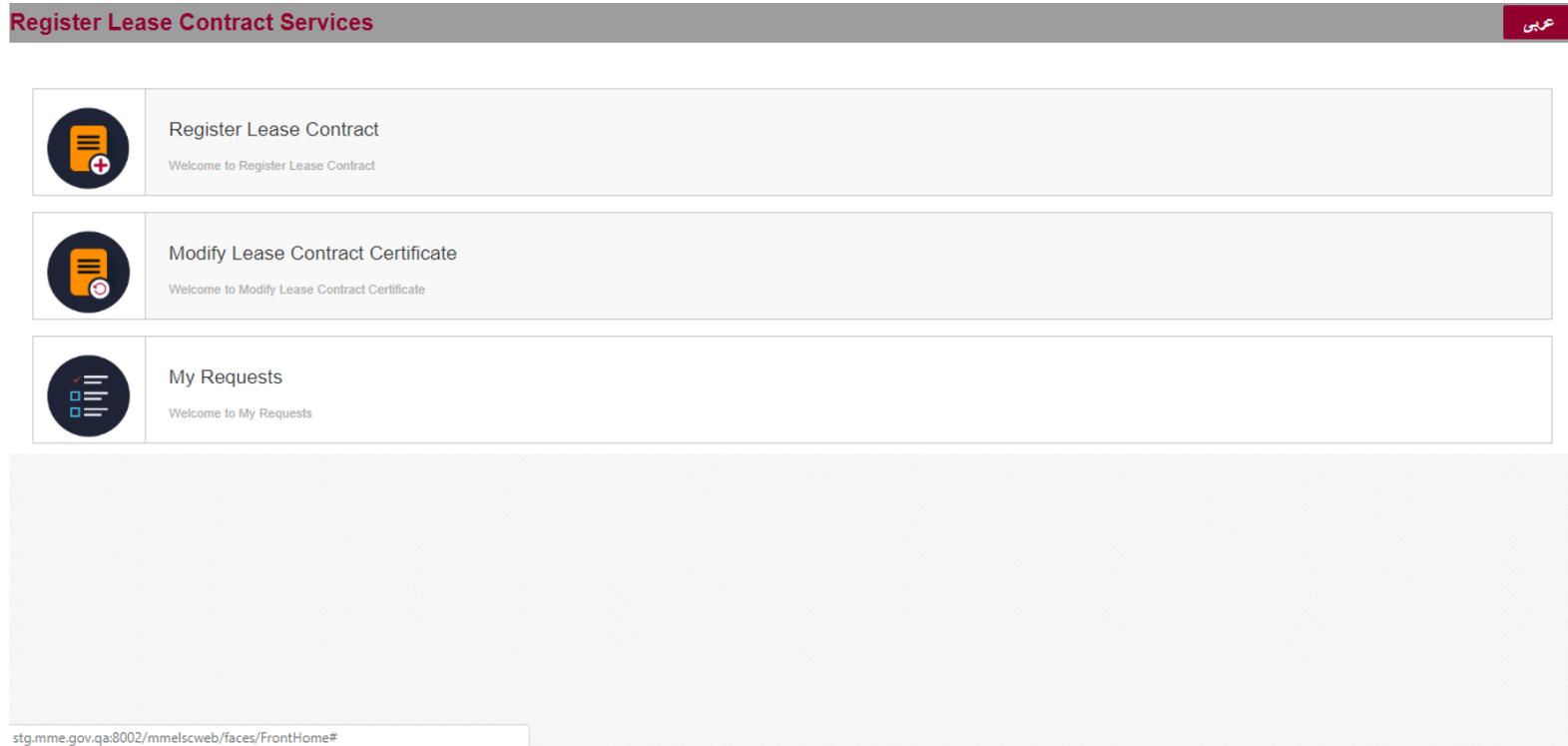
Sr	Fees Description	Fees Amount
1	Minimum Amount of Registration Fees for Lease Contract per Unit	250
2	Maximum Amount of Registration Fees for Lease Contract per Unit	2500
3	0.5% of total Rent for each Unit to be calculated	Number of Months * 0.005 * Monthly Rental

Request Submission Steps

Home Page

After successfully logging in through NAS (National Authentication System) , selecting the Lease Contract Registration service from the E-Services list, and then showing the home page of the Lease Contract Registration as shown in the picture below, then click on Register Lease Contract.

Note: All Fields Marked with (*) are Mandatory fields the user has to fill them to be able to submit the Request



Applicant Page

In this step, the applicant's data (QID, Arabic and English Name) are automatically filled according to the login credentials.

- The user should fill the Email and Mobile Number (**Mandatory Fields**)
- User can fill the Fax and Post Box (**Optional Fields**)
- Click on Next button to move forward to next step.

عربي

Applicant Ownership Properties Lessor Lessee Contract Attachments Submit

Next

Define Applicantant

QID 28973601978

Applicant Details

Name Arabic <input type="text" value="ابي قسم السيد احمد الطرافي"/>	Email <input type="text" value="oaltrafi@malomatia.com"/>	Fax <input type="text"/>
Name English <input type="text" value="OBAY GSEMALSEED AHMED ALTRU"/>	* Mobile Number <input type="text" value="50265717"/>	Post Box <input type="text"/>

Ownership Page:

On this page Ownership details are defined by clicking on "Add Owner" as in the picture below:

عربي

Back Applicant Ownership Properties Lessor Lessee Contract Attachments Submit Next

Define Owner Details + Owner

Title Deed No	Cert No.	Owner Type	Name English	Name Arabic	CR No.	CP No.	Branch No.	EID No.	QID	Identity No	Document Type	Issuing Country
No data to display												

After Clicking on "Add Owner" then the system will go to Define Owner screen as picture below, which allow to add the ownership details by one of the following:

- Title Deed Number
- Benefit Privilege Certificate
- Manual

In case choosing to add the details by Title Deed Number, then user should enter Title Deed Number and PIN Number then click on “Search” Button then the system will astatically retrieve the Title Deed details through the integration with MOJ, which will include:

- Owner(s) Name(s)
- Parcel Type
- Owner Type
- And all other details

After Successfully retrieving the information, user should click “Add” Button then click on “Next” to move to the next step or “Back” to go back to previous step.

Define Owner

* Select Title Deed No
 Benefit Privilege Certificate
 Manual

* Title Deed No

Pin No

Search **Clear**

Title Deed No Owner Type Address Building No

Pin No Municipality Name Address Street No

Parcel Type District Address Zone No

Define Owner Details

Title Deed No	Cert No.	Owner Type	Name English	Name Arabic	CR No.	CP No.	Branch No.	EID No.	QID	Identity No	Document Type	Issuing Country
No data to display												

Add **Cancel**

Property Page

In this page as shown below, user will define Property details (For each Property) by clicking on “Add Property”

The screenshot displays the 'Property Page' interface. At the top right, there is a dark red button with the Arabic text 'عربي'. Below this is a horizontal progress bar with eight steps: 'Applicant', 'Ownership', 'Properties', 'Lessor', 'Lessee', 'Contract', 'Attachments', and 'Submit'. The 'Properties' step is currently active, indicated by a red dot and a blue underline. To the left of the progress bar is a 'Back' button, and to the right is a 'Next' button. Below the progress bar, the section is titled 'Define Property Details'. On the right side of this section is a dark red button with a white plus sign and the text '+ Add Property'. Below the title is a table with the following columns: 'Title Deed No', 'Benefit Privilege Certificate No', 'Pin No', 'Area (Square Meter)', 'Electricity No', 'Water No', 'Property Description', 'Street No', 'Tenants', and 'Kahramaa Counters'. The table currently contains the text 'No data to display.' in the first row.

Title Deed No	Benefit Privilege Certificate No	Pin No	Area (Square Meter)	Electricity No	Water No	Property Description	Street No	Tenants	Kahramaa Counters
No data to display.									

After clicking on “Add Property” it will show “Define Property” screen as below:

The user should select one of Title Deeds entered already on Ownership previous page, then he has to fill all Mandatory fields (Property Type, Rent Payment Amount, Rent Payment Frequency, and Number of Subunits) then click on “Add” button.

User can then :

- Add Tenant
- Add More Electricity Numbers
- Update Property Details
- Remove Property

Add Tenant to Property

User can click on “Add Tenant” to start adding one or more tenants to the property , which will open “Define Tenant” screen

Back Applicant Ownership Properties Lessor Lessee Contract Attachments Submit Next

Define Property Details + Add Property

Title Deed No	Benefit Privilege Certificate No	Pin No	Area (Square Meter)	Electricity No	Water No	Property Description	Street No	Tenants	Kahramaa Counters
222263		91011657	515	74547	74547	في ساحة ابن جمان و شامل خارجين المتعدا بالراح (أرضي) - 0	0	+ Add Tenant	+ Add Counter ✎ 🗑

Tenant Details + Add Tenant

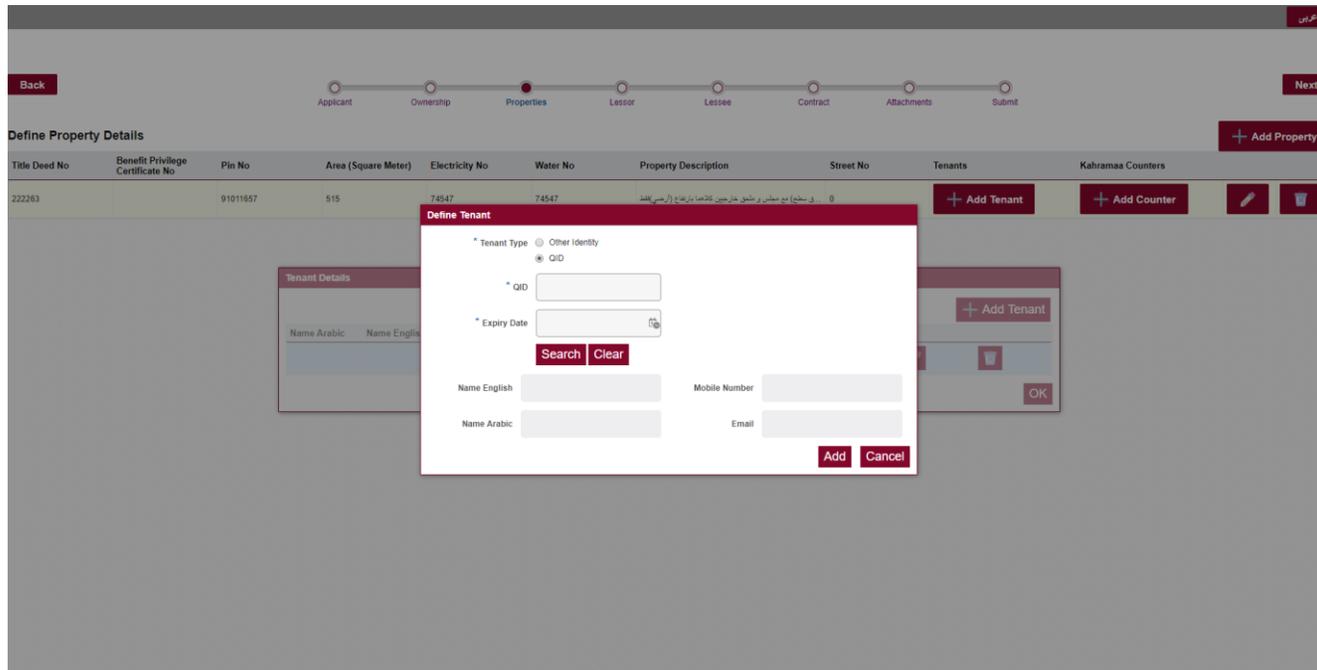
Name Arabic	Name English	QID	Mobile Number	Email	Identity No	Issuing Country	Document Type
No data to display.							

OK

stg.mme.gov.qa:8002/mme/icsweb/aces/RegisterLeaseContract#

Tenants details could be filled according to the selection as:

- QID, which will fill automatically all details
- Other Identity, which then the user should fill all details manually.



After filling all property details including Tenants details, user can click on “Next” to move forward to next step, or “Back” to go back to previous step.

Lessor Page

In this page user will fill Lessor details as following:

1. If the Lessor is the Owner, so just click on “Lessor is the Owner” checkbox which will fill all information from Owner information
2. Or to click on “Add Lessor” to fill lessor details as :

Lessor Type	Details	Entered Information (Mandatory)	Integration Entity
Person (QID)	Arabic and English Name	<ul style="list-style-type: none"> - QID Number - QID Expiry Date 	MOI
Company	Arabic and English Name Mobile Email	<ul style="list-style-type: none"> - CR or CP Number - Expiry Date 	MOCI
Government Entity	Arabic and English Name	<ul style="list-style-type: none"> - EID - EID Expiry Date 	MOI

عربی

Back Next

○ Applicant ○ Ownership ○ Properties ● Lessor ○ Lessee ○ Contract ○ Attachments ○ Submit

Define Lessor Details + Add Lessor

Lessor is the Owner

Lessor Type	Name English	Name Arabic	CR No.	CP No.	Branch No.	EID No.	QID	Identity No	Document Type	Issuing Country
QID										

Define Lessor

* Lessor Type: QID

* QID:

* Expiry Date:

Search **Clear**

Name English: Email: QID:

Name Arabic: Mobile Number:

Add **Cancel**

After filling all Lessor(s) information, user can click on “Next” to move forward to next step, or “Back” to go back to previous step.

Lessee Page

In this page as below, user can define Lessee details by clicking on “Add Lessee” button

After clicking on “Add Lessee” button, define Lessee page will appear to fill the details as following:

Lessee Type	Details	Entered Information (Mandatory)	Integration Entity
Person (QID)	Arabic and English Name	- QID Number - QID Expiry Date	MOI
Company	Arabic and English Name Mobile Email	- CR or CP Number - Expiry Date	MOCI
Government Entity	Arabic and English Name	- EID - EID Expiry Date	MOI

عربی

Back Next

○ Applicant — ○ Ownership — ○ Properties — ○ Lessor — ● Lessee — ○ Contract — ○ Attachments — ○ Submit

Define Lessee Details + Add Lessee

Lessee Type	Name English	Name Arabic	CR No.	CP No.	Branch No.	EID No.	QID	Identity No	Document Type	Issuing Country
QID										

Define Lessee

* Lessee Type: QID

* QID:

* Expiry Date:

Search **Clear**

Name English: Email:

Name Arabic: MobileNo:

Add **Cancel**

After filling all Lessee(s) information, user can click on “Next” to move forward to next step, or “Back” to go back to previous step.

Contract Page

In this page user fills the Contract information as following:

- Contract Start Date
- Contract End Date
- Register Date
- Rent Purpose

Back Next

Applicant Ownership Properties Lessor Lessee **Contract** Attachments Submit

Registration Contracts Details

* Contract Start Date

* Contract End Date

* Register Date * Rent Purpose

Subleased

Utilities

SELECT Allow Sublease Electricity Water Land Line Router Internet Parking Satellite Auto Renewal

In case of Subleasing, then “Subleased” checkbox will be checked and filling the original contract registration number, user can also select the utilities included in the contract (Electricity- Internet- Parking- ..etc)

After filling all Contract information, user can click on “Next” to move forward to next step, or “Back” to go back to previous step.

Attachments Page

In this page , user will fill all documents needed to be uploaded (Please refer to [Required Documents](#) page 3)

- In case Document is Mandatory, then will appear **Mandatory** next to it.
- When click on Upload, it brows files to select one to upload.
- User can View and Delete document after upload.

The screenshot shows a web interface for document uploads. At the top, a progress bar has seven steps: Applicant, Ownership, Properties, Lessor, Lessee, Contract, Attachments (current), and Submit. The Attachments step is highlighted with a red dot. Below the progress bar, there are 'Back' and 'Next' buttons. The main content is a table titled 'Attachments' with the following columns: Document List, File Name, Upload, View, and Delete. The first row is highlighted in blue and contains the following data:

Document List	File Name	Upload	View	Delete	
Lease Contract	backend.png	Mandatory	Upload	View	Delete
Applicant QID		Upload			
Benefit Privilege Certificate		Upload			
Data correctness acknowledgement		Upload			
Delegation Copy		Upload			
Electricity Invoice		Upload			
Lessee Commercial Permit		Upload			
Lessee Commercial Registration		Upload			
Lessee Establishment ID		Upload			
Lessee QID		Upload			
Lessee Tax Card		Upload			
Lessor Commercial Permit		Upload			
Lessor Commercial Registration		Upload			
Lessor Establishment ID		Upload			
Lessor QID		Upload			
Lessor Tax Card		Upload			
Main Lease Contract		Upload			
Official delegation from lessor(s) to applicant		Upload			
Official delegation from owners to lessors		Upload			
Owner Commercial Permit		Upload			
Owner Commercial Registration		Upload			
Owner Establishment ID		Upload			
Owner Passport		Upload			
Owner QID		Upload			
Owner Tax Card		Upload			

After uploading all required documents, user can click on “Next” to move forward to next step, or “Back” to go back to previous step.

Submitting Page

In this page, user can review the full request and can go back to any section to update it before submission.

Back

Submit
Cancel

Define Lease Contract Preview

Applicant Details

QID 28973601978	Email oaltrafi@malomatia.com	Post Box
Name Arabic ابي قسم السيد احمد الطريفى	Mobile Number 50265717	
Name English OBAY GSEMALSEED AHMED ALTRAFI	Fax	

Owner Details

Title Deed No	Cert No.	Owner Type	Name English	Name Arabic	CR No.	CP No.	Branch No.	EID No.	QID	Identity No	Document Type	Issuing Country
222263		QID		فاطمة حسن عريب محمود المعود					25763401534			
222263		QID		عبدالرحمن ابراهيم جاسم عريب المعود					27563402014			
222263		QID		محمد ابراهيم جاسم عريب المعود					27363400511			

Lessor Details

Lessor Type	Name English	Name Arabic	CR No.	CP No.	Branch No.	EID No.	QID	Identity No	Document Type	Issuing Country
No data to display										

Lessee Details

Lessee Type	Name English	Name Arabic	CR No.	CP No.	Branch No.	EID No.	QID	Identity No	Document Type	Issuing Country
QID	OBAY GSEMALSEED AHMED ALTRAFI	ابي قسم السيد احمد الطريفى					28973601978			

Property Details

Area (Square Meter)	Electricity No	Water No	Title Deed No	Property Description	Street No	Tenants	Kahramaa details				
515	74547	74547	222263	مجلس وملحق خارجيين كلاهما باريفاع (الرحى)القط	0		Tenant details	Kahramaa details	Property details		

Contract Details

Contract Start Date 01-04-2019	Contract End Date 31-03-2020	Subleased __
Register Date 27-02-2019	Rent Purpose Residential	
Utilities <input type="checkbox"/> Allow Sublease <input checked="" type="checkbox"/> Electricity <input checked="" type="checkbox"/> Water <input type="checkbox"/> Land Line <input type="checkbox"/> Router <input type="checkbox"/> Internet <input checked="" type="checkbox"/> Parking <input type="checkbox"/> Satellite <input type="checkbox"/> Auto Renewal		

Attachment Details

Document List	File Name
Lease Contract	backend.png

To Submit the request, user should click on “Submit” button, then system will show a pledge that all information are correct, then he click “Yes” to submit the request, or to click on “No” to cancel submission and go back to preview page.

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Applicant Ownership Properties Lessor Lessee Contract Attachments **Submit**

Define Lease Contract Preview Submit Cancel

Applicant Details

QID 28973601978 Email oaltrafi@malomatia.com Post Box

Name Arabic ابي قسم السيد احمد الطريقي Mobile Number 50265717

Name English OBAY GSEMALSEED AHMED ALTRAFI Fax

Owner Details

Title Deed No	Cert No.	Owner Type	Name English	Name Arabic	No.	QID	Identity No	Document Type	Issuing Country
222263		QID		المستور		25763401534			
222263		QID		المستور		27563402014			
222263		QID		المستور		27363400511			

Lessor Details

Lessor Type Name English Name Arabic Identity No Document Type Issuing Country

No data to display

Lessee Details

Lessee Type Name English Name Arabic CR No. CP No. Branch No. EID No. QID Identity No Document Type Issuing Country

QID OBAY GSEMALSEED AHMED ALTRAFI ابي قسم السيد احمد الطريقي 28973601978

Property Details

Area (Square Meter)	Electricity No	Water No	Title Deed No	Property Description	Street No	Tenants	Kahramaa details
515	74547	74547	222263	مجلس و ملحق خارجين كلاهما بالرفع (الرئيسي فقط)	0	Tenant details	Kahramaa details Property details

Contract Details

Contract Start Date 01-04-2019 Contract End Date 31-03-2020 Subleased _

Register Date 27-02-2019 Rent Purpose Residential

Utilities Allow Sublease Electricity Water Land Line Router Internet Parking Satellite Auto Renewal

Attachment Details

Document List	File Name
Lease Contract	backend.png

Expected Results After Submission

Request Details Page

After successfully submit the request, the below page will appear to show all request details and :

- Request Number
- Request Submission Date
- Request Type
- Request Status

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Lease Contract View Request Details

Request Number	002-0301-19-00001620	Request Status	In Review	Payment Amount	0
Request Date	08-03-2019	Request Type	Register Lease Contract Request		

Applicant | **Owner** | **Lessor** | **Lessee** | **Properties** | **Contract** | **Attachments** | **Fees** | **Receipts**

Name Arabic	ابي قسم السيد احمد الطرافي	Mobile Number	50265717
Name English	QBAY GSEMALSEED AHMED ALTRAFI	Post Box	
QID	28973601978	Description	
Email	oaltrafi@malomatia.com		

Applicant Statuses

Applicant should submit an official delegation copy from LESSOR

Delegated On

Name Arabic	Name English	Commercial Permit Number	Commercial Registration Number	Branch No
No data to display.				

Also After Successfully submission, applicant will get an Email and SMS on his mobile number to inform him that the request was registered successfully.





BALADIYA



7:00 PM

تم استقبال طلب رقم

00001620-19-0301-002

لمتابعة الطلب يرجى زيارة الموقع

www.mme.gov.qa Request
number 002-0301-19-00001620
sucessfully submitted. To
followup request status, please
visit www.mme.gov.qa



6 min



My Requests Page

After successfully logging in through NAS (National Authentication System) , selecting the Lease Contract Registration service from the E-Services list, and then showing the home page of the Lease Contract Registration as shown in the picture below, then click on My Requests.



After clicking on “My Requests” it will move to the page with all submitted request, which showing the status of the request even submitted online from the Ministry of Municipality and Environment website or from the service counter.

User Manual

Home

Request Type: Please Select
Request Date From:
Request Number:

Request Status: Please Select
Request Date To:

Search Clear

Sl. No.	Request Number	Request Date	Request Type	Payment Amount	Request Status	Resubmit
1	002-1101-19-00001642	08-03-2019	Land Inquiry Request	0.00 QAR	In Review	
2	002-1101-19-00001639	08-03-2019	Land Inquiry Request	0.00 QAR	In Review	
3	002-0301-19-00001620	08-03-2019	Register Lease Contract Request	0.00 QAR	In Review	
4	002-0301-19-00001543	07-03-2019	Register Lease Contract Request	0.00 QAR	In Review	
5	002-0301-19-00001542	07-03-2019	Register Lease Contract Request	0.00 QAR	In Review	
6	002-0301-19-00001531	07-03-2019	Register Lease Contract Request	0.00 QAR	In Review	
7	002-0302-19-00001487	06-03-2019	Modify Lease Contract Registration Certificate	-60.00 QAR	Approved	
8	002-0301-19-00001486	06-03-2019	Register Lease Contract Request	420.00 QAR	Confirmed	
9	002-0301-19-00001479	06-03-2019	Register Lease Contract Request	0.00 QAR	In Review	
10	002-0301-19-00001465	06-03-2019	Register Lease Contract Request	0.00 QAR	In Review	

Page 1 of 21 (1-10 of 205 Items) 1 2 3 4 5 ... 21

This page allows the user to search for his requests by:

- Request Number
- Request Submitted Date
- Request Type
- Request Status

Payment Page

After getting an Email or SMS Notification that the request has been approved, user can go to “My Requests” page and select the request he wants by clicking “Request Number” which will chose the request details and its status will be “Approved” and he can click on “Pay” button to start payment process for this request.

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Lease Contract View Request Details

Request Number 002-0301-19-00001447 **Request Status** Approved **Payment Amount** 2500

Request Date 06-03-2019 **Request Type** Register Lease Contract Request [Pay](#)

Applicant**Owner****Lessor****Lessee****Properties****Contract****Attachments****Fees****Receipts**

Name Arabic ابي قسم السيد احمد الطرifi **Mobile Number** 50265717

Name English OBAY GSEMALSEED AHMED ALTRAFI **Post Box**

QID 28973601978 **Description**

Email oaltrafi@malomatia.com

Applicant Statuses

Applicant should submit an official delegation copy from LESSOR

Delegated On

Name Arabic	Name English	Commercial Permit Number	Commercial Registration Number	Branch No
No data to display.				

After that it will take the user to the Payment Gateway to proceed with the payment

Payment Details

* Required field

Card Type *

 Visa  Mastercard

Card Number *

Expiration Date *

CVN *  This code is a three or four digit number printed on the back or front of credit cards.

Your Order

Total amount 960.00 QAR

After finishing the Payment process, it will show again the Request Details page, which will show that the status of the request is “Confirmed” and “Print Certificate” button is shown to let the user able to print his certificate.

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[Print Certificate](#)

Lease Contract View Request Details

Request Number 002-0301-19-00001486

Request Date 06-03-2019

Request Status Confirmed

Request Type Register Lease Contract Request

Payment Amount 420

Applicant

Owner

Lessor

Lessee

Properties

Contract

Attachments

Fees

Receipts

Certificate

Name Arabic ابي قسم السيد احمد الطريفى

Name English OBAY GSEMALSEED AHMED ALTRAFI

QID 28973601978

Email oaltrafi@malomatia.com

Mobile Number 50265717

Post Box

Description

Applicant Statuses

Applicant should submit an official delegation copy from LESSOR

Delegated On

Name Arabic	Name English	Commercial Permit Number	Commercial Registration Number	Branch No
No data to display.				

Which will show the certificate in PDF format as below, which allows the user to print or save it.

Ministry of Municipality & Environment
AL WAKRA MUNICIPALITY
Registration of Real Estate Lease Contract Office



وزارة البلدية والبيئة
بلدية الوكرة
مكتب تسجيل عقود إيجار العقارات

Date **08-03-2019**

التاريخ 2019-03-08

شهادة تسجيل عقد إيجار

رقم شهادة التسجيل	603300	تاريخ التسجيل	2019-03-03
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بيانات العقار

رقم سند الملكية	رقم الكهرباء	رقم الماء	رقم العقار
2	قيمة الإيجار	مبلغ التأمين	5000
رقم العقار	العنوان		نوع العقار
			فيلل سكنية

بيانات الملاك

اسم المالك	شخص	نوع الوثيقة	حامل بطاقة شخصية قطرية	رقم الوثيقة
اسم المالك	شخص	نوع الوثيقة	حامل بطاقة شخصية قطرية	رقم الوثيقة
اسم المالك	شخص	نوع الوثيقة	حامل بطاقة شخصية قطرية	رقم الوثيقة

بيانات المؤجر

اسم المؤجر	شركة	نوع الوثيقة	قيد منشأة	رقم الوثيقة
اسم المؤجر	شركة	نوع الوثيقة	قيد منشأة	رقم الوثيقة
رقم السجل التجاري	رقم الشركة	رقم الفرع		