



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

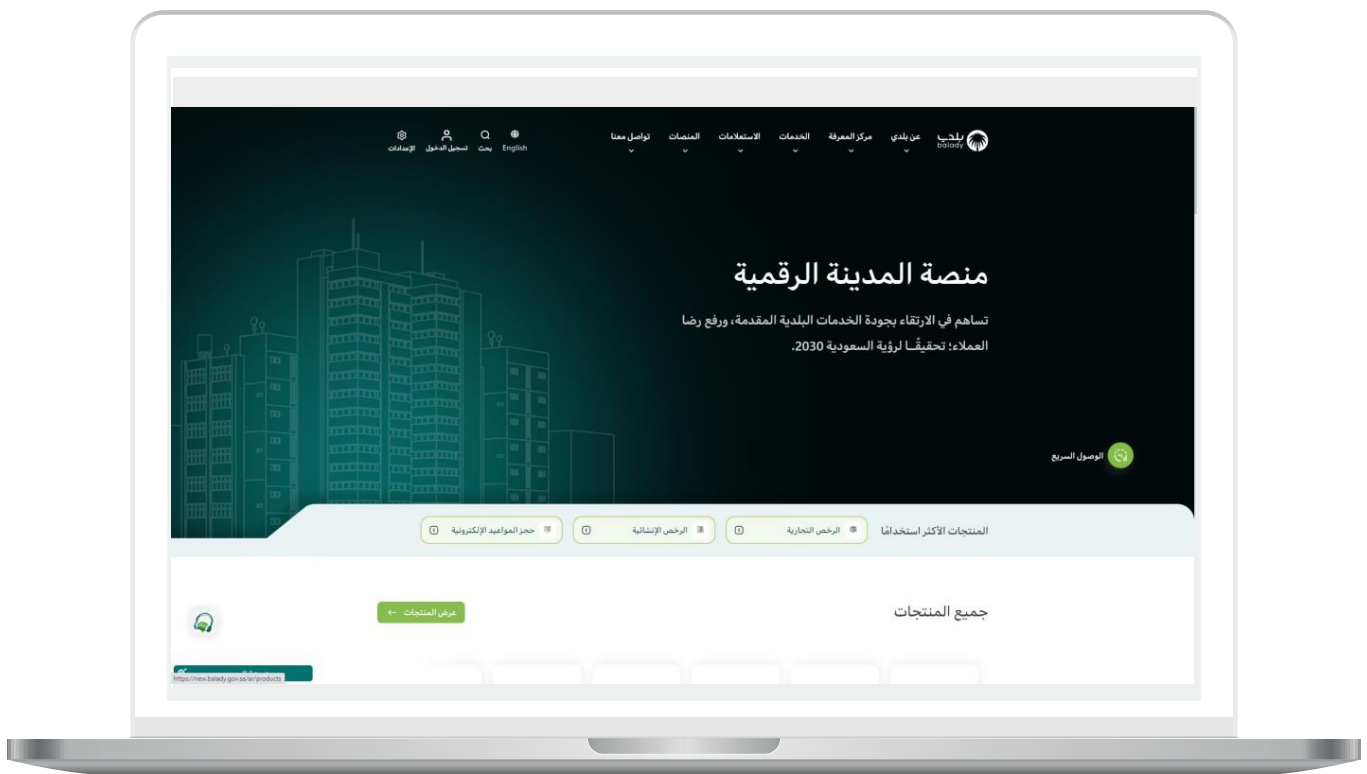
User Guide for the Collective Housing Investment Service

Beneficiary's
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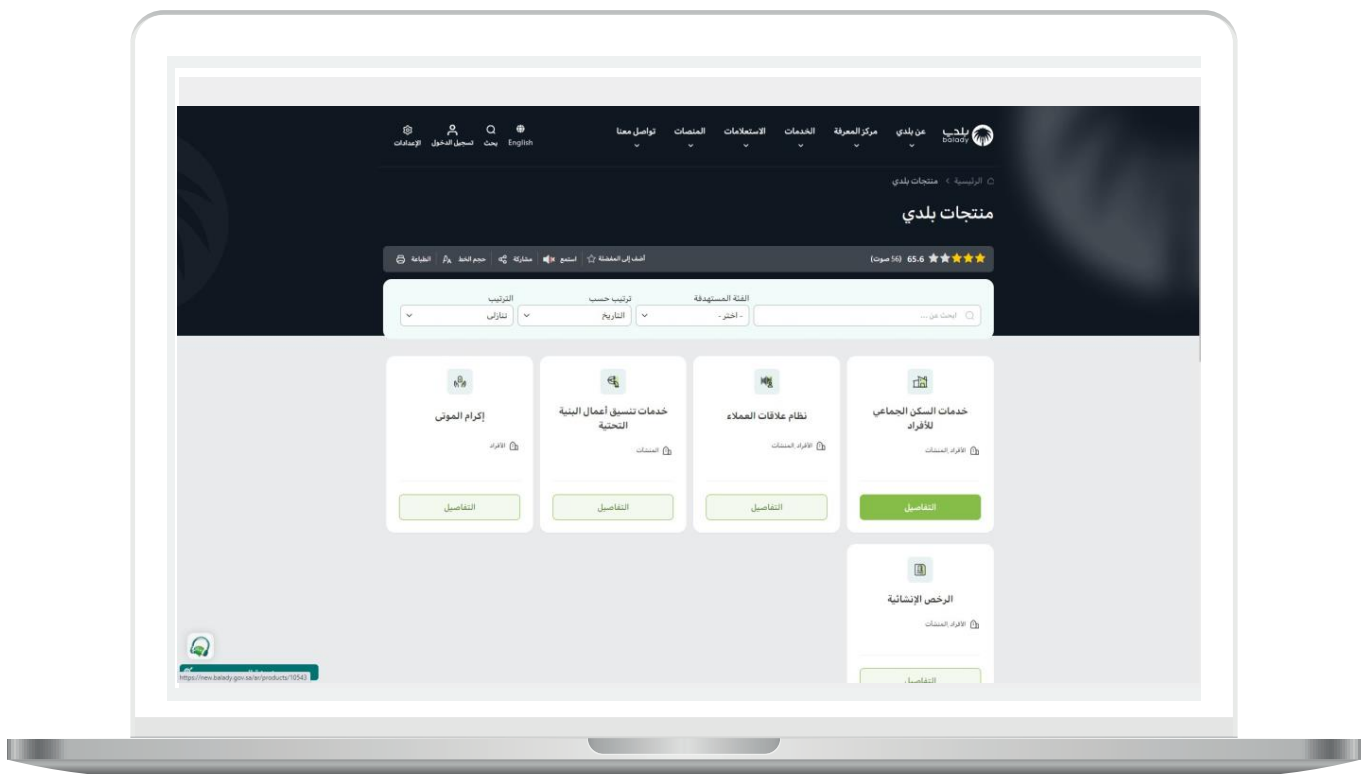
Steps to Request the Service

1) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

To start the service application, the user must click the **(View Products)** button.

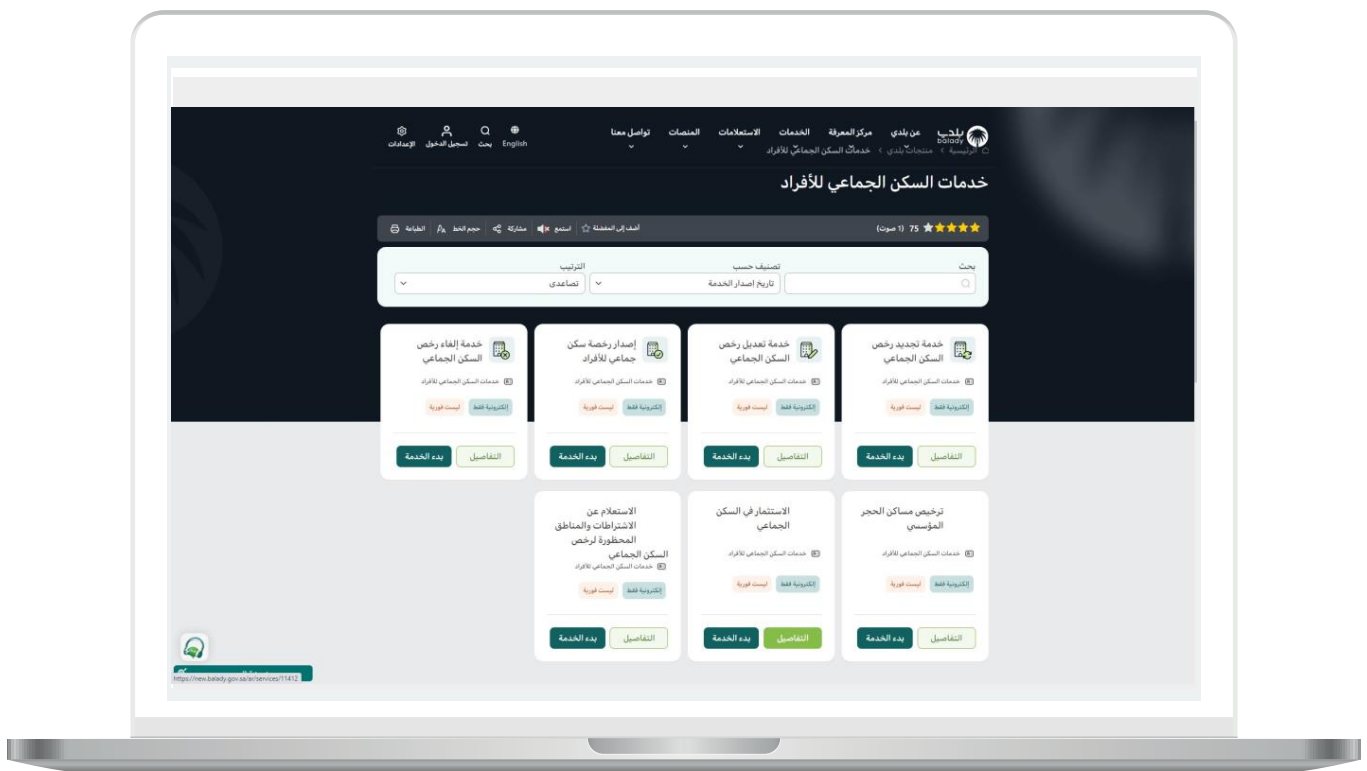


2) The following screen then appears, displaying the Balady products, where the user selects (**Collective Housing Services for Individuals**).

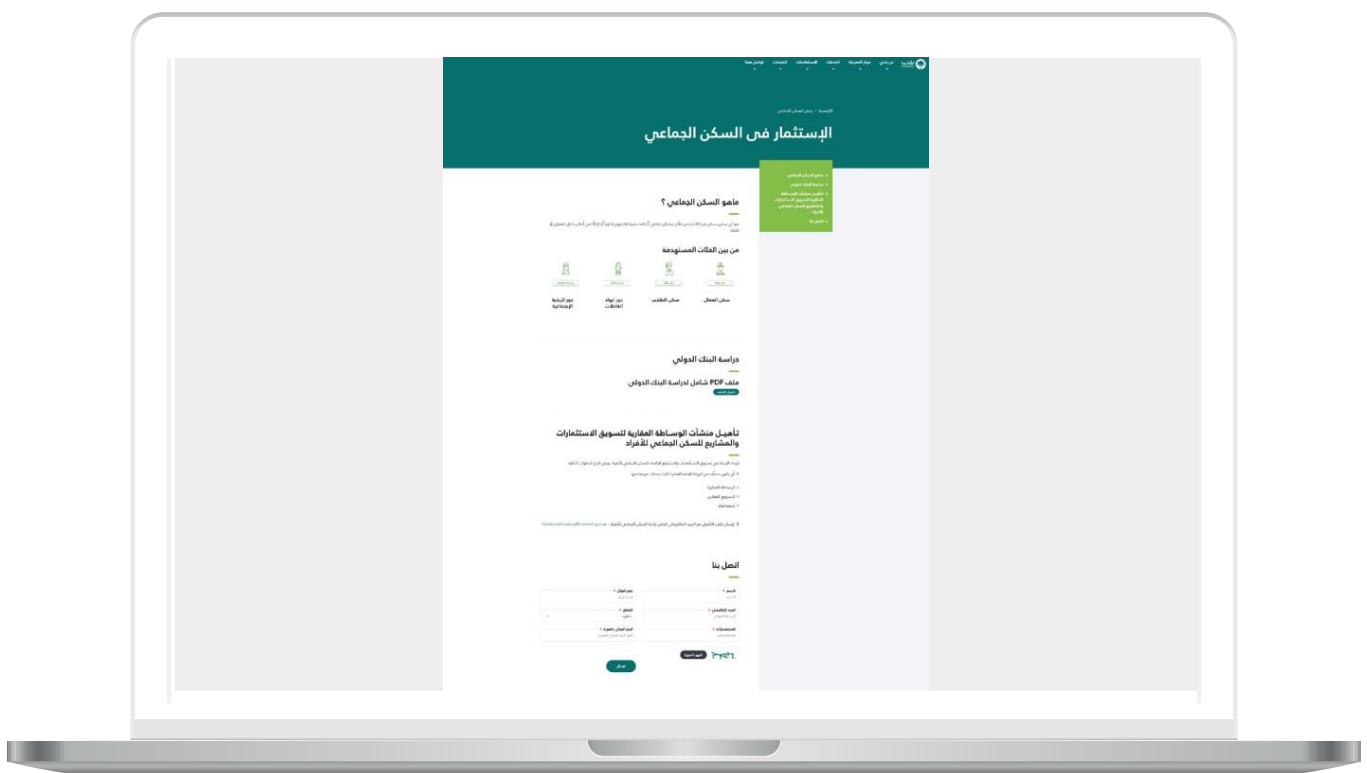


3) The following screen appears, displaying the Collective Housing Services for Individuals section, where the user selects **(Collective Housing Investment)** as shown below.

Click the **(Start Service)** button to proceed.



4) The system then displays the Collective Housing Investment details as shown in the following screen.



5) The user can contact site administrators by filling in the required fields: **(Name, Mobile Number, Email, Sector, Captcha Code)**, then clicking the **(Submit)** button.

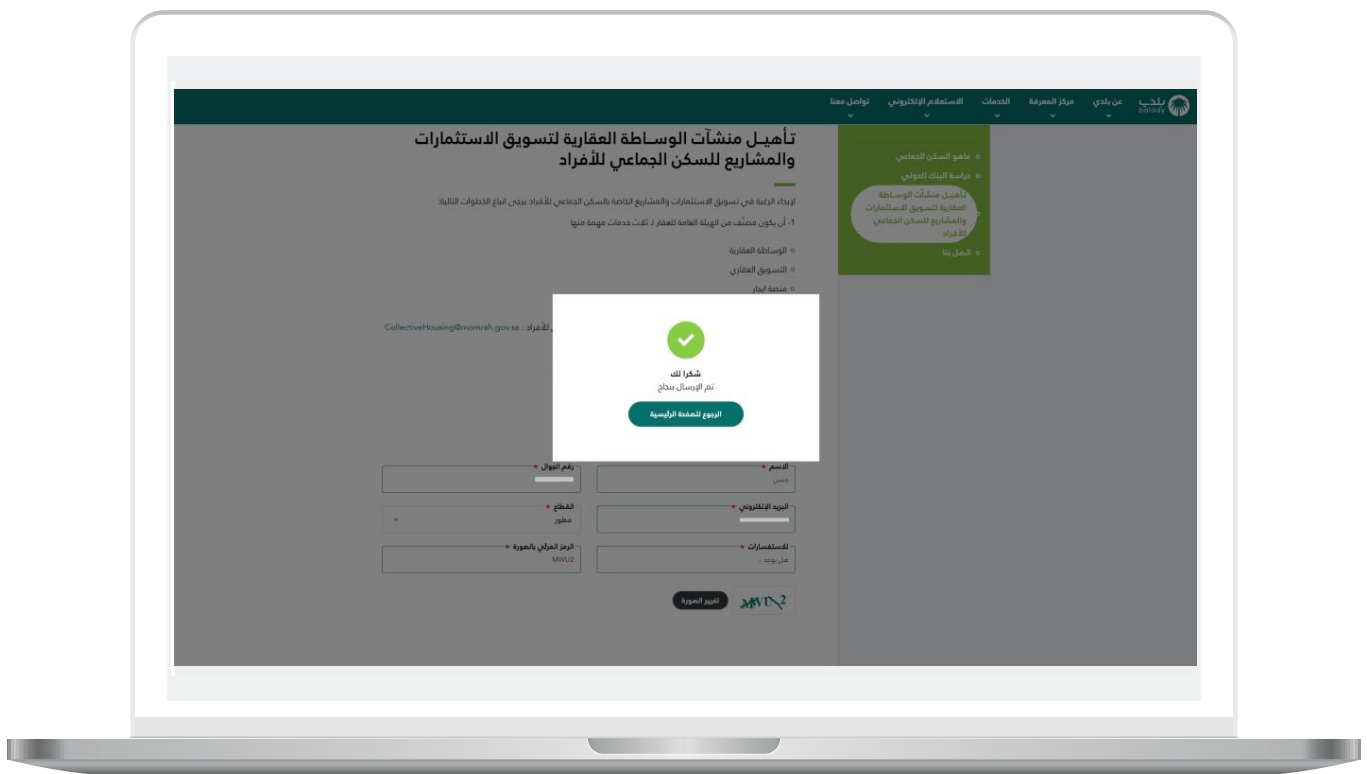
The screenshot displays the website interface for the Collective Housing Investment Service. The main heading is "والمشاريع للسكن الجماعي للأفراد" (Individual Collective Housing Projects). Below this, there is a section titled "أريداء الرعاية في تسويق الاستثمارات والمشاريع الخاصة بالسكن الجماعي للأفراد يرجى اتباع الخطوات التالية:" (I want care in marketing investments and projects for individual collective housing, please follow the following steps:). The steps are: 1- أن يكون مصنف من الهيئة العامة للعقار / تلكت خدمات مهمة منها (To be classified by the General Real Estate Authority / those services are important). 2- إرسال طلب الترخيص عبر البريد الإلكتروني الخاص بوزارة السكن الجماعي للأفراد : CollectiveHousing@monraah.gov.sa (Send a license request via email to the Ministry of Individual Collective Housing: CollectiveHousing@monraah.gov.sa).

The contact form is titled "اتصل بنا" (Contact Us) and includes the following fields:

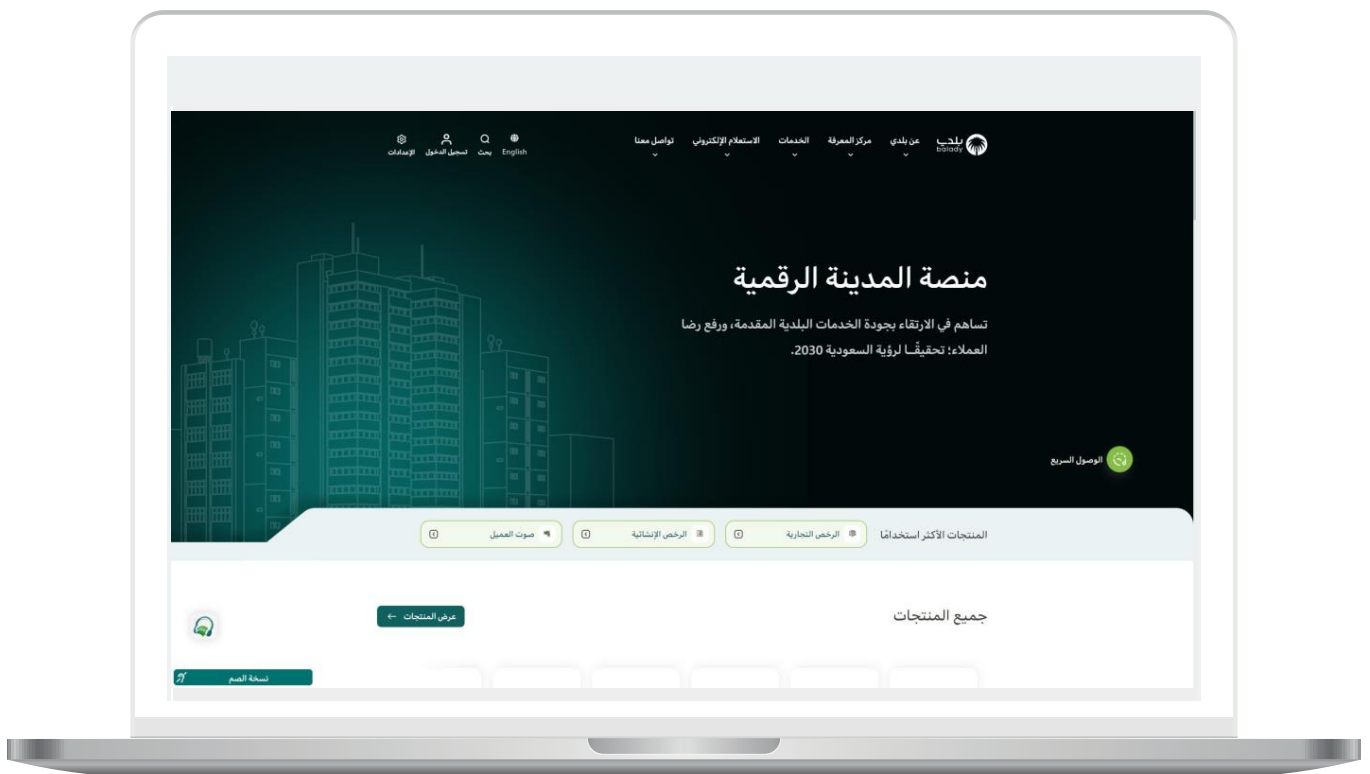
- الاسم (Name): Required field.
- الرقم النقال (Mobile Number): Required field.
- البريد الإلكتروني (Email): Required field.
- القطاع (Sector): Required field.
- الرمز المرئي بالصورة (Captcha Code): Required field.

There is a "تأكيد" (Confirm) button and a "تسجيل" (Register) button. The website also features a sidebar with links to "ما هو السكن الجماعي" (What is collective housing), "دراسة البنك الدولي" (World Bank study), "تأهيل منشآت الوساطة العقارية لتسويق الاستثمارات والمشاريع للسكن الجماعي للأفراد" (Qualification of real estate brokerage facilities for marketing investments and projects for individual collective housing), and "العمل بنا" (Work with us).

6) Once the request is successfully submitted, a confirmation message appears, as shown in the following screen. The user can return to the main screen by clicking **(Return to Homepage)**.



7) After clicking **(Return to Homepage)**, the user is redirected to the main screen of the Balady platform, as shown in the following screen.



 | **199040 Direct Contact Number**

 | **@Balady_CS Customer Service**

