



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User guide for submitting  
**a Temporary Rental Application**

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**Date Prepared:** 07/04/2026 GD

**Version Number:** First One

investor's  
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## Login to the System

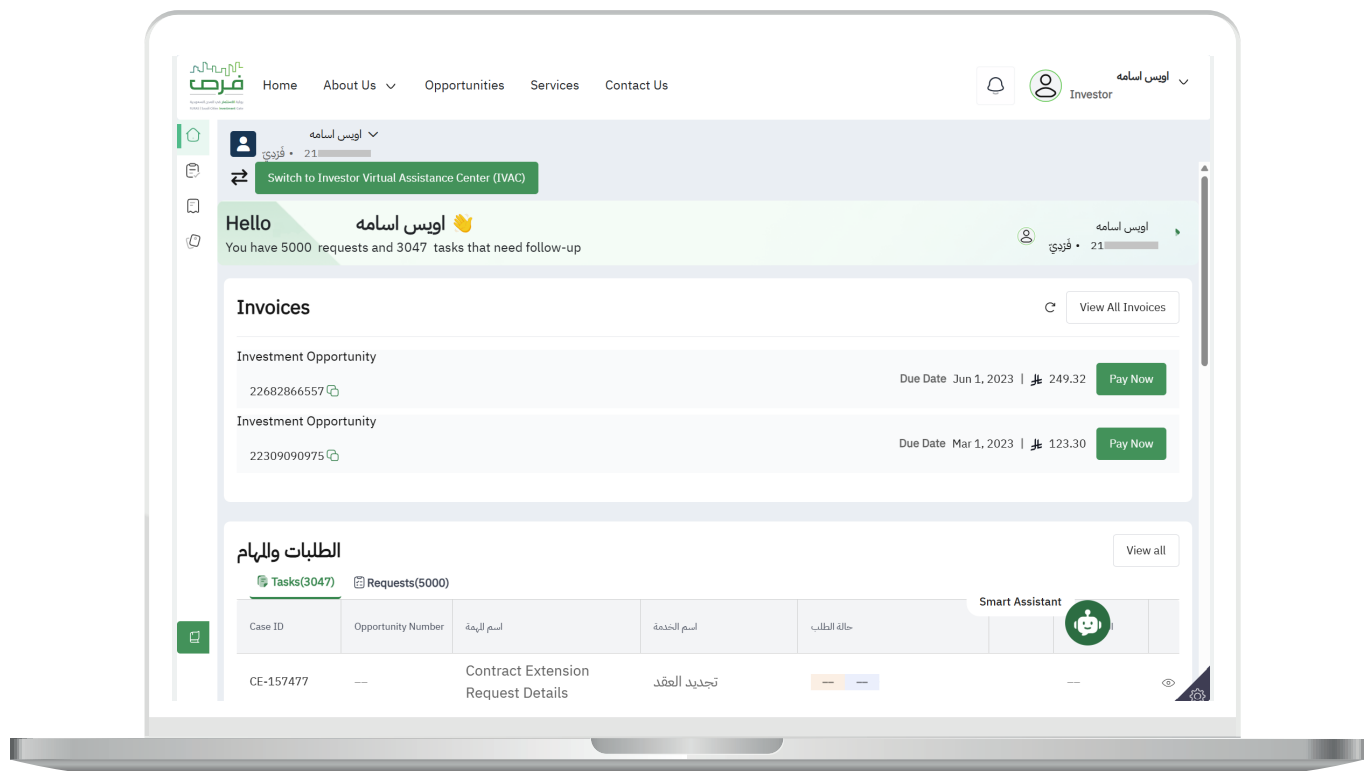
1) After accessing the **(Opportunities Portal)**, select the **(Login)** icon. The login screen will then appear as follows:

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.

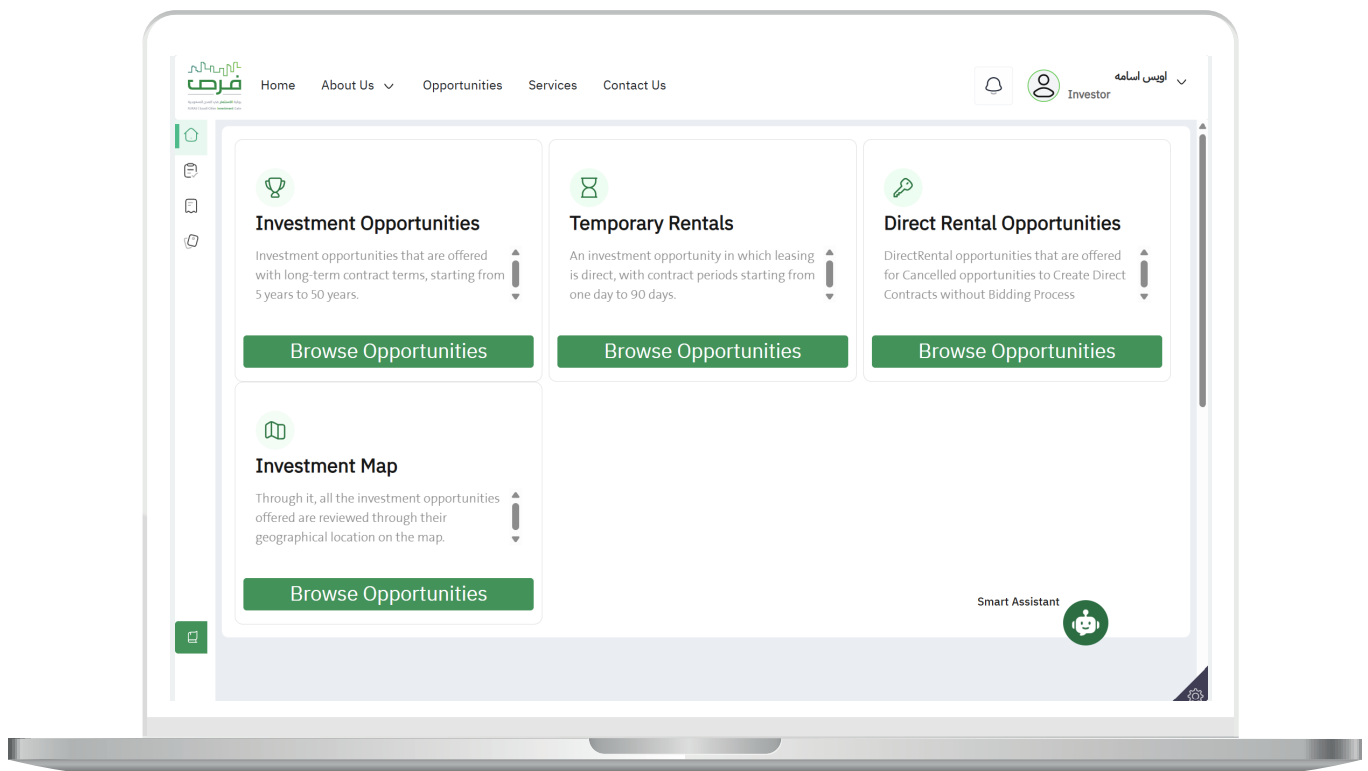


2) After that, the user will see the main screen of the Opportunities Portal.

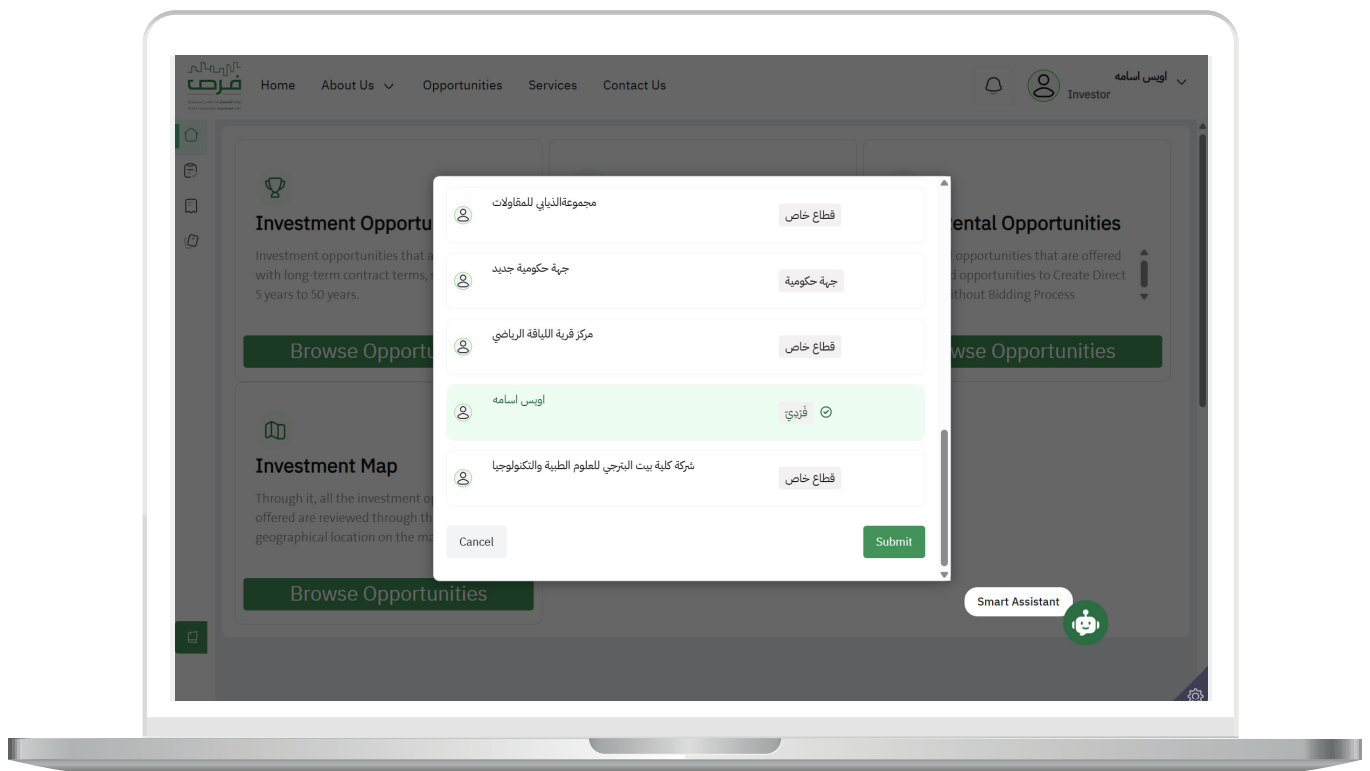


## Temporary Rental Sites

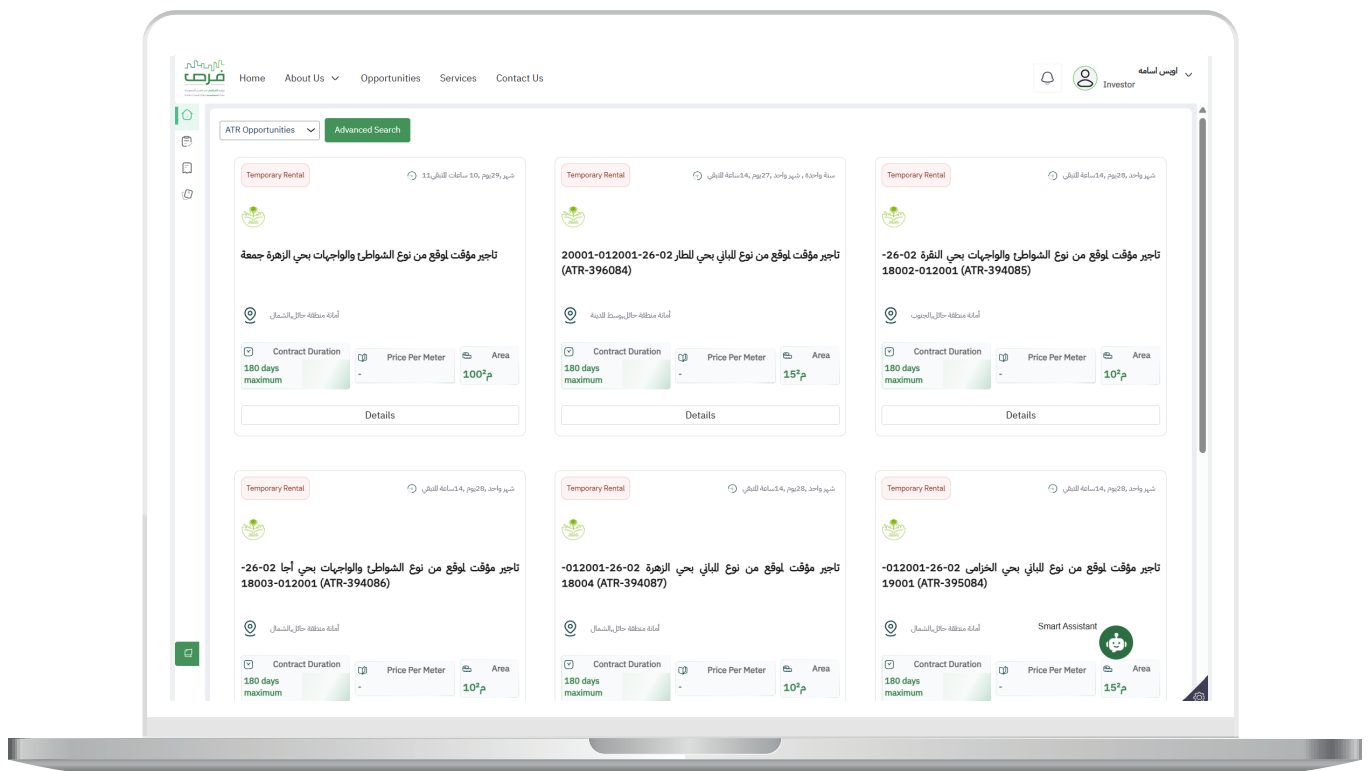
1) After selecting the **(Opportunities)** list from the top, the following lists are displayed, allowing the user to choose **(Temporary Rentals)** by clicking the **(Browse Opportunities)** button.



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

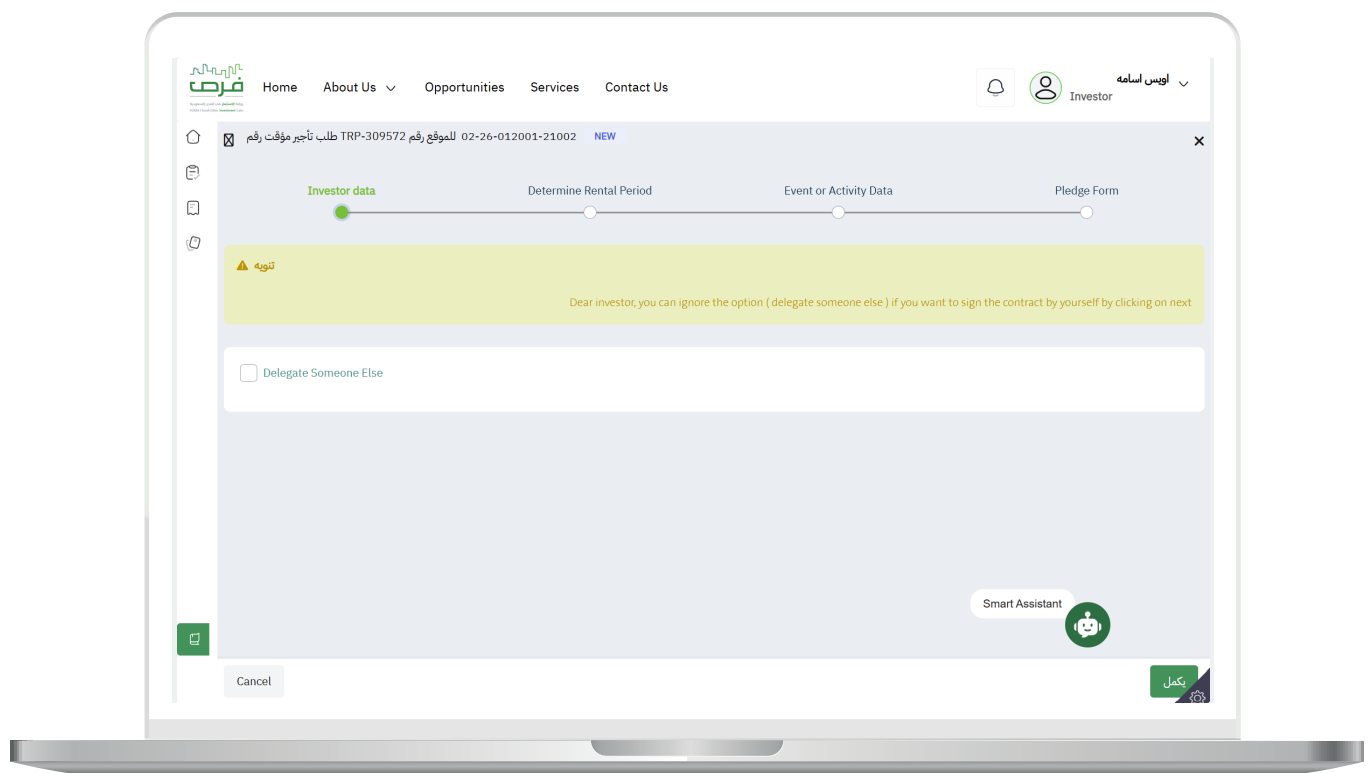


3) Then the user will see **(Temporary Rentals)** to choose the desired location, by clicking on the location name or clicking on the **(Details)** button.



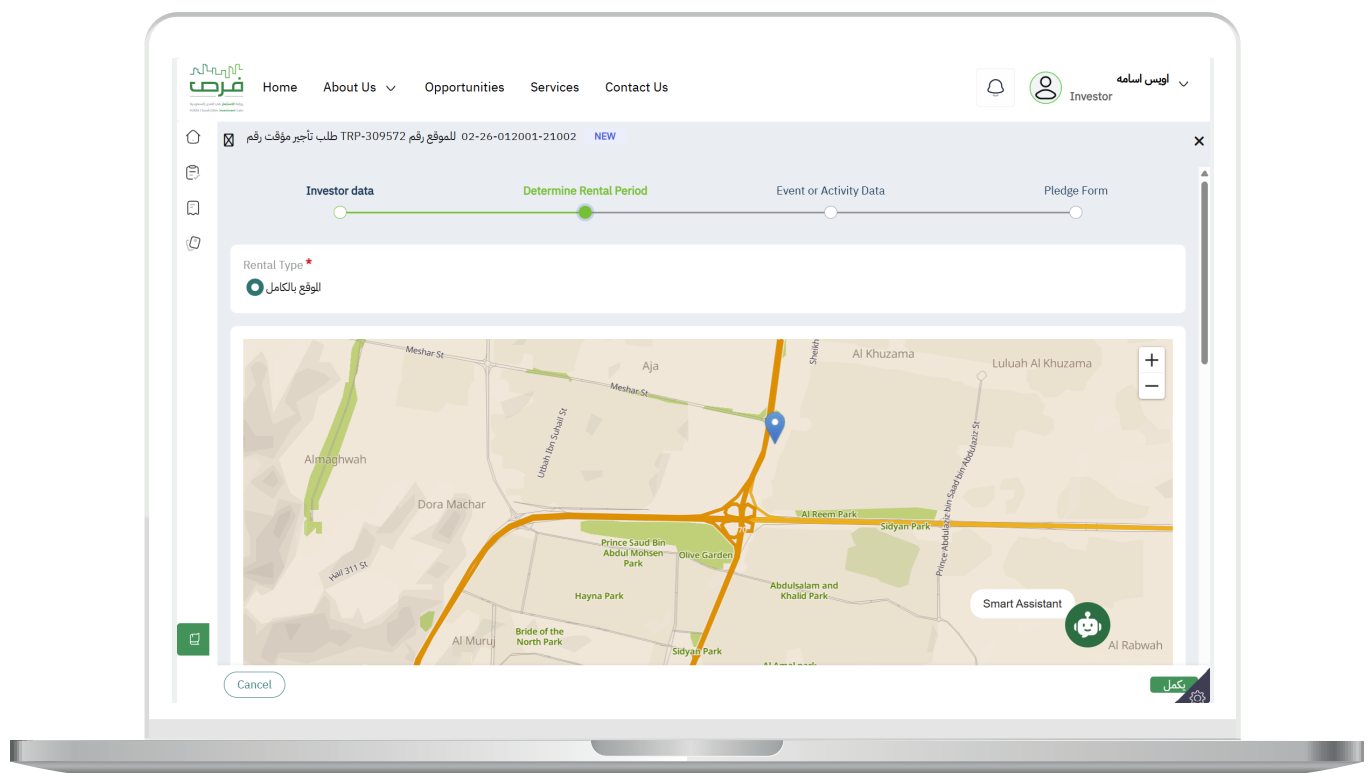
4) The user is then taken to the first stage (**Investor Data**) where they press the (**Next**) button without selecting (**Delegate Someone Else**) if the user is the authorized signatory.

if the user chose (**Delegate Someone Else**) New fields appear to be filled in as shown in the following figure.





5) After pressing the **(Next)** button, the user moves to the **(Determine Rental Period)**.



6) Then the rental period is specified by selecting the following drop-down lists: **(Start Date, End Date)**.

Then, click the **(Continue)** button.

The screenshot shows a web application interface for submitting a temporary rental application. The interface is displayed on a laptop screen. The top navigation bar includes links for Home, About Us, Opportunities, Services, and Contact Us. A user profile icon labeled "Investor" is visible in the top right. The main content area shows a form for selecting a rental period. It includes a table with columns for Period Start Date, Period End Date, and a numerical value. Below this, there is a section titled "Reserved Periods" with a table showing a reserved period from 03/04/2026 to 30/04/2026. The "Select the Period" section allows users to choose a rental period from 1 to 209 days, with input fields for Start Date (7/8/2026) and End Date (9/8/2026). The "Totals" section displays the Total Number Of Days (63) and Total Rental Value (72,450). A calculation formula is provided: square meter price \* total area \* total number of days. A "Smart Assistant" icon is located in the bottom right corner. A "Cancel" button is at the bottom left.

7) The user is then taken to the **(Event or Activity Data)** section, where the following fields **(Name of Event or Activity, About the Effectiveness or Activity)** must be filled in.

The screenshot displays the 'Event or Activity Data' section of a web application. The interface includes a navigation bar at the top with links for Home, About Us, Opportunities, Services, and Contact Us. Below the navigation bar, a progress bar indicates the current step in the process: 'Investor data', 'Determine Rental Period', 'Event or Activity Data' (highlighted), and 'Pledge Form'. The 'Event or Activity Data' section contains three text input fields: 'Name of event or activity', 'About the effectiveness or activity', and 'Other reasons to rent the site'. Below these fields is a section titled 'Attachment Needed From Investor' with a list of four items: 'Activity Letter', 'LetterOfConsent', 'Site Design Map', and 'Other'. Each item has a corresponding icon. At the bottom right, there is a 'Smart Assistant' chatbot icon. The bottom of the form has 'Cancel' and 'Back' buttons, and a green 'أكمل' (Complete) button.

8) Required attachments can also be added by clicking the attachment icon and selecting the attachment from the device.

Then, click the **(Continue)** button.

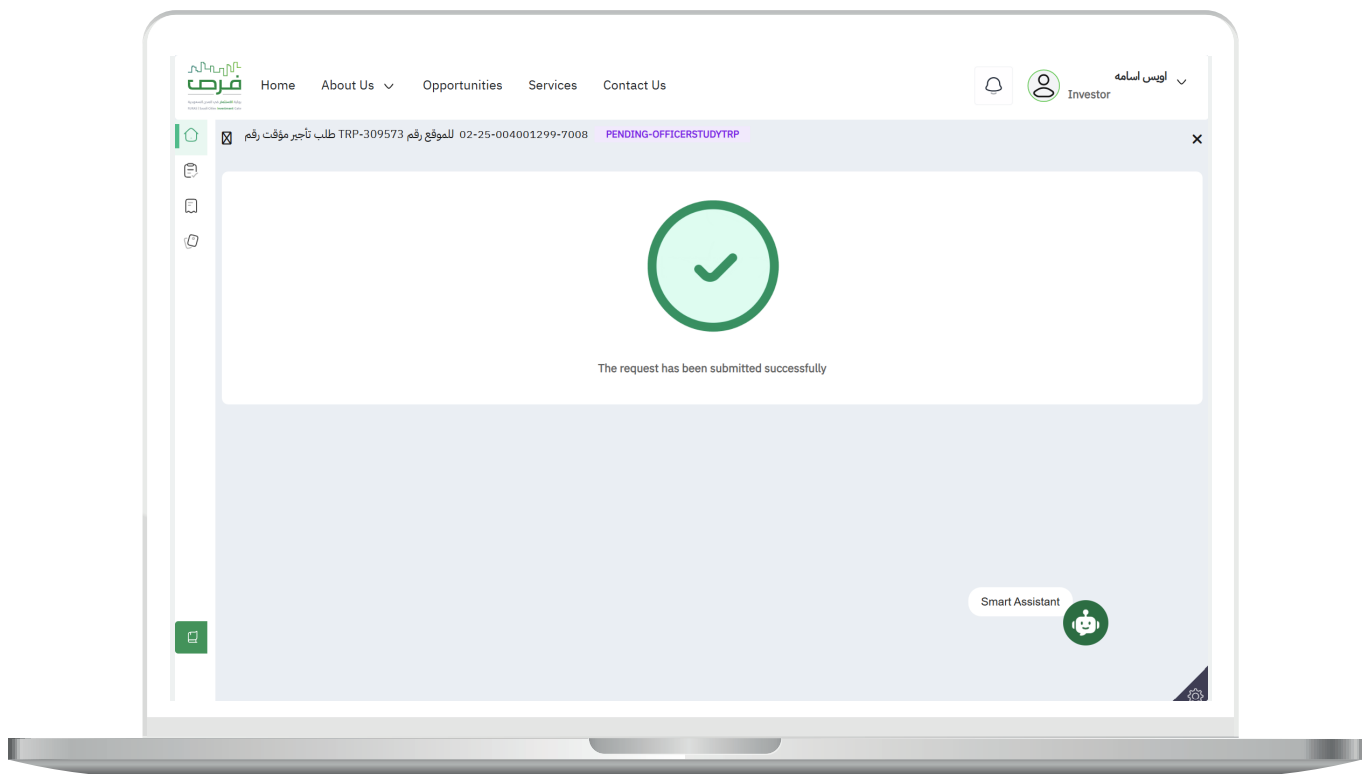
The screenshot shows a web application interface for submitting a temporary rental application. The top navigation bar includes links for Home, About Us, Opportunities, Services, and Contact Us. The main content area is titled 'Event or Activity Data' and features a progress bar with four steps: Investor data, Determine Rental Period, Event or Activity Data (current step), and Pledge Form. Below the progress bar, there are three input fields: 'Name of event or activity', 'About the effectiveness or activity', and 'Other reasons to rent the site'. A section titled 'Attachment Needed From Investor' lists four required attachments: 'Activity Letter', 'LetterOfConsent', 'Site Design Map', and 'Other'. Each attachment has an icon for adding a file. At the bottom, there are 'Cancel' and 'Back' buttons, and a 'تكمّل' (Complete) button. A 'Smart Assistant' chatbot icon is also visible.

9) Then the **(Pledge Form)** stage appears, where the user reads the pledge and agrees to it by selecting the box.

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

The screenshot shows a web application interface for submitting a temporary rental application. The top navigation bar includes links for Home, About Us, Opportunities, Services, and Contact Us. A search bar is located on the right. The main content area displays a progress bar with four stages: Investor data, Determine Rental Period, Event or Activity Data, and Pledge Form. The Pledge Form stage is currently active, indicated by a green dot. Below the progress bar, there is a yellow warning box with a triangle icon and the text "تنويه" (Warning). The text in the warning box reads: "عزيزي المستثمر، يجب قراءة نموذج التعهد بشكل كامل قبل الموافقة عليه." (Dear investor, you must read the pledge form carefully before agreeing to it). Below the warning box, there is a white box with the title "إقرار وتعهد" (Declaration and Pledge). The text in this box reads: "أتعهد أنا (الجمعية الوطنية لحقوق الإنسان) هوية وطنية رقم (70) بأن جميع البيانات المدخلة في بوابة الاستثمار في المدن السعودية "فرض" والخاصة بصاحب المصلحة في توقيع العقد هي صحيحة وأتقبل كامل المسؤولية في حال ظهور خلاف ذلك" (I, the National Society for Human Rights, with national ID number (70), declare that all data entered in the investment gateway in Saudi cities "Fرض" and related to the beneficiary in signing the contract is true and I accept full responsibility in case of any discrepancy). Below this text, there is a checkbox labeled "Agree on pledge" which is checked. At the bottom of the form, there are buttons for "Cancel", "Back", and "أكمل" (Complete). A "Smart Assistant" chatbot icon is also visible in the bottom right corner.

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



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