



## WHY DO REGISTERED BROKER OFFICES NEED A SPECIAL TRANSACTION REGISTER?

1. It is part of By-Law No. (85) of 2006, Chapter 3, Article 15 – thus it is a requirement under the Broker's **Law**
2. It enables efficient **tracking** and tracing of all transactions within an office for the benefit of the office owner / management, brokers / agents, consumers – buyers / sellers / landlords / tenants
3. In the event of a **dispute** or a complaint lodged in RERA by a Buyer, Seller, Developer, Landlord, Tenant, Broker Office, Agent / Broker, RERA will call for the Special Transaction Register to qualify facts claimed by a complainant.
4. In a court of law, the document may be asked for or examined to **substantiate a claim** or in defense of a legal dispute between parties
5. RERA require from time to time, **statistical information** regarding buildings, local / regional areas, properties, list prices, sale prices and length of time on the market to analyze shifts in market activity, trends and prices fluctuations.

## Q. WHY DO REGISTERED BROKER OFFICES NEED A SPECIAL TRANSACTION REGISTER?

1. It is part of By-Law No. (85) of 2006, Chapter 3, Article 15 – thus it is a requirement under the Broker's [Law](#). This is the most important reason to maintain your register!

### Chapter (3)

## Brokers' Obligations

### Article (15)

A Broker must record in his special register all transactions made by him and keep the relevant documents and papers. He shall also submit an identical copy of the same to any of the contracting parties who ask for it.

In case of selling by map or form (off- plan), he must keep the map or form until the transaction is completed.

All Registered Brokers have undertaken their mandatory foundation training in Phase 1 training before they obtained their Broker ID card.

In Module 4 – Introduction to the Standard Forms, the Special Transaction Register is explained. Please refer to your training manual.

RERA have included the latest version of the register which is freely available to download from [www.rpdubai.ae](http://www.rpdubai.ae). In excel

The format **MUST NOT** be changed in any way. The English version must contain **ONLY** English and the Arabic version **ONLY** Arabic.

From time to time, the format may be updated. This shall be announced on RERA's website. Please follow the instructions in the excel download.

RERA will call for a copy of your register at any time.



**SAMPLE**

Microsoft Excel - SPECIAL TRANSACTION REGISTER for TOP NOTCH REAL ESTATE

MONTH: .....DECEMBER 2009.....

**DO NOT CHANGE FORMAT**

**SPECIAL TRANSACTION REGISTER - SALES** PK - PAMELA KOSSOKIC (Admin) Description: - Villa, L - Land, LC - Labour Camp, BUA - Built up area

**NOTE: FILL IN ALL CELLS** SF - SAMIR FUNNACE (Admin) Use: Agricultural, Uti - Utility/Government Use (Mixed use "x" in appropriate box)

AD - Administrators initials ORN: # 6700 A, B, I, F Buyer or Seller or Developer Name Place an "x" in the box

DATE	TIME	ADMIN	STR NO:	BR	FOR	TYPE	Nationality (Client's)	CLIENT NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
1/12/2009	1.09 PM	PK	6700/9987/09/12/001	9987	A	A	British	Evelina Boqotlieva	X																															
1/12/2009	1:15 PM	PK	6700/9991/09/12/002	9991	A	A	British	Maya Zhivkova Milusheva	X																															
1/12/2009	1:50 PM	PK	6700/9995/09/12/003	9995	A	A	Indian	Sunil Argyle																																
1/12/2009	1:54 PM	PK	6700/9995/09/12/004	9995	B	A	Indian	Perera Argyle		X																														
1/12/2009	1:55 PM	PK	6700/9998/09/12/005	9998	A	A	Iranian	Hussin Riessa			X																													
1/12/2009	2:33 PM	PK	6700/9987/09/12/006	9987	A	A	Pakistani	Bilal Alasteem				X																												
1/12/2009	2:36 PM	PK	6700/9991/09/12/007	9991	I	O/Agent		Asteco ORN#180																																
1/12/2009	2:37 PM	PK	6700/9991/09/12/008	9991	A	A	UAE	Mohammed Bin Tammer			X																													
1/12/2009	2:40 PM	PK	6700/9987/09/12/009	9987	F	A	UAE	Khalid Al Jabbar			X																													
1/12/2009	3:05 PM	PK	6700/9987/09/12/010	9987	A	A	Lebanon	Omar Karaff																																
1/12/2009	3:15 PM	PK	6700/9998/09/12/011	9998	A	A	Iranian	Rizzwan Nasser				X																												
1/12/2009	3:45 PM	PK	6700/9987/09/12/012	9987	A	A	Syrian	Khalif Jamsheer																																
1/12/2009	4:10 PM	PK	6700/9991/09/12/013	9991	I	O/Agent		Best Homes Real Estate ORN#1072		X																														
1/12/2009	4:16PM	SF	6700/9987/09/12/014	9987	A	A	Indian	Deepak Trentini	X																															
1/12/2009	4:55 PM	SF	6700/9987/09/12/015	9987	A	A	Iraqi	Yahya Al Nasser			X																													
1/12/2009	5:35 PM	SF	6700/9987/09/12/016	9991	B	A	Iraqi	Jamil Bin Moh'd				X																												
1/12/2009	5:55 PM	SF	6700/9987/09/12/017	9987	A	A	Russian	Demitrios Gutchanborchiv				X																												
1/12/2009	6:15 PM	SF	6700/9987/09/12/018	9987	F	A	Russian	Sugestia Russeliskovy					X																											
2/12/2009	8.40 AM	PK	6700/9991/09/12/019	9991	B	A	British	Carmel Mullins			X																													
2/12/2009	8.50 AM	PK	6700/9987/09/12/020	9987	A	A	UAE	Hassa AlMulla				X																												
2/12/2009	9.05 AM	PK	6700/9995/09/12/021	9995	I	O/Agent		Best Homes Real Estate ORN#1072			X																													

sample str | sample Report | number of listings | number of buyers | no of contracts

Ready | 100% | 2:03 PM

## Q. WHAT IS RECORDED IN THE REGISTER?

All transactions are to be recorded

- **Seller agreements when listing a property for SALE**
- **Buyer Agent's agreements when working with a Buyer**
- **Agent to Agent agreements**
- **Contract of Sale**
- **Off-plan purchase contract**
- **Contract between the Broker and a Developer (this must also be registered with RERA)**
- **Property Management Agreements (in addition to the Ejari Registration)**
- **Lease Contracts**
- **Tenancy Contract**

All transactions **MUST** be recorded in the register. Brokers may use RERA's forms (without RERA's identifiers) until the Forms are released on line. They may be called the 'preferred form' NOT the 'approved form'. Your own office forms must not conflict with any of the Laws and must be consistent with ethical practices.

- ✓ PROTECT YOUR CLIENT
- ✓ PROTECT YOUR OFFICE
- ✓ PROTECT YOUR CUSTOMERS
- ✓ PROTECT YOURSELF

**Always remember .....**

- AS A REGISTERED BROKER, YOU CANNOT REPRESENT BOTH SIDES IN A TRANSACTION, YOU CAN ONLY TAKE THE FEE FROM ONE OF THE TWO PARTIES.
- HONESTY IS THE BEST POLICY
- MAKE THE CLIENT HAPPY AND YOUR REWARD COMES NATURALLY
- FOCUS ON PREPARING YOUR CLIENT TO BUY OR SELL OR LEASE OUT OR RENT A PROPERTY ACCORDING TO DUBAI REQUIREMENTS, LEGAL & ETHICAL STANDARDS.

**and ALWAYS STRIVE TO DO YOUR PERSONAL BEST!**