



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for the Direct Rental

Date Prepared: 07/04/2026 GD

Version Number: First One

investor's
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Login to the System

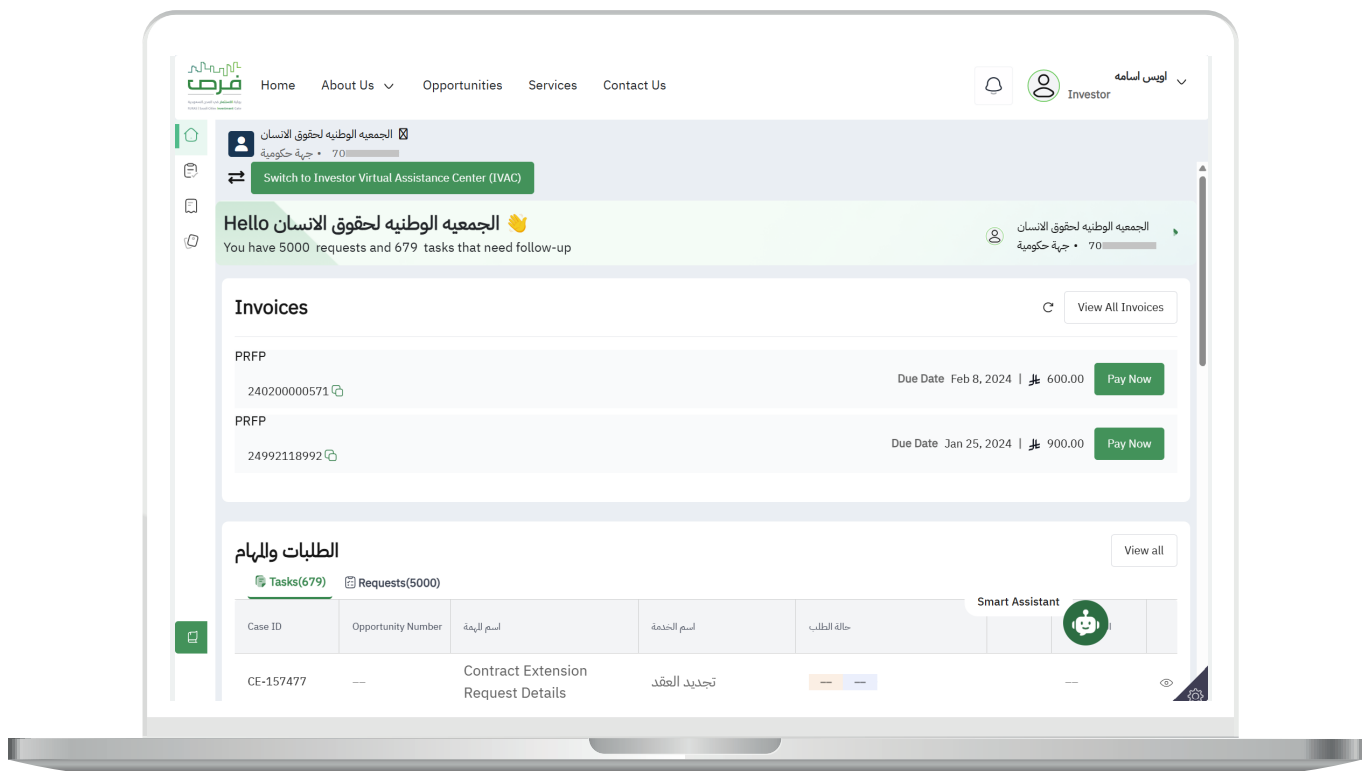
1) After accessing the (**Opportunities Portal**), select the (**Login**) icon. The login screen will then appear as follows:

Enter your national ID/residence number and password, enter the verification code, and then click the (**Login**) button.

You can also log in through the National Access Portal.

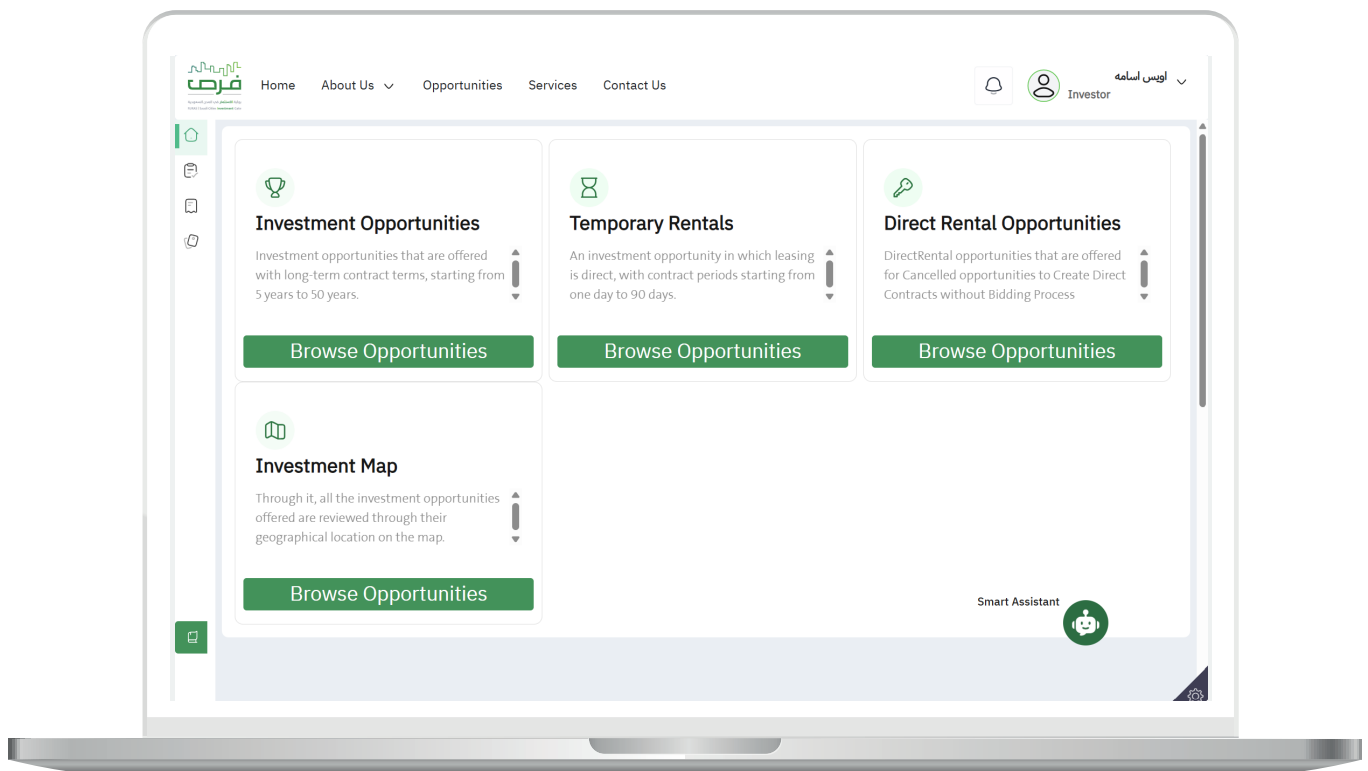


2) After that, the user will see the main screen of the Opportunities Portal.

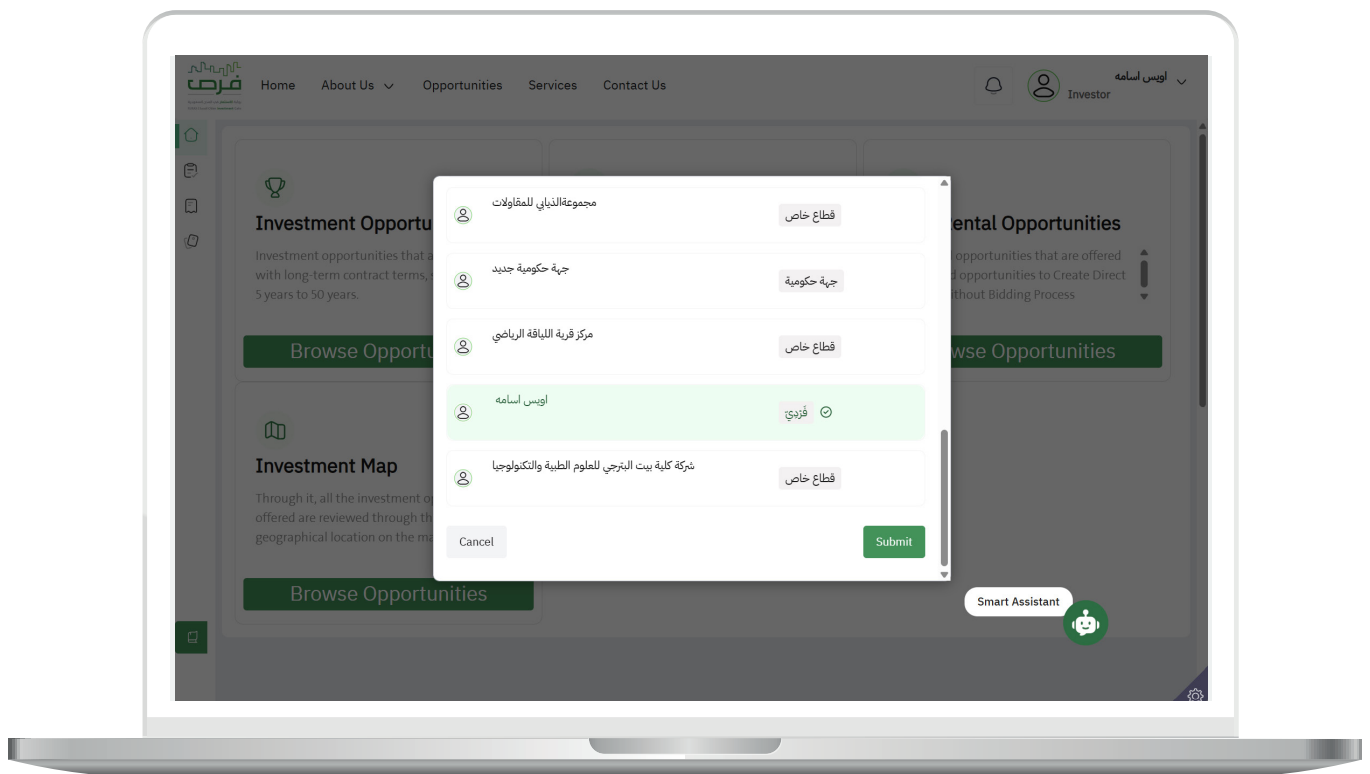


Direct Rental opportunities

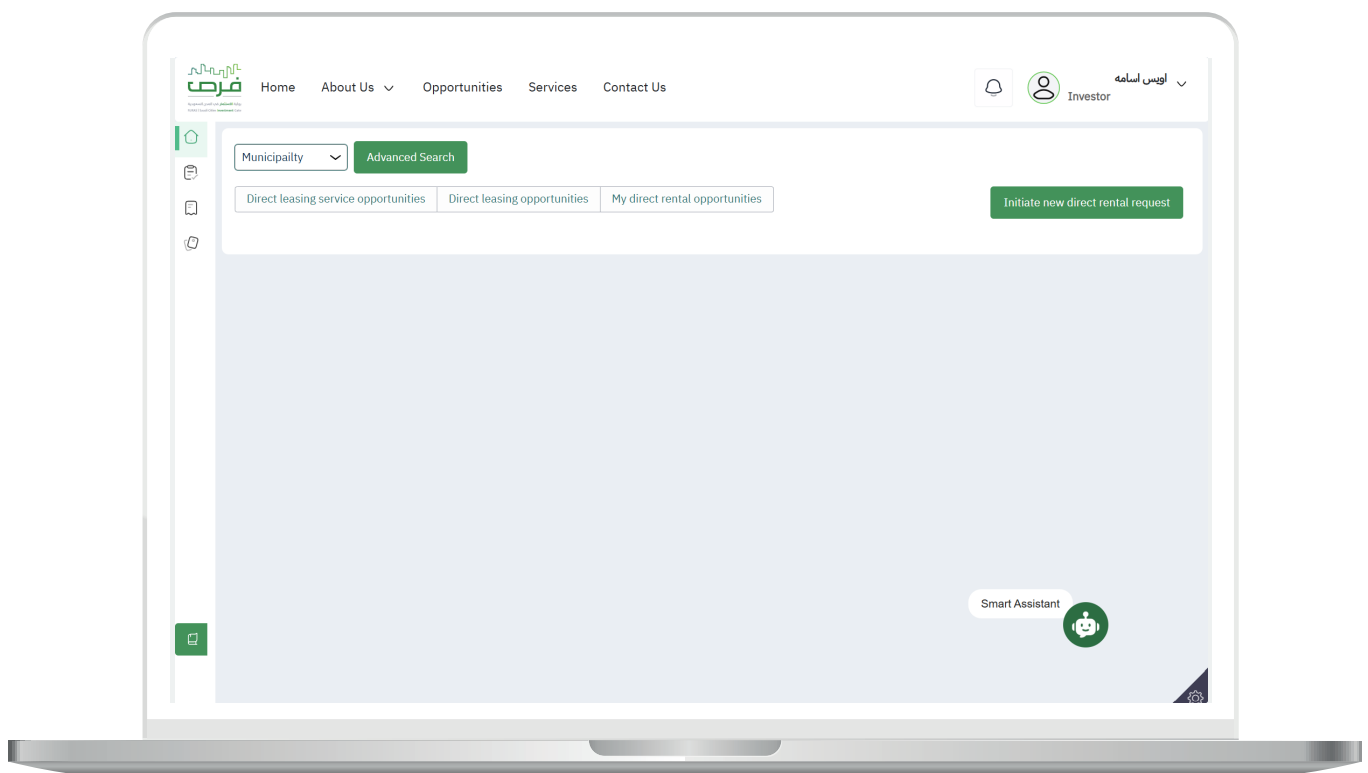
1) After selecting the (**Opportunities**) list from the top, the following lists are displayed, and the user selects (**Direct Rental Opportunities**) by clicking on the (**Browse Opportunities**) button.



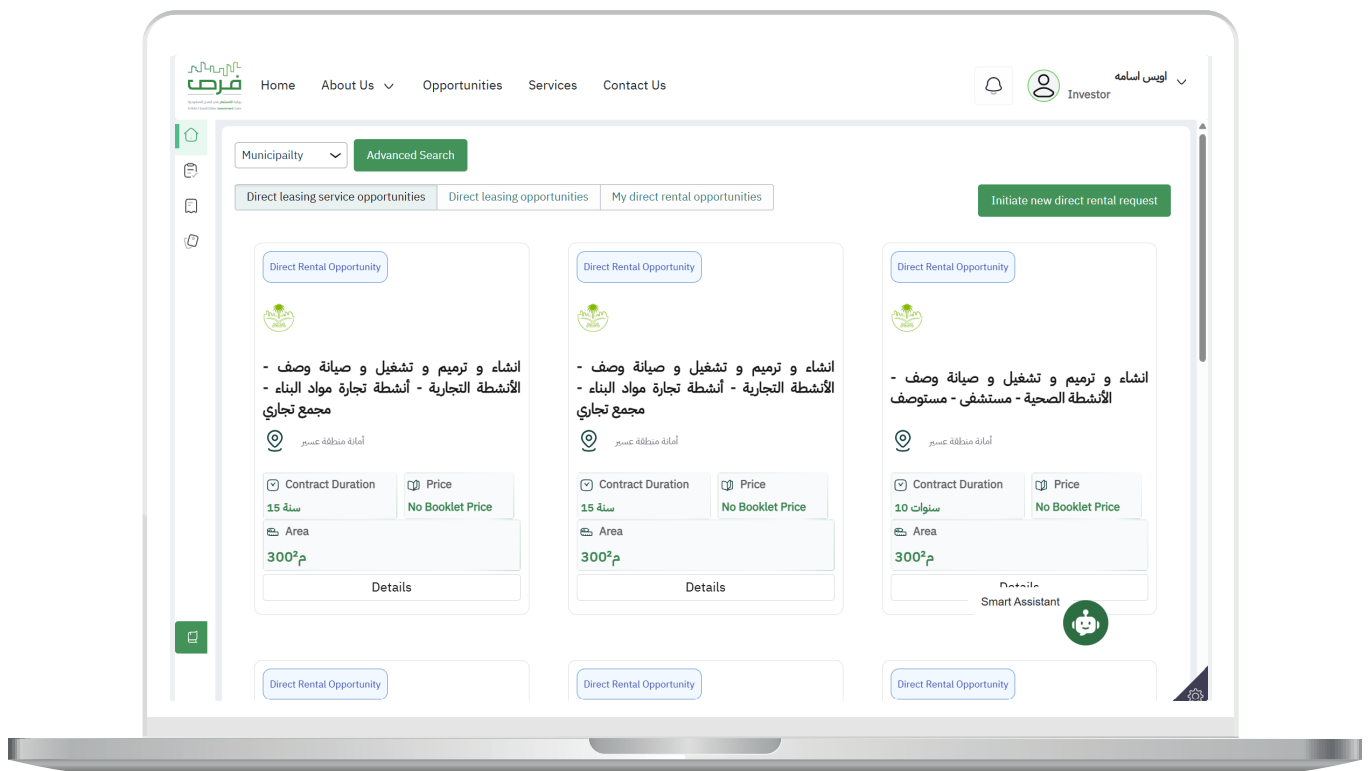
2) Then the **(List of Active Investors)** appears, from which you can make a selection and then press the **(Submit)** button.



3) Then the user will see (**Direct Rental Opportunities**) and the following options will be displayed (**Direct leasing service opportunities, Direct leasing opportunities, My direct rental opportunities**).

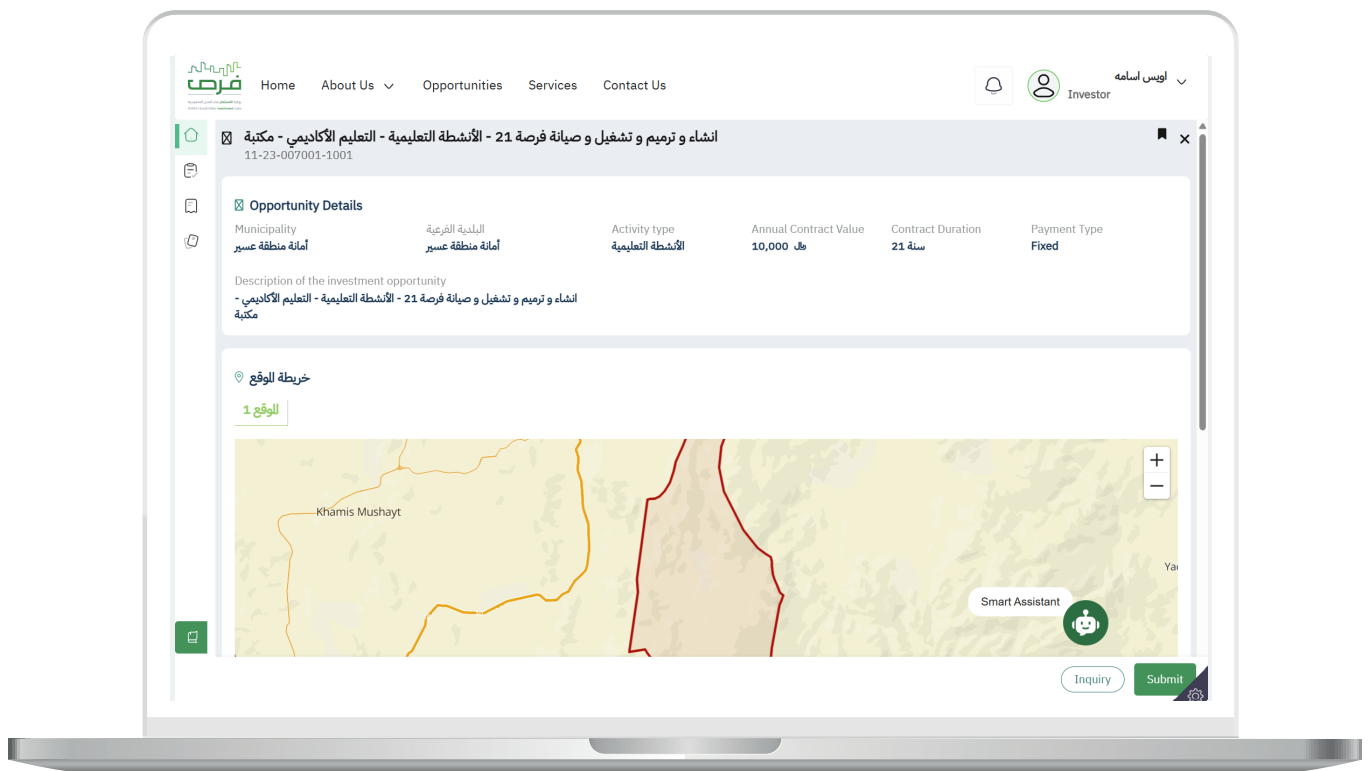


4) The user selects the option (**Direct leasing service opportunities**), and after the opportunities are displayed, the user selects one of them by pressing the (**Details**) button.



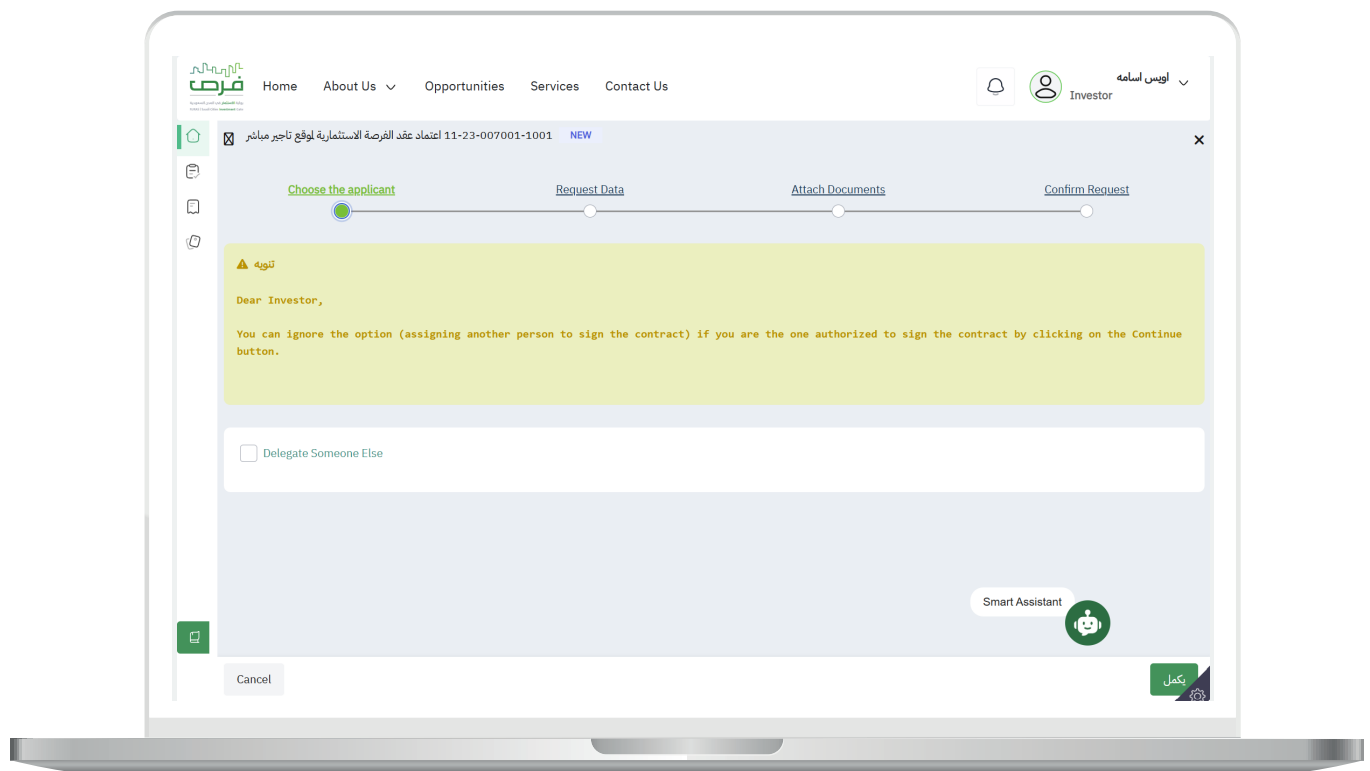
5) After selecting a direct rental opportunity, its details are displayed to the user as shown in the following figure.

Then the **(Submit)** button is pressed.



6) After clicking the **(Submit)** button, the user is taken to the first stage **(Choose the applicant)** where they click the **(Continue)** button without selecting **(Delegate Someone Else)** if the user is the authorized signatory.

If you select **(Delegate Someone Else)** new fields will appear to be filled in, as shown in the following figure.



7) After clicking the **(Continue)** button, the user moves to the **(Request Data)** stage where a bank guarantee can be added through the **(Add Bank Guarantee)** button.

The screenshot shows a web application interface for an investor. At the top, there is a navigation bar with links: Home, About Us, Opportunities, Services, and Contact Us. On the right, there is a user profile icon labeled 'Investor' and a notification bell. Below the navigation bar, a progress bar indicates the current stage is 'Request Data', with previous stages being 'Choose the applicant', 'Attach Documents', and 'Confirm Request'. The main content area displays a table with the following data:

Annual Rental Value	10000	Preparation Period Percentage	5	Payment Type	Fixed	مدة العقد	21 سنة	Preparation Amount	10500.00
Contract Value	210000.00								

Below the table, there is a section titled 'Bank Guarantees' with a green button labeled '+ Add Bank Guarantee'. Underneath this, there is a 'Comments' section with a text input field. At the bottom right, there is a 'Smart Assistant' chatbot icon. A 'Back' button is located at the bottom left, and a 'تكمّل' (Continue) button is at the bottom right.

8) After clicking the **(Add Bank Guarantee)** button, a sub-screen will appear as shown below, where you can fill in the required information and then click the **(Submit)** button.

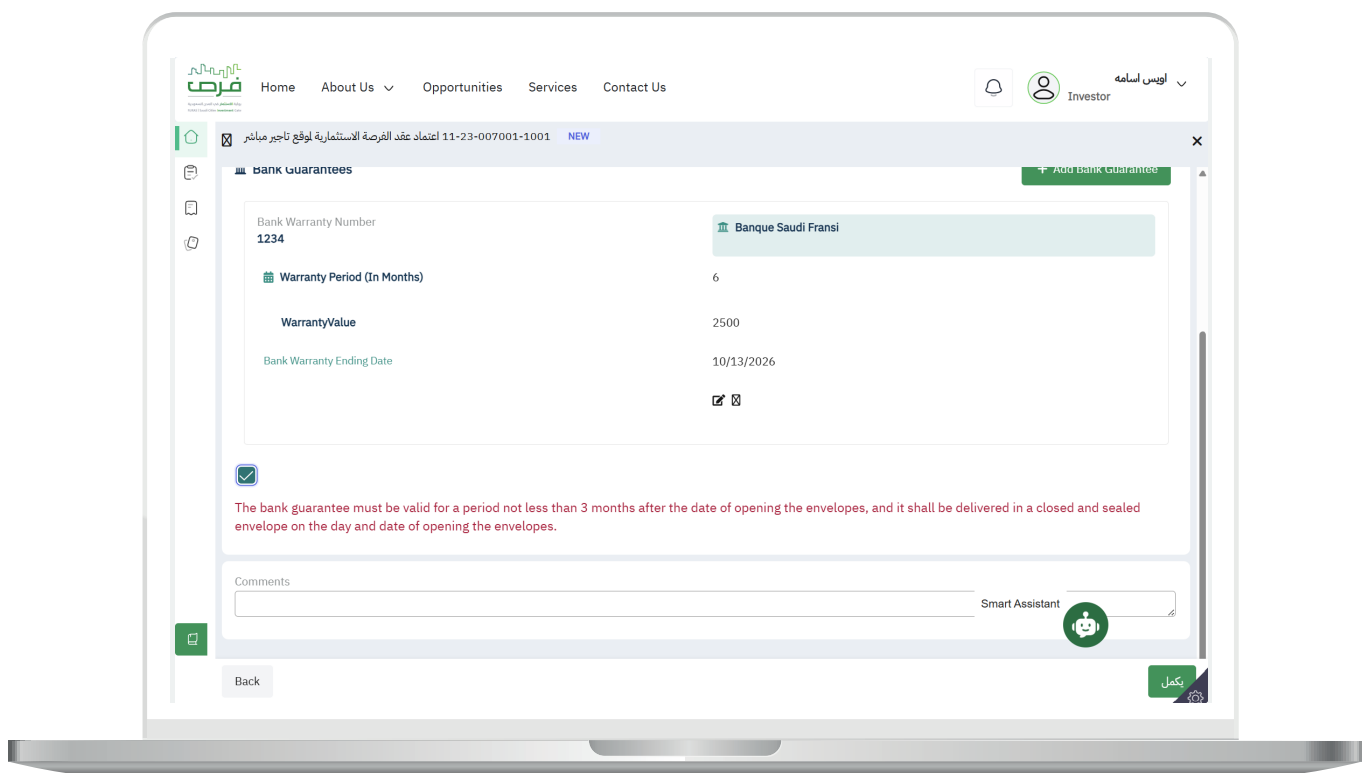
Note that the value of the **(Warranty Value)** field is equal to **(25%)** of the value of the **(Annual Rental Value)** field.

The screenshot displays a web application interface for an investor. A modal window titled "Financial tender data" is open, allowing the user to input details for a bank guarantee. The modal includes the following fields:

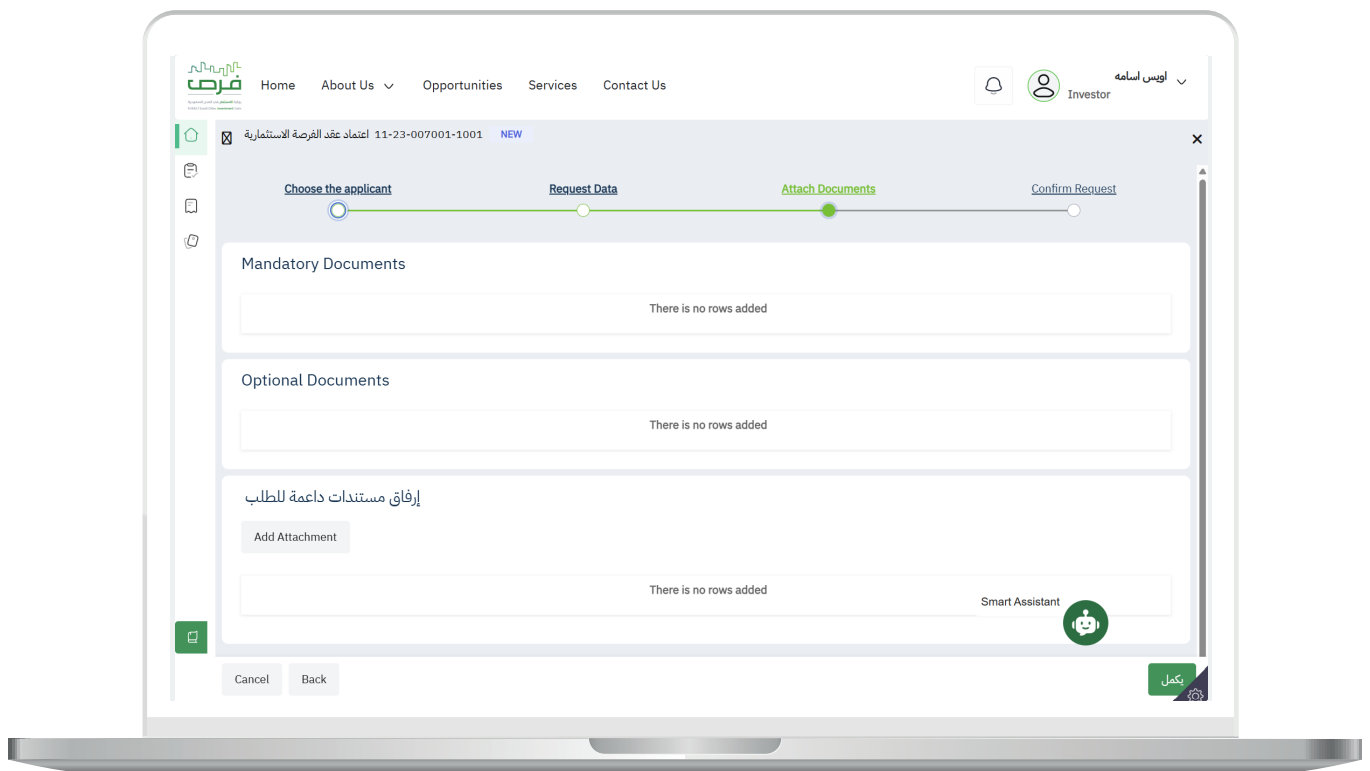
- Bank Warranty Number***: 1234
- Warranty Value***: 2500
- Bank Warranty Issuing Date***: 3/11/2026
- Bank Warranty Ending Date***: 10/13/2026
- Bank Name***: Banque Saudi Fransi
- Warranty Period (In Months)**: 6
- Bank Warranty Type**: Initial

At the bottom of the modal are "Cancel" and "Submit" buttons. The background interface shows a sidebar with navigation options and a main content area with a "Choose the applicant" section. This section displays "Annual Rental Value" as 10000 and "Contract Value" as 210000.00. Below this, there is a "Bank Guarantees" section with a table. To the right, a "Preparation Amount" of 10500.00 is shown, along with an "+ Add Bank Guarantee" button. A "Smart Assistant" chatbot icon is located in the bottom right corner of the main content area.

9) The bank guarantee is then added as follows, and the user selects the box **(The bank guarantee must be valid...)** and presses the **(Continue)** button.

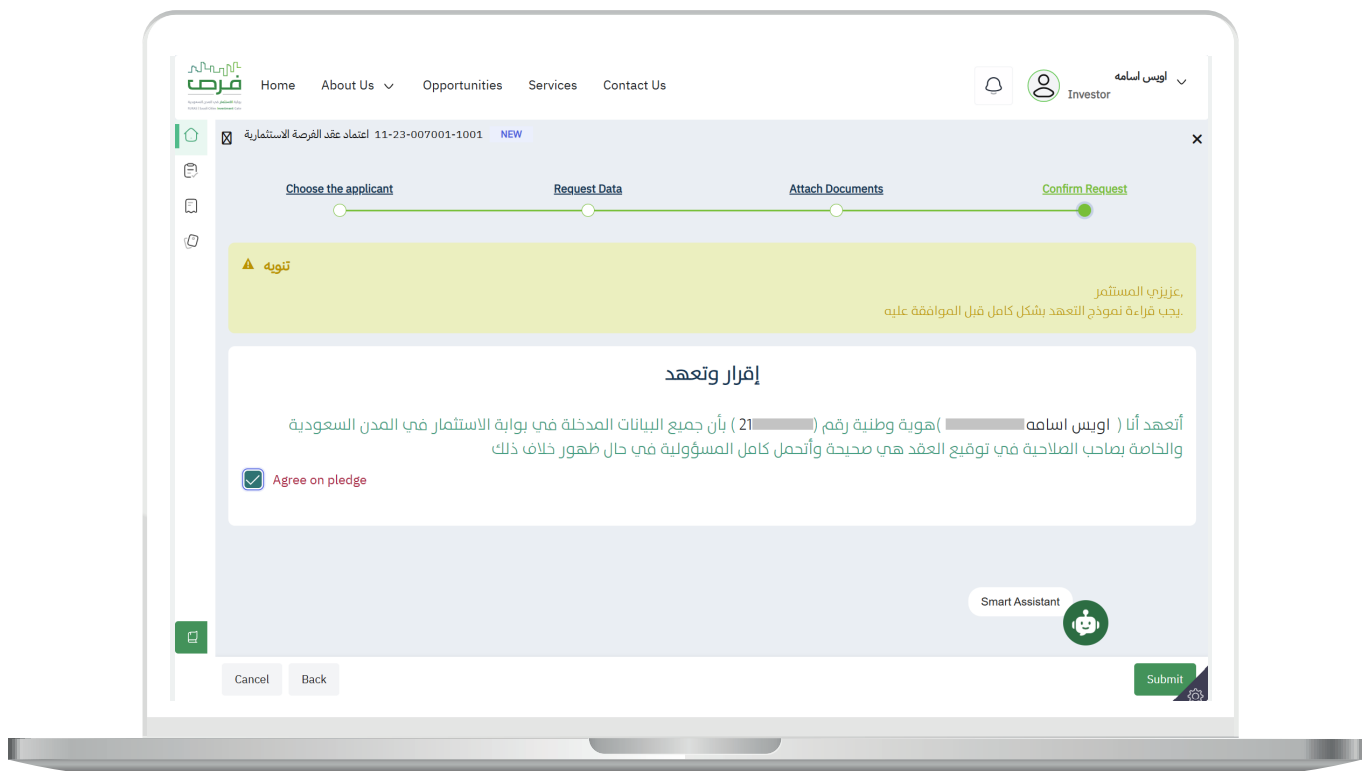


10) The user is then taken to the **(Attach Documents)** stage to add the required mandatory attachments, and then the **(Continue)** button is pressed.

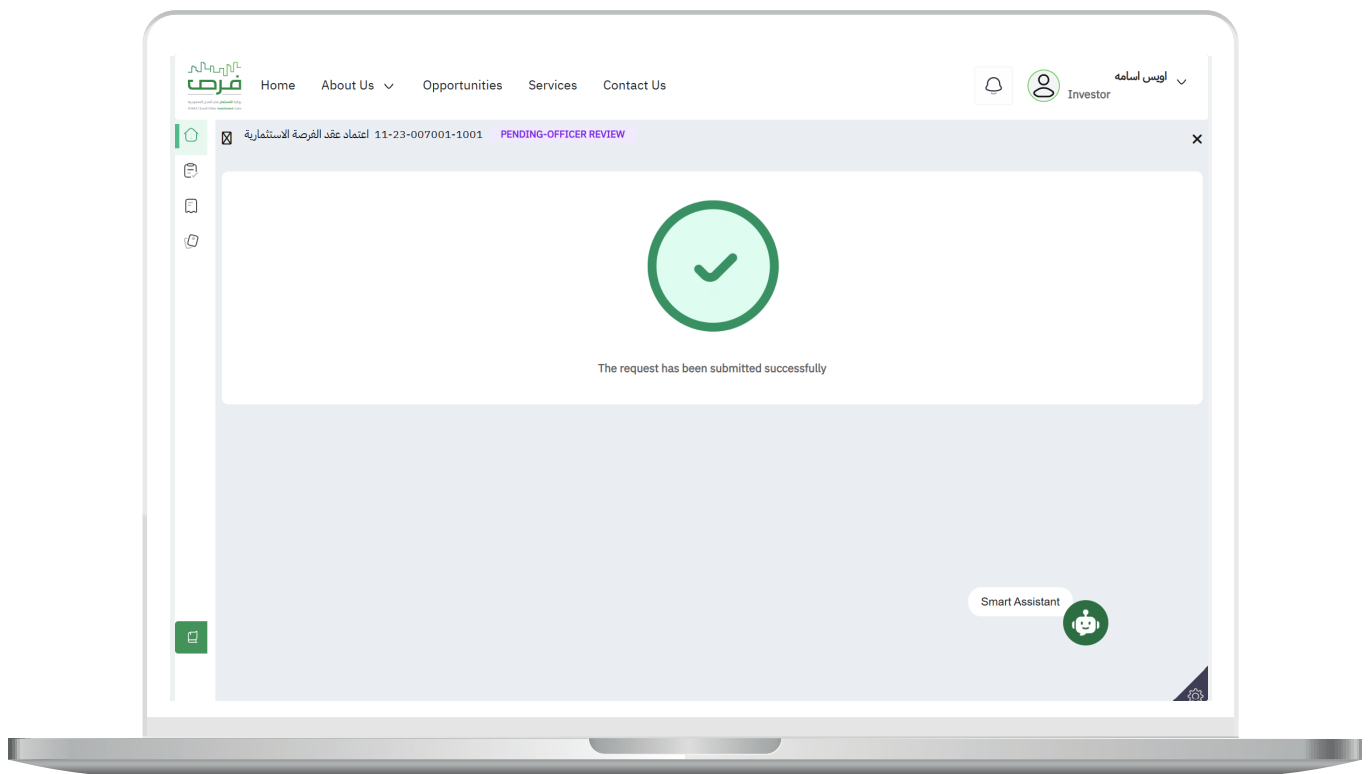


11) Then the **(Confirm Request)** stage appears, where the user reads and agrees to the terms by checking the box.

Afterward, the **(Submit)** button is clicked.



12) The application is then submitted successfully, with a confirmation message displayed.



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