REAL ESTATE REGULATORY ACT

(RERA)

USER MANUAL

LOGIN
Click on New Registration to create a user .

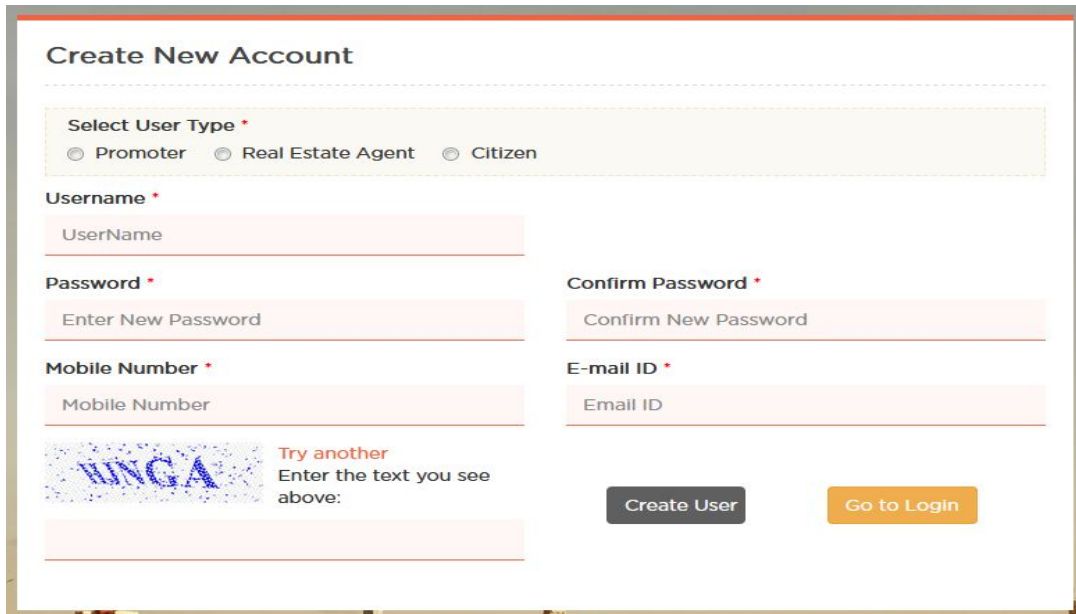Login to your Account

User Name

Password

Try another
Enter the text below as you see
in the captcha

Log In

🔒 Forgot Password? ✎ New Registration

🔍 Search Project Details

- After clicking on new window you will get below screen.

- Click on promoter if you are promoter. Same for Agent and Citizen.

- Enter all the details and create user below message will be displayed as soon as user is created.
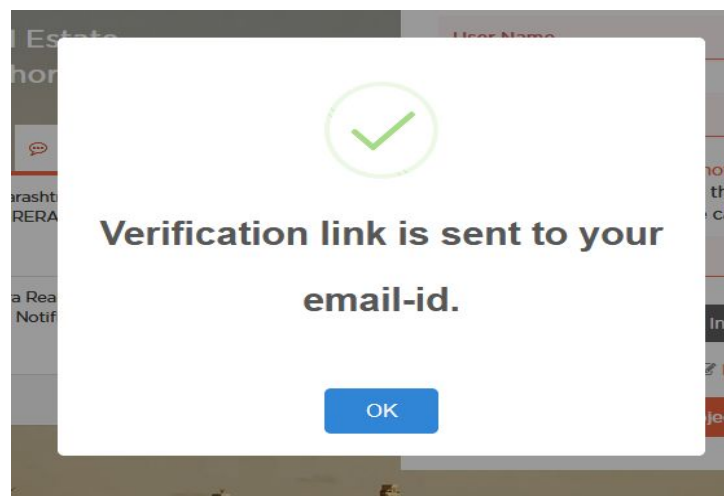
- Only after you have verified email , then can you login in your account.

PROMOTER

A) ACCOUNT :

MY PROFILE:

- Once Login through Promoter,First Create the Profile.

- 1)If Promoter is Individual, then select information type 'Individual' and filled the respective details. After filling the form,Click on save profile to save the form.

My Profile

General Information (All * Mark field are mandatory.)

Information Type *   ⦿ Individual   ○ Other Than Individual

Individual

First Name *		Middle Name	
Last Name *		PAN Number *	
Father Full Name *		Aadhar Number *	

Address For Official Communication

House Number *		Building Name *	
Street Name *		Locality *	
Landmark *		State *	Maharashtra
Division *	Select Division ▼	District *	Select District ▼
Taluka *	Select Taluka ▼	Village *	Select Village ▼
Pin Code *			

Contact Details

Mobile Number *	7709399027	Office Number *	
Fax Number		Email ID *	abc@gmail.com
Website URL			

Instruction for Upload Photo

☑ Photograph Format should be JPEG or PNG.

Upload Profile Image *

[Choose File] No file chosen

[Save Profile]

- If Promoter is of type Organization,then select information type 'Other than individual'. While filling director details,Select the respective designation and fill the form. After filling the form,upload the picture and then click on add new member to save the details. You can edit and delete below.

My Profile

General Information (All * Mark field are mandatory.)

Information Type*	○ Individual ◉ Other Than Individual

Organization

Name*	new org	PAN Number*	PANNO1234K
Organization Type*	Partnership ▾		

Address Details

Block Number*	block number 56	Building Name*	trade world A wing
Street Name*	ranade road	Locality*	lower parel
Land mark*	Opp railway station	State*	Maharashtra
Division*	Aurangabad ▾	District*	Hingoli ▾
Taluka*	Hingoli ▾	Village*	Amla ▾
Pin Code*	460232		

Organization Contact Details

Name of Contact Person*	Jayesh	Designation of Contact Person *	ASSISTANT
Company Mobile Number *	9773110347	Secondary Mobile Number *	9979898989
Office Number*	26562323232	Fax Number	32323232365

Partner Details

Field		Field	
Designation *	Select Designation ▼	First Name *	
Middle Name		Last Name *	
PAN Number *		Aadhar Number *	

Address Details

Field		Field	
House Number *		Building Name *	
Street Name *		Locality *	
Land mark *		State *	Maharashtra
Division *	Select Division ▼	District *	Select District ▼
Taluka *	Select Taluka ▼	Village *	Select Village ▼
Pin Code *			

Upload Photo   **Add New Member**

First Name	Middle Name	Last Name	Designation	PAN Number	Action
n		p	Partner	PANNO1234K	✏️ 🗑️

ⓘClick on add member button to add member details, After records are added, updated or deleted click on save button

Save Profile

PAST EXPERIENCE DETAILS:

● If promoter has launched the projects in last five years, then the promoter should fill the past experience details. After filling the form click on save experience. Promoter can edit and delete the form after saving.

Promoter Past Experience Details

All * mark fields are mandatory.

Brief Details of Project launched and completed by promoter in last five years:(across India)

Project Name *		Project Type *	Select Project Type ▼
Address *		Land Area(In Sq mtrs) *	
Number of Buildings/Plots *		Number of Apartments *	
Total Cost(In INR) *		Plot bearing C.N.No/CTS No./Survey no./Final Plot no *	
Original Proposed Date of Completion *		Actual Completion Date *	

Save Experience

CHANGE PASSWORD:

- If promoter wants to change the password. Click on change password.

Change Password

Enter Current Password	Enter New Password	Re-enter new Password

Send OPT

B) PROJECT DETAILS :

Add Project:

● To add project details, click on add Project. If the Project status is on going,then click <u>on -going</u> and fill the respective form. After filling the form, click on add project to save the form. Save forms will be displayed below.

Add Project

All * Mark field are mandatory.

Project Information

Project Status*	○ On-Going Project ○ New Project		
Project Name*	[ ]	Project Type*	Select Type ▾
Proposed Date of Completion *	[ ]	Revised Proposed Date of Completion *	[ ]
Litigations related to the project ? *	○ Yes ○ No		

Land Details

Plot Bearing No / CTS no / Survey Number/Final Plot no. *	[ ]	Area(In sqmts) *	000000.00
Aggregate area(In sqmts) of recreational open space *	000000.00	Total Building Count	Please Select ▾
Sanctioned Buildings Count	Please Select ▾	Proposed But Not Sanctioned Buildings Count	Please Select ▾
Boundaries East *	[ ]	Boundaries West *	[ ]
Boundaries North *	[ ]	Boundaries South *	[ ]

FSI Details

Built-up-Area as per Approved FSI (In sqmts)

Built-up-Area as per Proposed FSI (In sqmts) (Proposed but not sanctioned) (As soon as approved, should be immediately updated in Approved FSI) *

TotalFSI *

Address Details

State *	Maharashtra	Division *	Select Division ▾
District *	Select District ▾	Taluka *	Select Taluka ▾
Village *	Select Village ▾	Pin Code *	

Details of separate bank account as per section 4 (2)(I)(D) of the Act

Bank Name *		Branch Name *	
IFSC Code *		Bank A/c Number *	
Bank Address *			

Add Project

- If the Project is the new Project, then click on New Project and fill the respective details. After filling the form, click on add project to save the form. Save forms will be displayed below.

Add Building:

- ● To add details of building, click on add building. First select the project name for which the details of building has to be filled. Before adding building ,Add Apartment details and then form will be saved.

Add Building

All * Mark field are mandatory.

Project

Project Name * | asd ▾

Building Details

Building Details

Name *		Number of Basement's *	
Number of Plinth *		Number of Podium's *	
Number of Slab of Super Structure *		Number of Stilts *	
Number of Open Parking *		Number of Closed Parking *	

Apartments Type Details

Apartment Type *		Carpet Area(In sqmts) *	000000.00
Proposed number of apartments *		Number of apartments booked/sold /allotted *	000000

Add Apartment Type   ❶ First Add Apartment Type Details by using - 'Add Apartment Type', then Click Add Building Button to Save Record.

Add Building

Current Building Count = 3 | Maximum Building Count = 0

Common Areas and Facilities:

- This form basically consist of Common areas and facilities provided by the promoter.

Common Areas and facillites

Project

Project Name *   test 1

All Field are Mandatory.

Project Details

Name	Proposed	Number Of Units Booked	Progress Of Work Done (in %)
Number of Garages (In Numbers)	8787	87	87
Covered Parking (In Numbers)	87	87	8

Development Work

Common areas And Facilities, Amenities	Proposed	Percentage Of Completion	Details
Internal Roads & Footpaths : *	NO	0	NA
Water Supply : *	NO	0	NA
Sewerage (Chamber, Lines, Septic Tank , STP) : *	NO	0	NA
Storm Water Drains : *	NO	0	NA
Landscaping & Tree Planting : *	NO	0	NA
Street Lighting : *	NO	0	NA
Community Buildings : *	NO	0	NA
Treatment And Disposal Of Sewage And Sullage Water : *	NO	0	NA
Solid Waste Management And Disposal : *	NO	0	NA
Water Conservation, Rain water Harvesting : *	NO	0	NA
Energy management : *	NO	0	NA
Fire Protection And Fire Safety Requirements : *	NO	0	NA
Electrical Meter Room, Sub-Station, Receiving Station : *	NO	0	NA
Aggregate area of recreational Open Space : *	NO	0	NA
Open Parking : *	NO	0	NA

Add More   Common Areas and facillites

Save   ⓘ After any add or update of data, click on save buton.

- If promoter wants to add the more details about the facilities. Click on Add More. After filling all the details,Click on Save to save the details

Add Project Cost:

- This form basically consist of total cost required for the development of project.
- After filling the form,click on save button to save the details.

Cost Details

Cost Details

Project Name * | Pro5 Pune project 1 [▼]

All Fields are Mandatory.

Sr. No			Particular	Estimated Total Amount (in INR)	Actual Total Amount (in INR)
1			Land Cost :		
	a		Acquisition Cost of Land or Development Rights, lease Premium, lease rent, interest cost incurred or payable on Land Cost and legal cost *	000000.00	000000.00
	b		Amount of Premium payable to obtain development rights, FSI, additional FSI, fungible area, and any other incentive under DCR from Local Authority or State Government or any Statutory Authority *	000000.00	000000.00
	c		Acquisition cost of TDR (if any) *	000000.00	000000.00
	d		Amounts payable to State Government or competent authority or any other statutory authority of the State or Central Government, towards stamp duty, transfer charges, registration fees etc; and *	000000.00	000000.00
	e		Land Premium payable as per annual statement of rates (ASR) for redevelopment of land owned by public authorities *	000000.00	000000.00
	f	i	Estimated construction cost of rehab building including site development and infrastructure for the same as certified by Engineer * Actual Cost of construction of rehab building incurred as per the books of accounts as verified by the CA *	000000.00	000000.00
		ii	Cost towards clearance of land of all or any encumbrances including cost of removal of legal/illegal occupants, cost for providing temporary transit accommodation or rent in lieu of Transit Accommodation, overhead cost *	000000.00	000000.00
		iii	Cost of ASR linked premium, fees, charges and security deposits or maintenance deposit, or any amount whatsoever payable to any authorities towards and in project of rehabilitation *	000000.00	000000.00
2			Development Cost/ Cost of Construction		
	a	i	Estimated Cost of Construction as certified by Engineer * Actual Cost of construction incurred as per the books of accounts as verified by the CA *	000000.00	000000.00
		ii	On-site expenditure for development of entire project excluding cost of construction as per (ii) above, i.e. salaries, consultants fees, site overheads, cost of services (including water, electricity, sewerage), cost of machineries and equipment including its hire and maintenance costs, consumables etc. All costs directly incurred to complete the construction of the buildings /wings of the project registered *	000000.00	000000.00
	b		Payment of Taxes, cess, fees, charges, premiums, interest etc to any statutory Authority *	000000.00	000000.00
	c		Principal sum and interest payable to financial institutions, scheduled banks, non-banking financial institution (NBFC) or money lenders on construction funding or money borrowed for construction *	000000.00	000000.00
3			Total Estimated Cost of the Real Estate Project		

Save

Document Upload:

- In this form,documents are needed to be uploaded, required for the Project. To upload the document, click on upload button to save the document. After uploading the document,One can view the document by clicking on view button.

Document Upload

All * mark fields are mandatory.

Project Name *	Pro5 Pune project 1

Documents

Sr. No.	Document Name	Uploaded Document	Action
1	PAN Card *	Browse... No file selected.	⬆ Upload
2	Copy of the legal title report *	Browse... No file selected.	⬆ Upload
3	Details of encumbrances *	Browse... No file selected.	⬆ Upload
4	Copy of Layout Approval (in case of layout) and Building Plan Approval (IOD) *	Browse... No file selected.	⬆ Upload
5	Signed Proforma of the allotment letter and agreement for sale *	Browse... No file selected.	⬆ Upload
6	Declaration in FORM B *	Browse... No file selected.	⬆ Upload
7	Certificates of Architect (Form 1)(Mandatory for only ongoing project) *	Browse... No file selected.	⬆ Upload ✚ Add
8	Certificates of Architect (Form 4)	Browse... No file selected.	⬆ Upload ✚ Add
9	Certificates of CA (Form 3) *	Browse... No file selected.	⬆ Upload ✚ Add
10	Certificates of CA (Form 5)	Browse... No file selected.	⬆ Upload
11	Certificates of Engineer (Form 2)(Mandatory for only ongoing project) *	Browse... No file selected.	⬆ Upload
12	Commencement Certificates	Browse... No file selected.	⬆ Upload ✚ Add

Add Project Professional Details:

- In this form,Promoters needs to fill the data of the real estate agent,Contractor,etc.
- After filling,Click on Add[+] button to save the details.

Project Professional

All * mark fields are mandatory.

Project Name * | Pro5 Pune project 1

+ REAL ESTATE AGENT

- CONTRACTOR

Sr. No.	Name	Address	Aadhaar No.	Contact No.	Action
					+

+ ARCHITECT *

+ STRUCTURAL ENGINEER

+ OTHER

Add Litigations related to the project:

● This form is basically of Case related to project. If there is any case related to that project,then the promoter has to filled the litigation form about the project.

All * mark field are mandatory.

Litigations Related to the Project

Project Name	Select Project ▾	Name of the Court *	
Type Of Case *	Select Case Type ▾	Petition *	Select Petition ▾
Case Number *		Year *	Select Year ▾
Whether any Preventive/Injunction /Interim Order is Passed *	○ Yes ○ No	Present Status *	

Add

Acitivity Details:

This form is basically of Activity detail about building. First select the Project name and then select the building of that respective project. After filling all the details click on save, to save the details.

Activity Details

All Field are Mandatory.

Project

Project Name *	Pro5 Nagpur project 1	Building Name *	po

SR NO.	Tasks / Activity	Percentage of Work
1	Excavation *	
2	X number of Basement(s) and Plinth *	
3	X number of Podiums *	
4	Stilt Floor *	
5	X number of Slabs of Super Structure *	
6	Internal walls, Internal Plaster, Floorings within Flats/Premises, Doors and Windows to each of the Flat/Premises *	
7	Sanitary Fittings within the Flat/Premises,Electrical Fittings within the Flat/Premises *	
8	Staircases, Lifts Wells and Lobbies at each Floor level connecting Staircases and Lifts, Overhead and Underground Water Tanks. *	
9	The external plumbing and external plaster, elevation, completion of terraces with waterproofing of the Building/Wing *	
10	Installation of lifts, water pumps, Fire Fighting Fittings and Equipment as per CFO NOC, Electrical fittings to Common Areas, electro, mechanical equipment, Compliance to conditions of environment /CRZ NOC, Finishing to entrance lobby/s, plinth protection, paving of areas appurtenant to Building/Wing, Compound Wall and all other requirements as may be required to Obtain Occupation /Completion Certificate *	
11	Overall Percentage of Completion of the work done For the entire Building /Wing *	

Save

Application Withdrawal:

If the promoter wants to withdraw the form,Then promoter can use this form to withdraw the application. Select the project name to withdraw. Click on Confirm withdrawal to withdraw the application.

Withdrawal

Withdrawal Details

Project Name *	Pro5 Nagpur project 1 ▾

Refund Details

Project Name	Pro5 Nagpur project 1	Registration No.	REA50900000017
Payment Date	Apr 28 2017 8:04PM	Paid Amount(exclusive of Service Charges & Taxes)	42500.00

Refund Calculations

Paid Amount(exclusive of Service Charges & Taxes)	42500.00	Withdrawal Administrative Charges	5000.00
Service Charges	1250.00	Service Tax Amount	187.50
Final Refund Amount	36062.50		

IFSC Code *		Bank A/c Number *	
Bank Name *		Branch Name *	
Bank Address *		Remark *	

Confirm Withdrawal

C) PAYMENT :
- After filling all the details, click on Confirm and Proceed. Please note if all the details are correct then only proceed to payment.

AGENT

A) ACCOUNT :

My Profile:

Once Login through Agent,First Create the Profile.

- If Agent is Individual, then select information type 'Individual' and filled the respective details. After filling the form,Click on save profile to save the form.

General Information (All * Mark field are mandatory.)

Information Type *	● Individual ○ Other Than Individual

Individual

First Name *	test	Middle Name	test
Last Name *	test	PAN Number *	ABCDE1234E
Father Full Name *	TEST	Aadhar Number *	424234342423
Any criminal or police case/ cases pending? *	● Yes ○ No	Do you have any registration in other state than Maharashtra? *	● Yes ○ No

Address For Official Communication

House Number *	344	Building Name *	DFSDF
Street Name *	SADSDSA	Locality *	SDASDA
Landmark *	SADASD	State *	Maharashtra
Division *	Amravati	District *	Akola
Taluka *	Akola	Village *	Apoti Kh
Pin Code *	467867		

Contact Details

Mobile Number *	8999999999	Office Number *	7709399027
Fax Number	3346654645	Email ID *	test@maha.com
Website URL			

Instruction for Upload Photo

☑ Photograph Format should be JPEG or PNG.

Upload Profile Image *

[Choose File] No file chosen

[Save Profile]

- If Agent is of type Organization,then select information type 'Other than individual'. While filling director details,Select the respective designation and fill the form. After filling the form,upload the picture and then click on add new member to save the details. You can edit and delete below.

My Profile

General Information (All * Mark field are mandatory.)

Information Type *   ○ Individual   ● Other Than Individual

Organization

Name * NAKUL ENTERPRISE   PAN Number * WRTYU0123K

Organization Type * Partnership ▼

Address Details

Block Number * BLOCK23   Building Name * 323 BUILDING

Street Name * 265   Locality * 323

Land mark * 323   State * Maharashtra

Division * Aurangabad ▼   District * Hingoli ▼

Taluka * Hingoli ▼   Village * Bhatsawangi Tanda ▼

Pin Code * 465602

Organization Contact Details

Name of Contact Person * NARESH   Designation of Contact Person * OWNER

Company Mobile Number * 9867064032   Secondary Mobile Number * 9865632655

Office Number *	02356565656	Fax Number	
Email ID *	ninad.chunekar5@mahaonline.gov	Website URL	

Partner Details

Designation *	Select Designation ▾	First Name *	
Middle Name		Last Name *	
PAN Number *		Aadhar Number *	

Address Details

House Number *		Building Name *	
Street Name *		Locality *	
Land mark *		State *	Maharashtra
Division *	Select Division ▾	District *	Select District ▾
Taluka *	Select Taluka ▾	Village *	Select Village ▾
Pin Code *			

Upload Photo **Add New Member**

Past Experience Details:

- Agent have to fill the Project details about last 5 years.After filling click on save button to save the details .Agent can edit and delete the details by clicking on edit and delete.

Agent Past Experience Details

All * mark fields are mandatory.

Brief Details of Real Estate Projects on whose behalf Real Estate Agent Service was offered in five years:(Across India)

Project Name*

Promoter Name*

Project Type*

Select Project Type ▾

Save

Srno	Project Name	Project Type	Promoter Name	Action	Action
1	PRoject 007	Residential	JAMes BOND	✏ Edit	🗑 Delete
2	project	Commercial	pro	✏ Edit	🗑 Delete

Add Branch Details:

- Agent have to fill the details of branch office. To save the details, click on save button.Agent can edit and delete the details.

Branch Office Details

All * mark field are mandatory.

Enter Details Of All branch Offices across India, including headquaters

Branch Office Name *		Branch Office Address *	
LandLine Number *		Fax Number *	
Email ID *		Upload address Proof *	Choose File No file chosen

[Add Branch]

Branch Office Details

Sr No.	Branch Office Name	Branch Office Address	LandLine Number	Fax Number	Email ID	Edit	Delete

Change Password:

- If Agent wants to change the password. Click on change password.

Change Password

Enter Current Password	Enter New Password	Re-enter new Password

[Send OPT]

Add Litigations related to the project:

- This form is basically to fill the details regarding Case against company or member. After filling the form,Click on add button to save the details

Litigations Related to the Project

| CaseAgainst | ○ Company ○ Member | Member Name | Select Member ▾ |
| Name of the Court * | | | |

Type Of Case *	Select Case Type ▾	Petition *	Select Petition ▾
Case Number *		Year *	Select Year ▾
Whether any Preventive/Injunction/Interim Order is Passed *	○ Yes ○ No	Present Status *	

Add

B)Registration Details :

Add Registration Details:

- If Agent has registration in different states. Then agent have to fill these form.

Agent Registration Details

State Name *   Select State ▼

Details of Law,Rules or Regulations   Upload Registration Document *   Choose File   No file chosen
under which it is registered *

Save Registration

Srno	State Name	Details	Edit	Delete
1	ANDHRA PRADESH	address	✏ Edit	🗑 Delete
2	GUJARAT	other State registration	✏ Edit	🗑 Delete

Document Upload:

- In this form, documents are needed to be uploaded about agent. To upload the document, click on upload button to save the document. After uploading the document, One can view the document by clicking on view button.

Documents

Delete All

Sr. No.	Document Name	Uploaded Document	Action
1	PAN Card *	Browse... No file selected.	Upload
2	Particulars of Registration including the bye-laws	Browse... No file selected.	Upload
3	Memorandum of association	Browse... No file selected.	Upload
4	Articles of association	Browse... No file selected.	Upload
5	Self-certified copies of all letter heads	Browse... No file selected.	Upload
6	Self-certified copy of letterhead rubber stamp *	Browse... No file selected.	Upload
7	Acknowledgement receipts proposed to be used by the real estate agent *	Browse... No file selected.	Upload + Add
8	Income tax returns of last 3 years or declaration *	Browse... No file selected.	Upload + Add
9	Any pending criminal or civil cases	Browse... No file selected.	Upload + Add

C) PAYMENT :

● After filling all the details, click on Confirm and Proceed. Please note if all the details are correct then only proceed to payment.

☐ I have read and agreed above Terms and Conditions *

Confirm & proceed to Payment

THANK YOU