وزارة البلديات والإسكان

Ministry of Municipalities and Housing

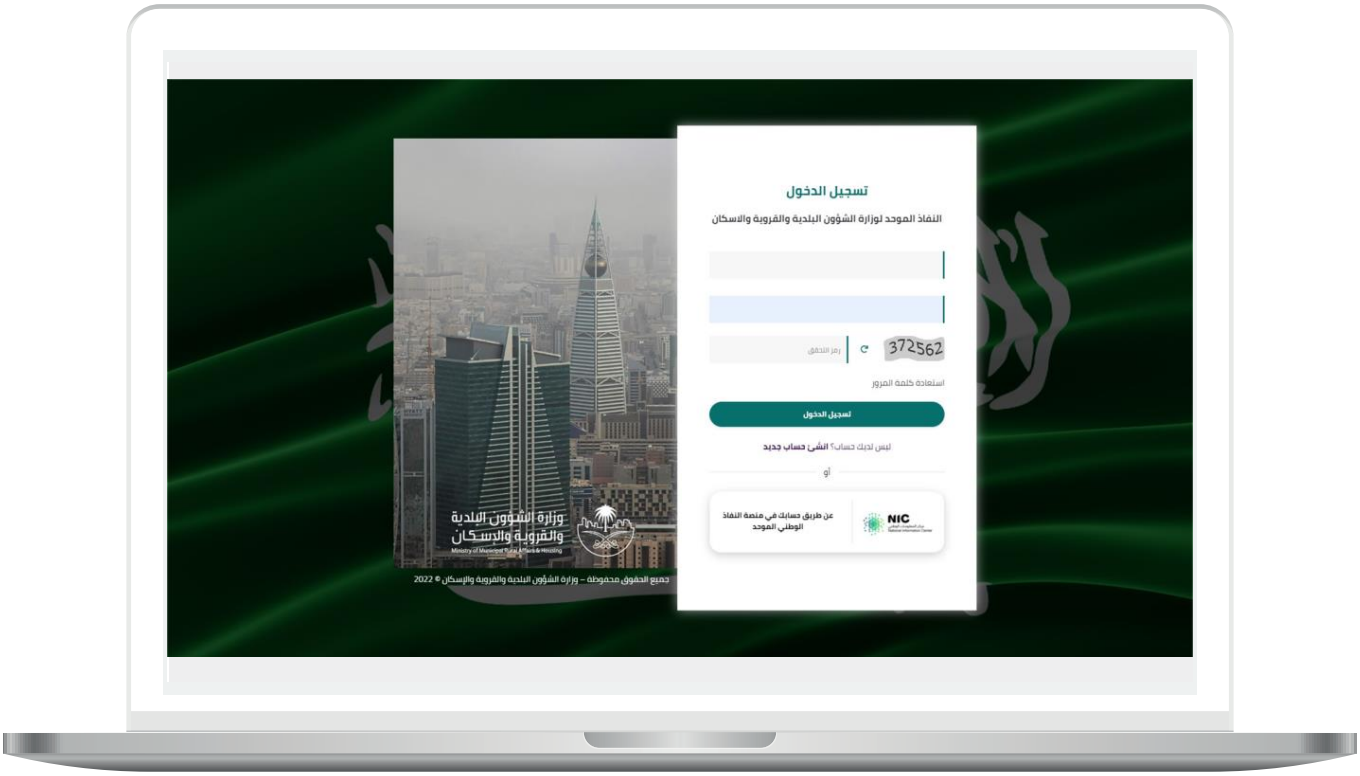
User Guide for the Service to

Inquiring About Requirements and Restricted Areas for Collective Housing Licenses

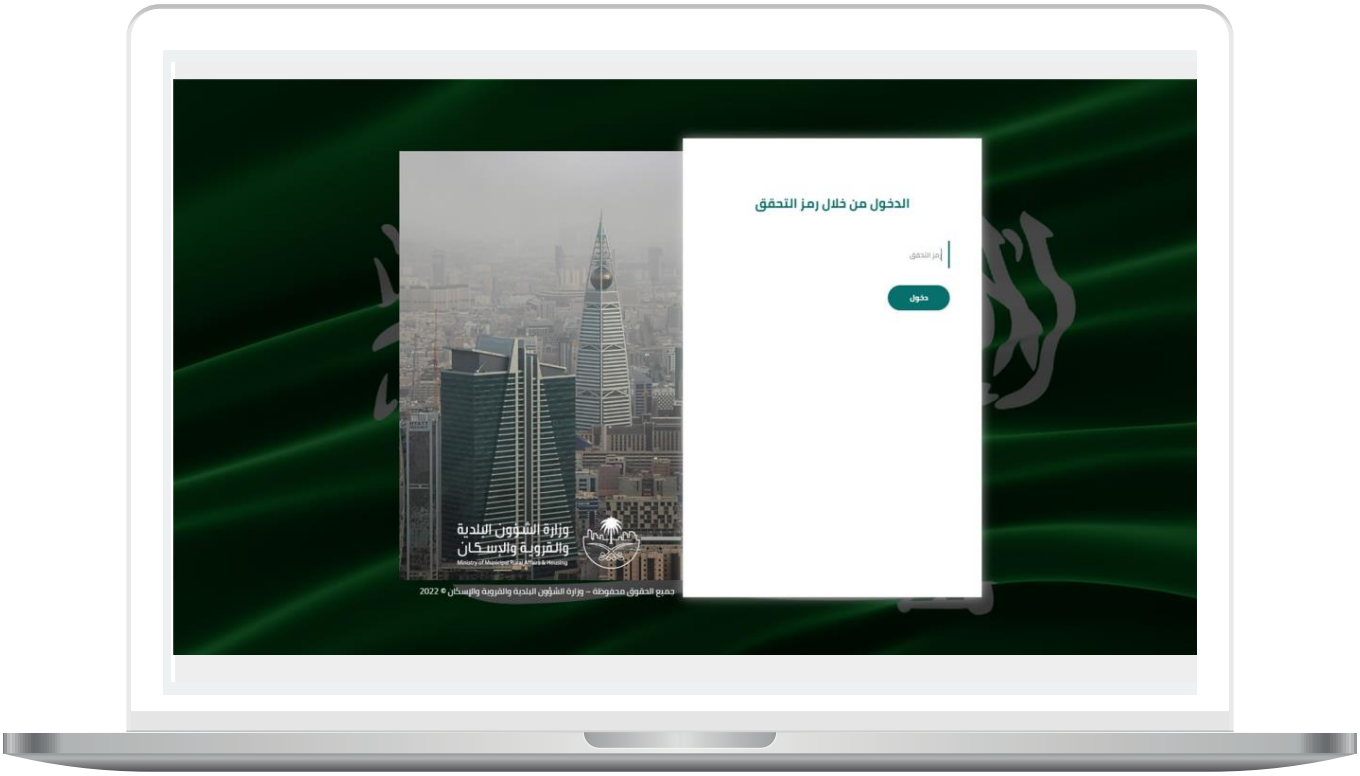
Beneficiary's Copy

Login to the System

1) After accessing the system link, the following screen will appear, where the user enters their details (**ID/Residence Number, Password, Security Code**) and then clicks the (**Login**) button. The security code can be changed by clicking the circular arrow icon.

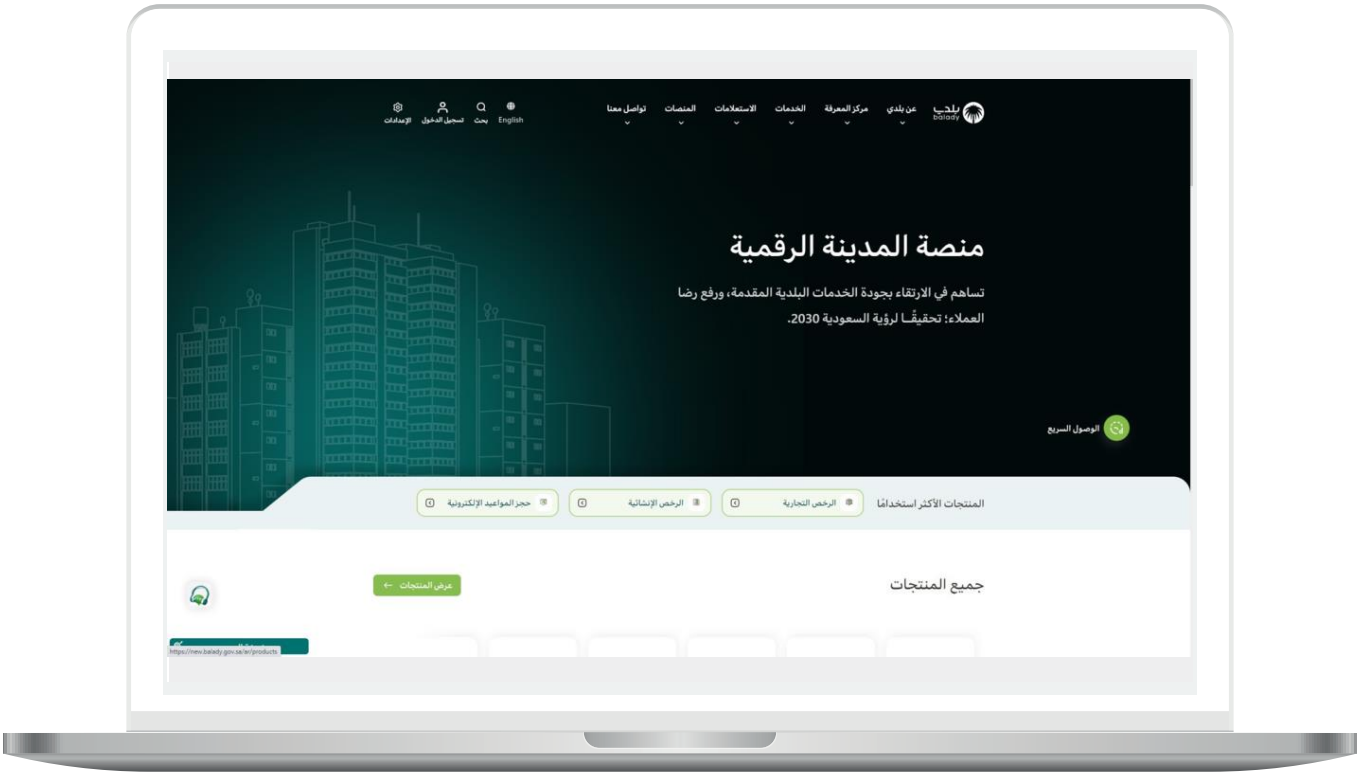


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.

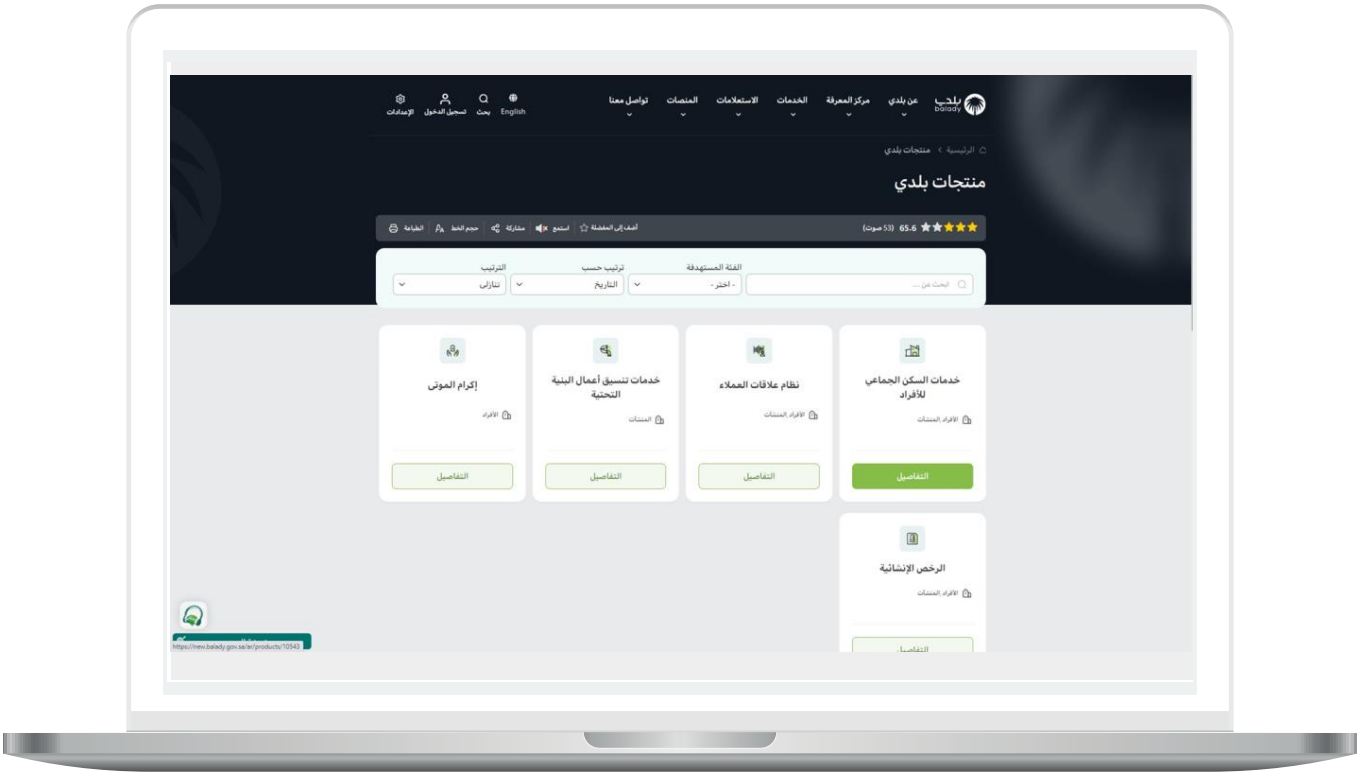


3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

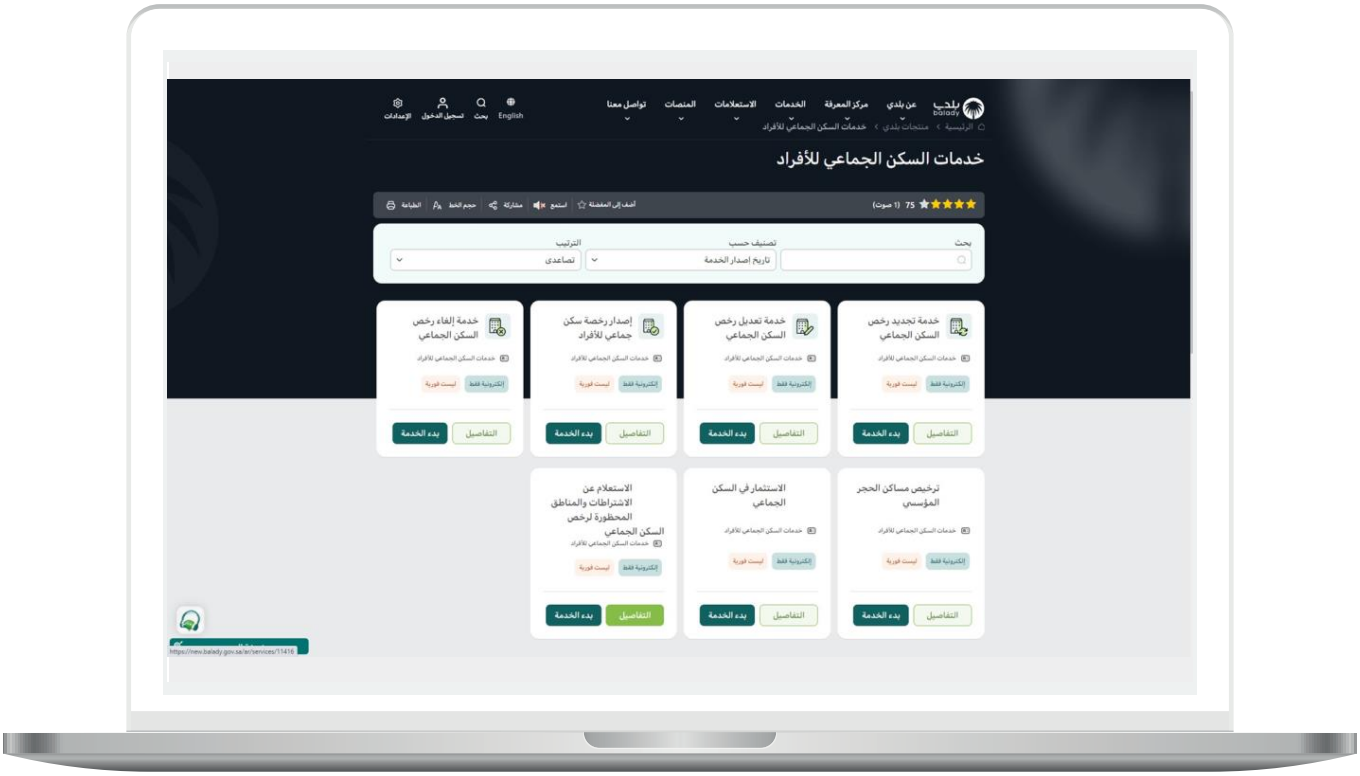
To start the service application, the user must click the (**View Products**) button.



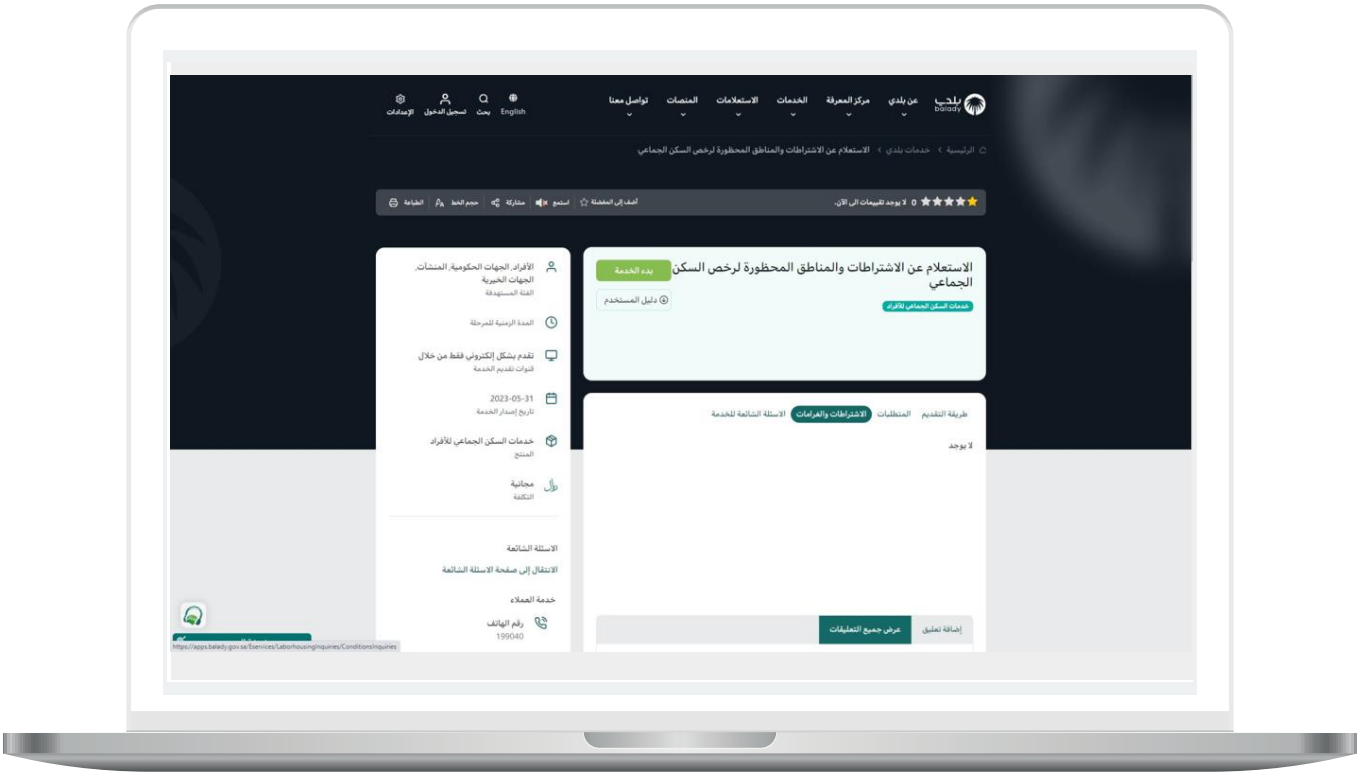
4) The following screen then appears, displaying the Balady products, where the user selects (**Collective Housing Services for Individuals**).



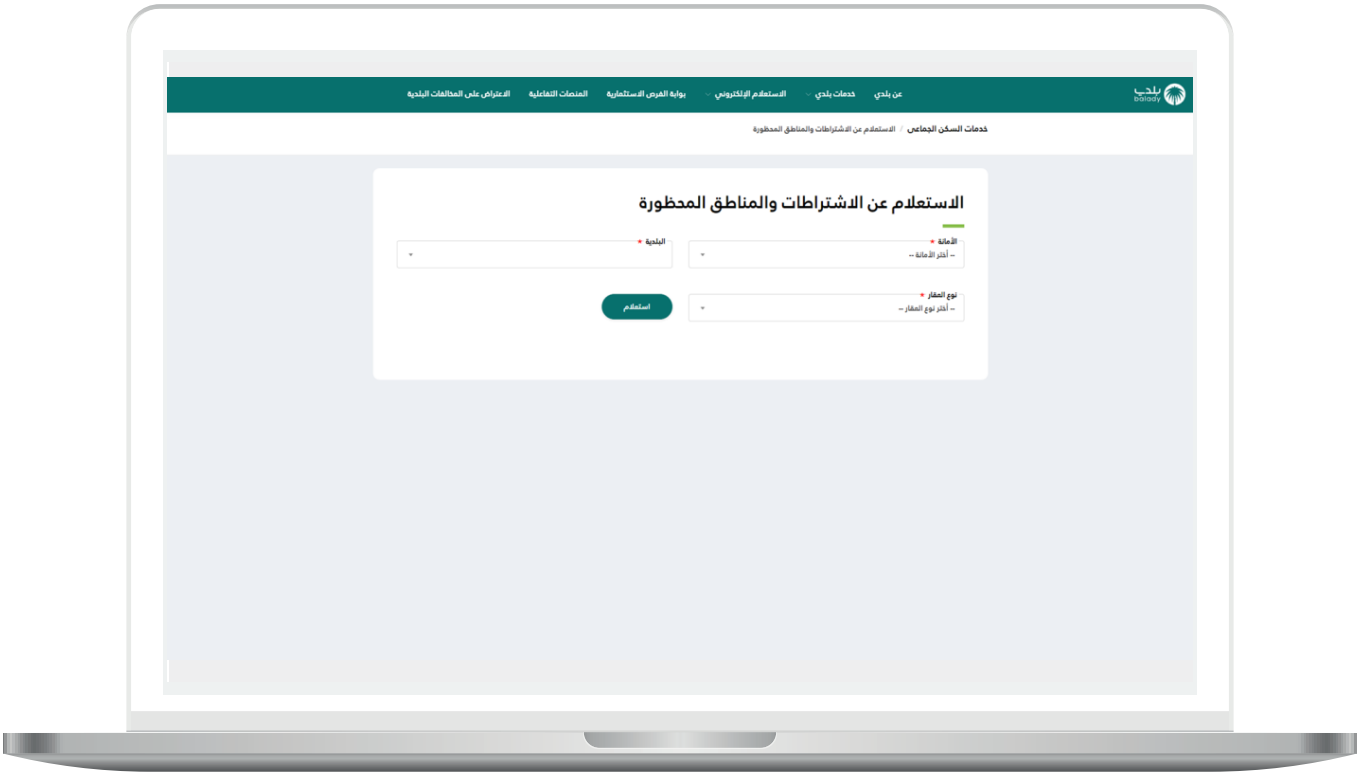
5) The next screen appears, listing the Collective Housing Services for Individuals, where the user selects (**Inquiry About Requirements and Restricted Areas for Collective Housing Licenses**) as shown below.



6) The user then clicks (**Start Service**) to initiate the process.

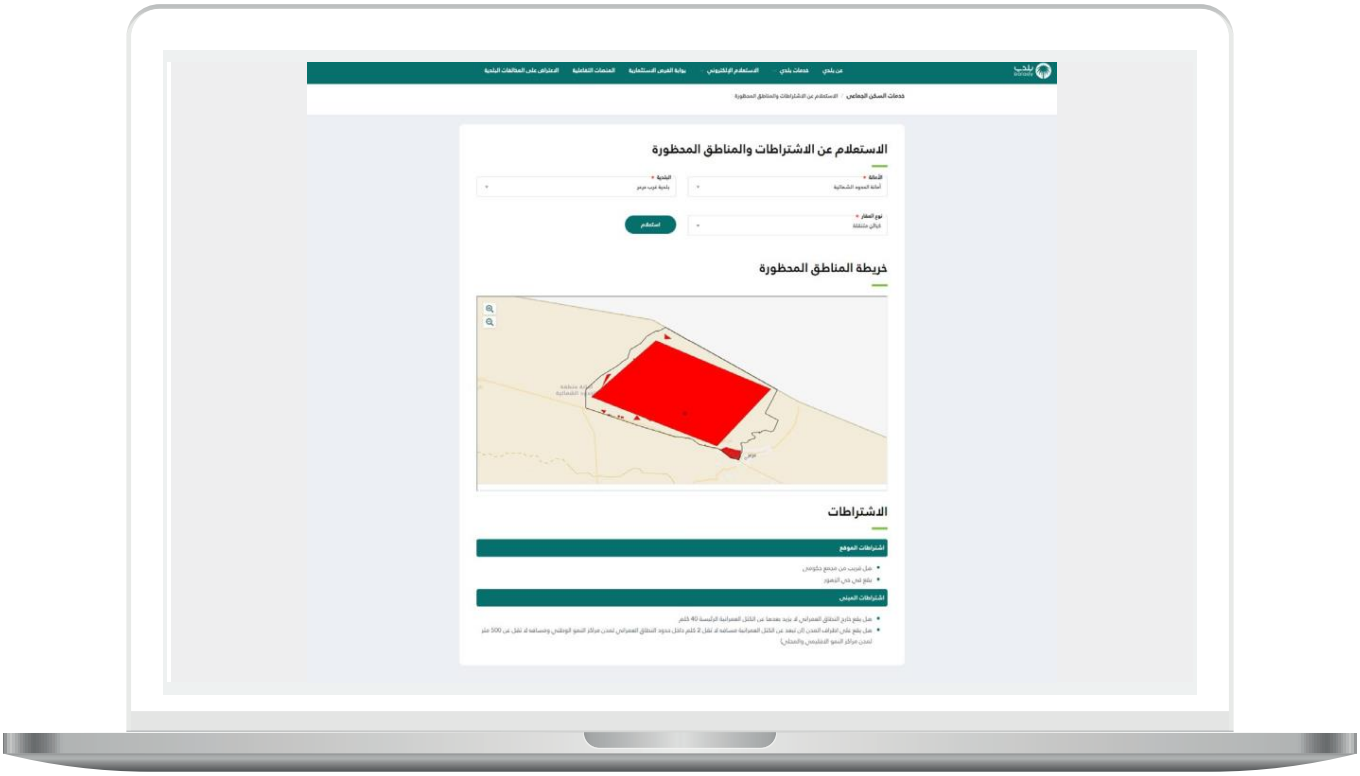


7) The following screen appears, where the user selects values from the dropdown lists: (**Secretariat, Municipality, Property Type**), then clicks (**Inquire**).



8) A map of restricted areas is then displayed, as shown below, with restricted areas highlighted in red.

The system also displays various requirements, including (**Location Requirements, Building Requirements**).



199040 Direct Contact Number

@Balady_CS Customer Service