

User Guidelines For e-Rent Certificate System

Public Works Department

Background

This document allows for a printed version of the eRent Certificate System (Public Work Division Maharashtra) User Manual, which is an integral part of the eRent Certificate Software. The online user manual is a Help file within the software. The can downloads the online user manual Help file while browsing the eRent Certificate web application.

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Disclaimer

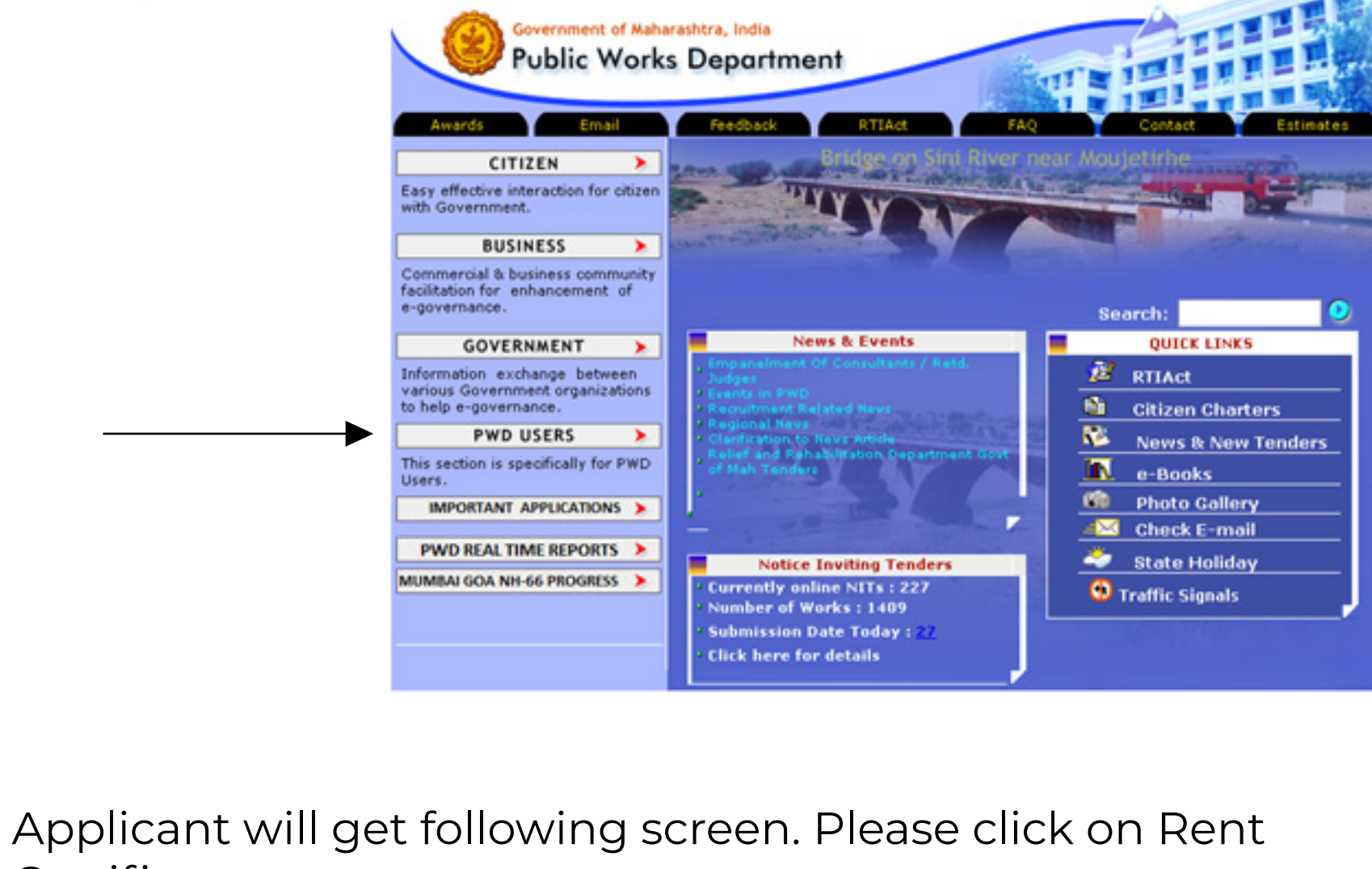
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Index

Sr. No.	Titles
1	User Registration Process and login
2	User Login
3	Division Login
4	Sub Division Login

Home Page

Please visit www.mahapwd.com. Rent Certificate Application is provided under PWD User Section of www.mahapwd.com website. Click on Rent Certificate.

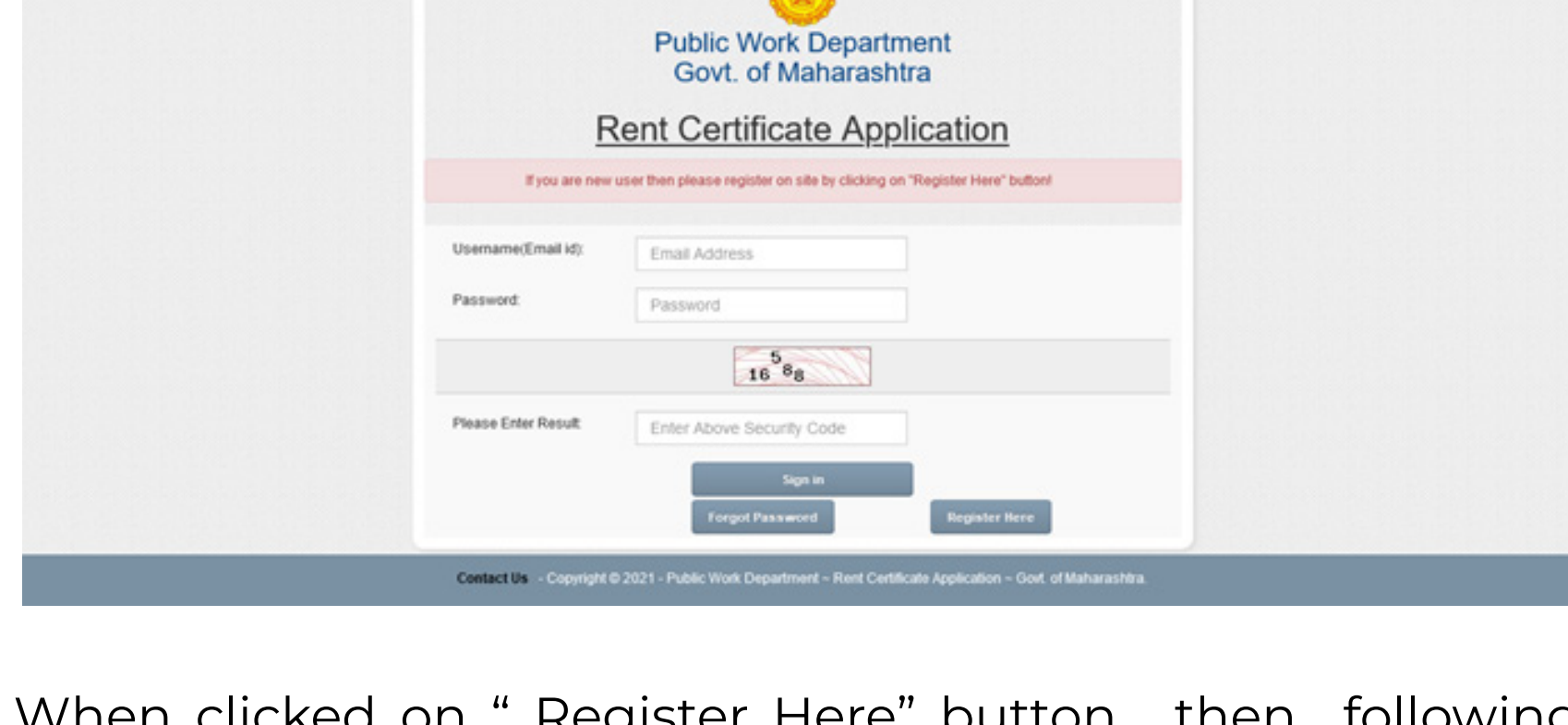


Applicant will get following screen. Please click on Rent Certificate.

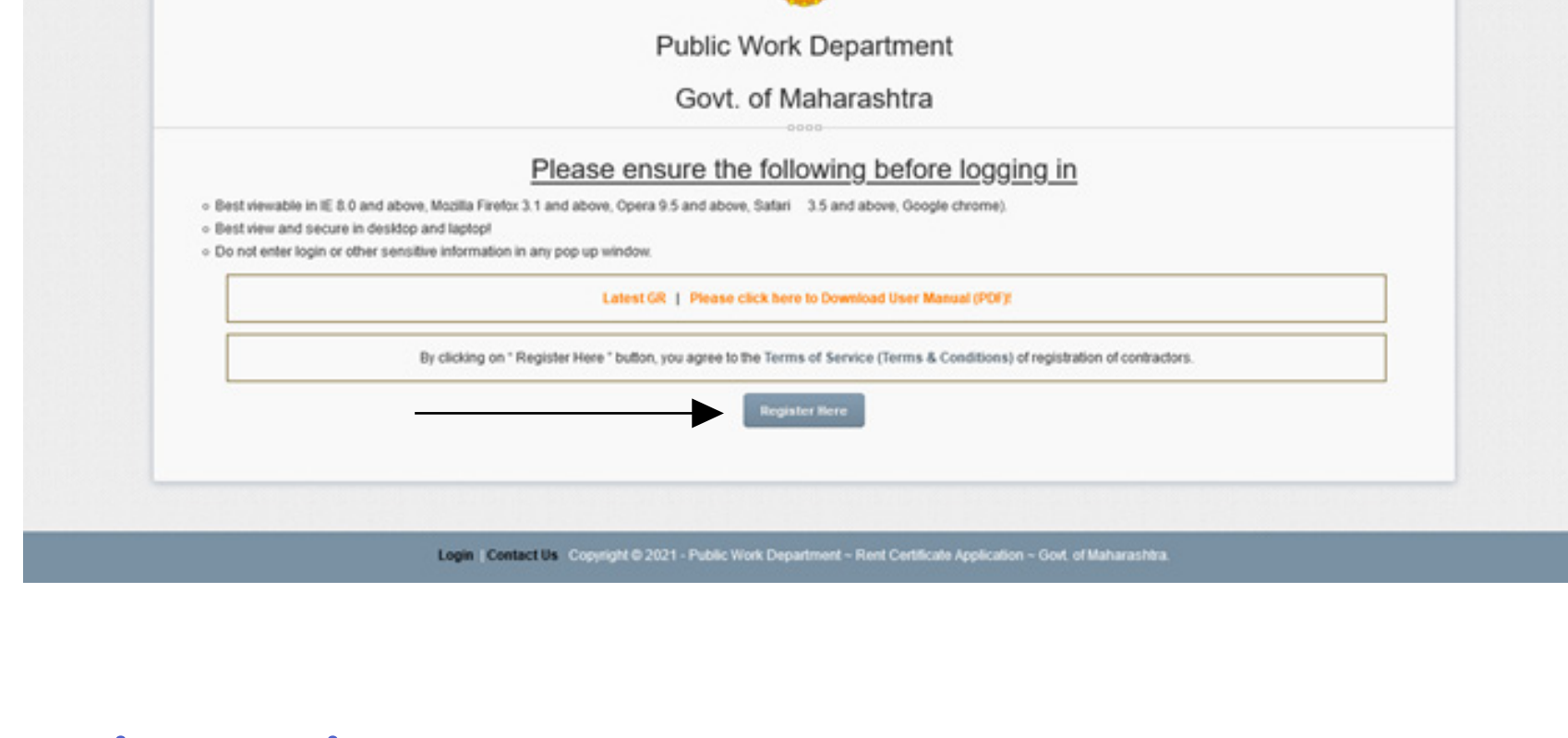


Login Page

The first Screen is Login or Register Screen , where new user will registered and create login to submit the rent application. The application is filled by the Government Office , Educational Institutes etc who intends to acquire the private property on rent basis . To create login , please click on “Register Here”. If already created login then please enter the login details and click on Sign In button. If applicant forget the password then click on Forgot Password button to generate new password.

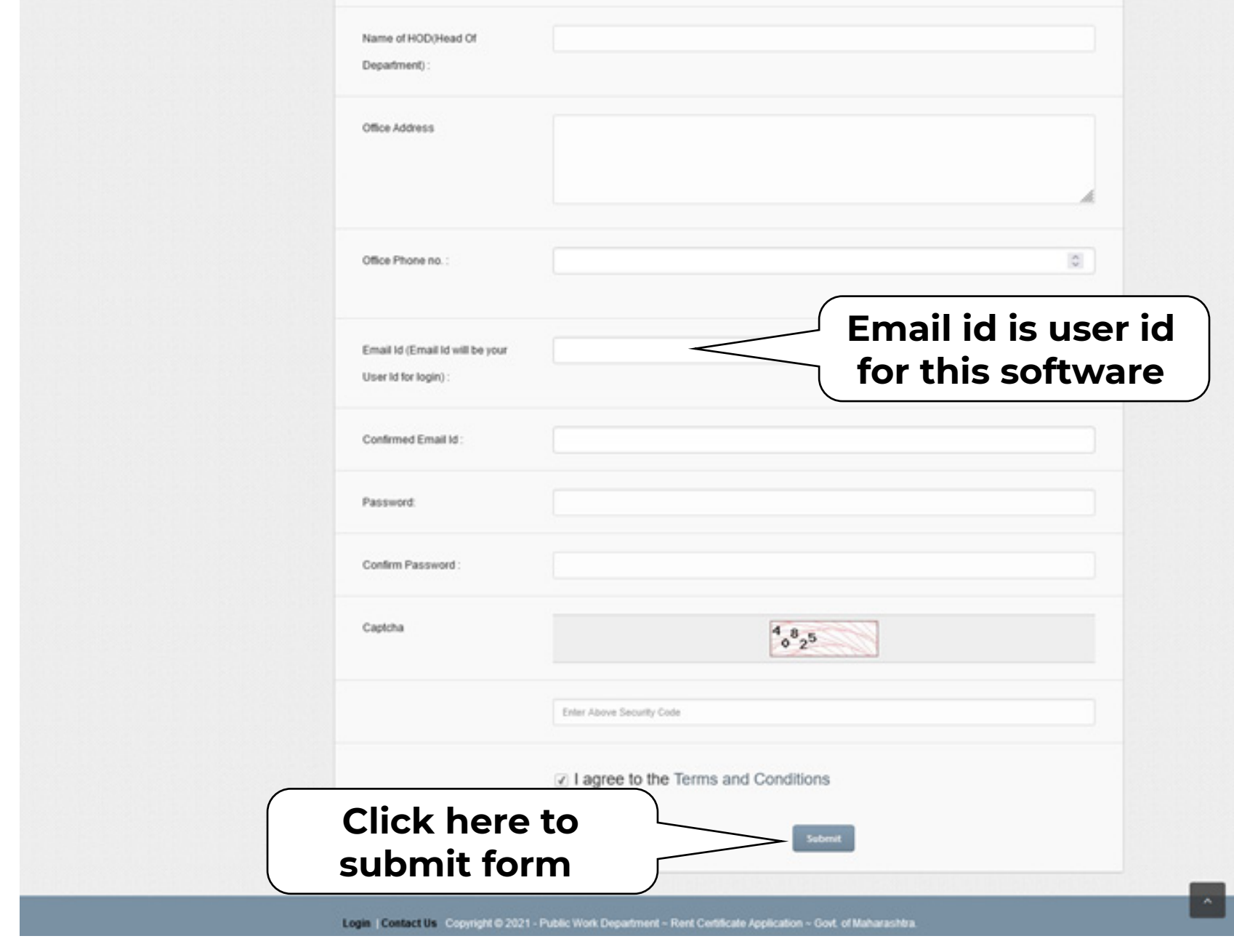


When clicked on “ Register Here” button , then following screen will appear. Read all the instructions . Then click on “ Register Here” button.

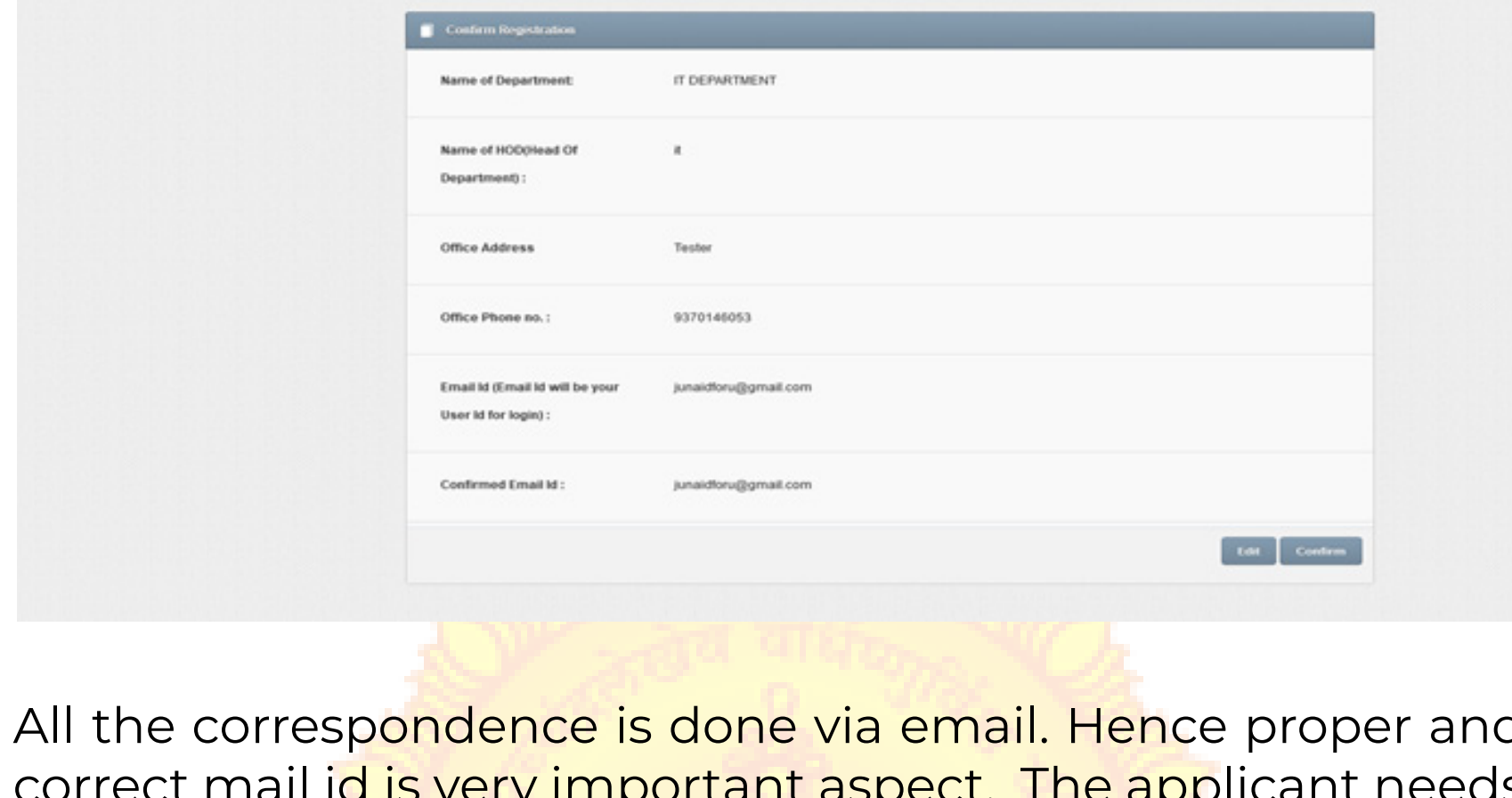


Login Creation

To create login, the user should fill all the information carefully and then click on submit button to submit the form.



After this following screen will appear. System will show all the entered information. Please check, if found ok then click on Confirm button to proceed further. For any correction, please click on edit button and update it.

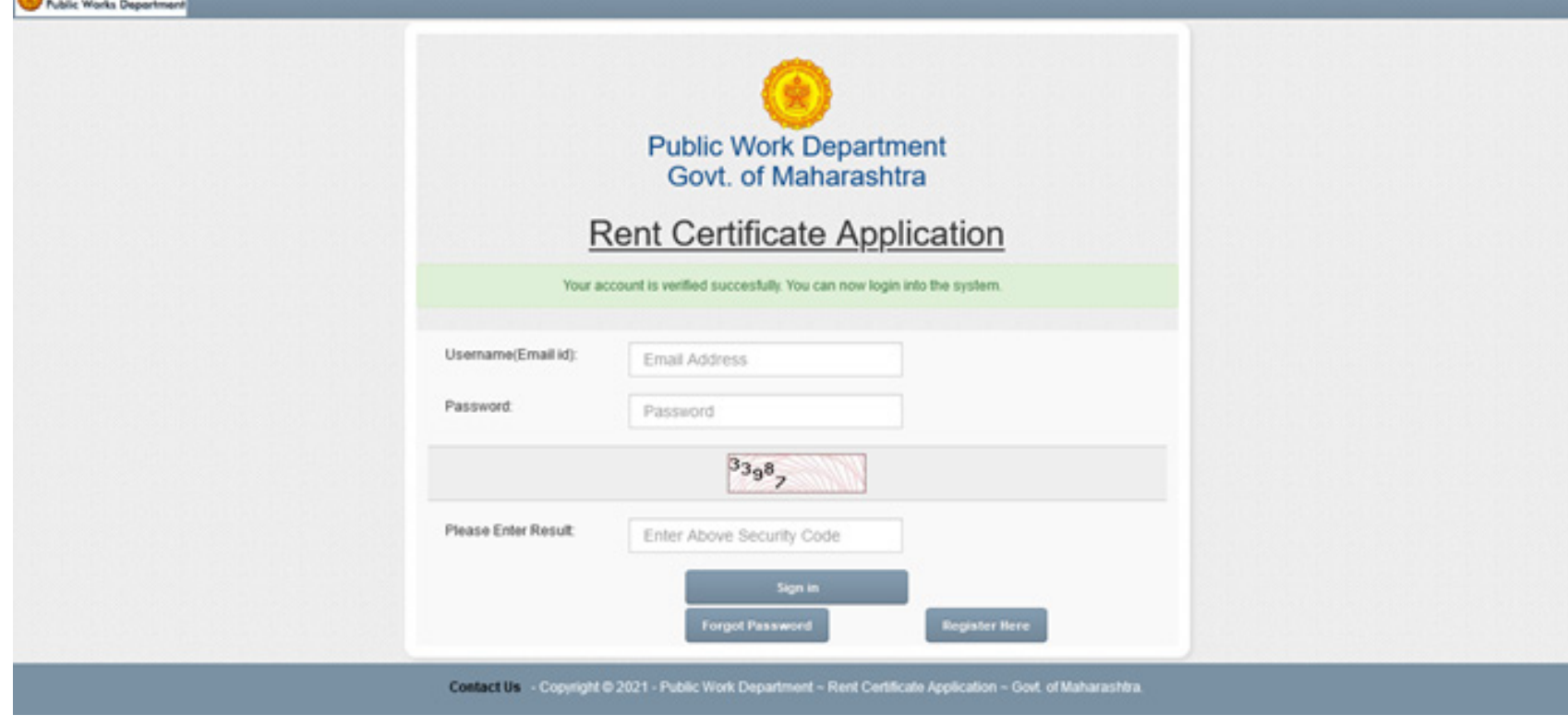
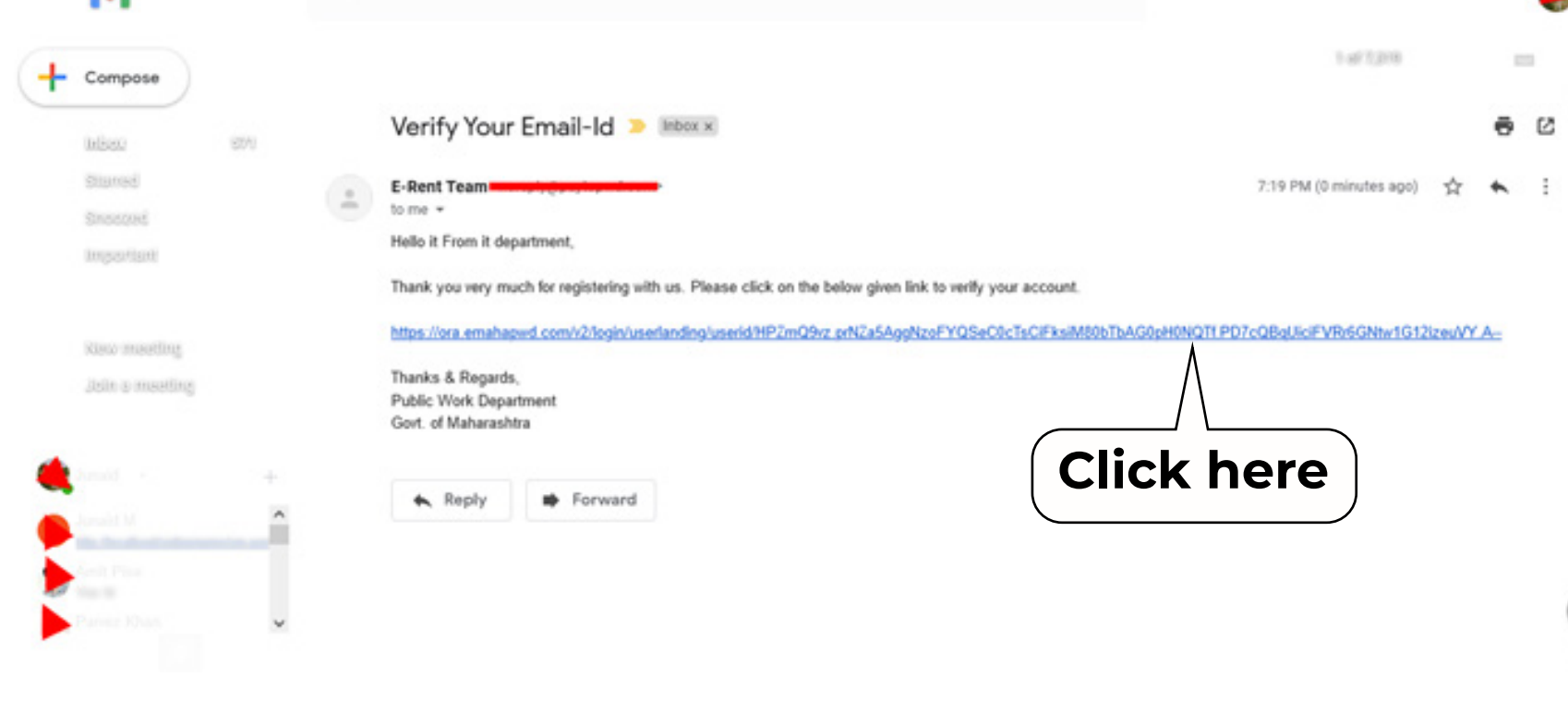


All the correspondence is done via email. Hence proper and correct mail id is very important aspect. The applicant needs to activate the provided email id. The system will automatically send activation mail to the applicant's registered mail id.



Activation of Mail Id

Applicant need to click on Provided link to activate the registered Mail Id. Do not reply to this mail.

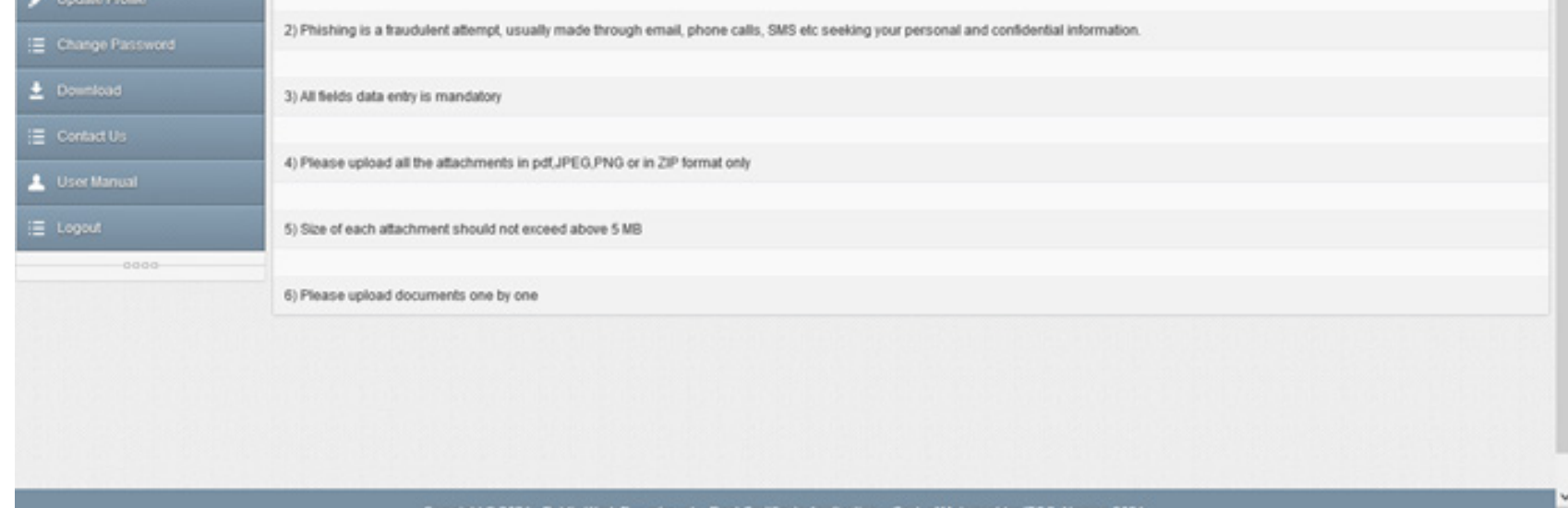


Please login again to proceed further.

Applicant

Home Page

Click on Application form to apply. Click on Update Profile to update any basic information regarding new user registration. Click on Change Password to change it.



Application Form

Click on Application Form and enter the application details for which rent certificate is required.

- Enter the information carefully.
- Upload all the documents in pdf format except building elevation photo.
- Upload Building Elevation Photo in JPEG, PNG format only.
- Select provided options carefully.
- Enter the correct information in all the boxes.
- Click on Submit button to submit the form.

Rent Certificate Application

Request for Rent Certificate

Name of User Department: IT DEPARTMENT

Name of Office / Post & Department: [Blank]

Proposed for rent: [Blank]

Name of House Owner: [Blank]

Address of property with Plot No. [Blank]

House Owner Mobile no. [Blank]

District: [Select District]

Taluka: [Select Taluka]

City / Village Name: [Blank]

Reason for Rent: [Select Reason]

Whether Mumbai Rental ACT 1947 is Applicable? ☒ Yes ☐ No

Built up Area proposed for Rent (Sq. m.) [Blank]

Type of Registration: ☒ NEW ☐ RENEW

Rent Period(From) (for ex. 05-mm-yyyy): 12-06-2021

Rent Period(TO) (for ex. 05-mm-yyyy): 12-06-2021

Premises Occupied since (for ex. 05-mm-yyyy): 12-06-2021

a) Building available for rent: ☒ Entire building ☐ Part of Building

to Rent Agreement No. [Blank]

Agreement Date (for ex. 05-mm-yyyy): 12-06-2021

Option for alternate building if available at lesser rate: ☒ Yes ☐ No

If yes Specify location [Blank]

Area mentioned in? ☒ As per requirement ☐ More than requirement

Rent demanded by House Owner (Rs per month): [Blank]

Rent inclusive of Corporation Tax, Grampanchayat Tax, Water & Light Tax: ☒ Yes ☐ No

Building condition? ☒ Good ☐ Repair's Require

Year of Construction: [Blank]

Water Meter available: ☒ Yes ☐ No

Please upload Building Plan Signed by Head of Department & House Owner: [Browse] No file selected.

Please upload (Scanned Form Original) Tax Receipt of Municipal Corporation / Grampanchayat: [Browse] No file selected.

Please upload (Scanned Form Original) Copy of Rent Agreement: [Browse] No file selected.

Please upload Building Elevation Photo(JPEG,PNG Format): [Browse] No file selected.

Upload Any Other Document(PDF Format): [Browse] No file selected.

☒ I hereby agree that, I have read Terms and Conditions & Submit correct document as required

Submit Form

Submitted application will be available in the login. Applicant can view, print the application.

Rent Certificate Application

Request for Rent Certificate

Name of User Department: IT DEPARTMENT

Name of Office / Post & Department: Sanjay banger JDNL

Name of House Owner: Sachin Bhangre

Address of property with Plot No. Valsar Street Civil Lines, NagarUR

House Owner Mobile no. 9370146053

District: Dahanu District

Taluka: Dahanu Taluka

City / Village Name: Dahanu

Reason for rent: Office Purpose

Whether Mumbai Rental ACT 1947 is Applicable? yes

Built up Area proposed for Rent (Sq. m.): 12000

Type of Registration: NEW

Rent Period(From) for ex. 05-mm-yyyy: 12-06-2021

Rent Period(TO) for ex. 05-mm-yyyy: 12-06-2021

Premises Occupied since for ex. 05-mm-yyyy: 12-06-2021

Building available for rent: Entire building

Rent agreement number: BEEB3232

Agreement Date for ex. 05-mm-yyyy: 12-06-2021

Option for alternate building if available at lesser rate: yes

Specify location: Nagarur

Area mentioned in? As per requirement

Rent demanded by House Owner (Rs per month): 123456

Rent inclusive of Corporation Tax, Grampanchayat Tax, Water & Light Tax: yes

Building condition? Good

Year of Construction: 2002

Water Meter available: yes

Building Plan Signed by Head of Department & House Owner: [View]

Tax Receipt of Municipal Corporation / Grampanchayat: [View]

Copy of Rent Agreement: [View]

Building Elevation Photo(JPEG,PNG Format): [View]

Upload Any Other Document(PDF Format): [View]

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Different searching criteria are provided in the system. To view the application, Click on Action button and then click on Confirm Certificate link to finally check the Sample Certificate.

Rent Certificate Application

Search Applications

ORA Number: [Blank] Department Name: [Blank]

Owner Name: [Blank] Application Date: FROM 05-mm-yyyy TO 05-mm-yyyy

[Reset] [Search]

Application Details

Sr No	ORA No	Department Name	House Owner Name	Application Date	Application Status	Action
1	ORA-5688	SALES AND PRODUCTION	[Blank]	15-09-2021	FORWARDED TO SIDE	[Action +]
2	ORA-5687	SALES AND PRODUCTION	[Blank]	15-09-2021	FORWARDED TO SIDE	[Action +]
3	ORA-5684	SALES AND PRODUCTION	[Blank]	15-09-2021	REJECTED AND SENT BACK TO SIDE	[Action +]

[1 - 8 OF 8]

[View Application] [Edit] [Confirm Certificate]

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After clicking on Confirm Certificate, it will open the page layout like below.

Once Click on Confirm Certificate and Submit Application button, it will finally Submit the Application.

Rent Certificate Application

Confirm Certificate and Submit Application

DATE: 21-06-2021

Public Works Department [PWD Division]

Sample Rent Certificate For Confirmation

1. Whereas, Head of Department, of SALES AND PRODUCTION 4016 Dogwood Road Mumbai, has submitted requirement for Rent Certificate of Private Building via online dated 15 Jun 2021.

2. whereas, V/B, Nataraj MHT, S V Road, Malad (w), situated in Mumbai, belonging to Sample name is being signed to be accepted on rent.

3. whereas, the rent demanded is given by Testing Name to rent Residential for xyz.

4. whereas, the power vested by Executive Engineer vide PWD Manual to issue rent certificate, hence, it is certified that the rent of above mentioned property is Rs (Rupee) / per month excluding taxes levied by Corporations or any other local bodies. This rent certificate is for [Built up Area] Sq.Mt. area and is calculated on the basis of current year prevailing rates.

Details :

House Owner Name and Address: rahul dogwood Rd, Nataraj MHT, S V Road, Malad (w) Mumbai	Registration Date: 15 Jun 2021
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Confirm Certificate And Submit Application

Division Login

Home Page

Rent Certificate Application

Search Applications

ORA Number: [Blank] Department Name: [Blank]

Owner Name: [Blank] Application Date: FROM 05-mm-yyyy TO 05-mm-yyyy

[Reset] [Search]

Application Details

Sr	ORA No	Department Name	House Owner Name	Application Date	Application Status	Print	Action
1	ORA-5683	IT DEPARTMENT	Sachin Bhangre JDNL	12-06-2021	FORWARDED TO SIDE	[Print Application]	[Action +]
2	ORA-5628	PWD	V K Nataraj	04-06-2021	NEW	[Print Application]	[Action +]
3	ORA-5755	PWD	R. S. Puri	17-05-2021	NEW	[Print Application]	[Action +]
4	ORA-5428	Judiciary Department, Just	net	04-03-2021	NEW	[Print Application]	[Action +]
5	ORA-5420	Judiciary Department, Just	Shri. Prashantkar Jaiswal	05-03-2021	NEW	[Print Application]	[Action +]

Click here

Action

- Check the application form.
- Click on view button to check the uploaded documents.
- After Verification of application, forward the application to Sub Division Level for physical verification of site and online rent calculation submission .
- If found that the application is not under the defined jurisdiction then forward this application to the concerned Division.

Application Form

Rent Certificate Application

Request for Rent Certificate

Name of User Department: IT DEPARTMENT

Name of Office / Post & Department: Sanjay banger JDNL

Name of House Owner: Sachin Bhangre

Address of property with Plot No. Valsar Street Civil Lines, NagarUR

House Owner Mobile no. 9370146053

District: Dahanu District

Taluka: Dahanu Taluka

City / Village Name: Dahanu

Reason for rent: Office Purpose

Whether Mumbai Rental ACT 1947 is Applicable? yes

Built up Area proposed for Rent (Sq. m.): 12000

Type of Registration: NEW

Rent Period(From) for ex. 05-mm-yyyy: 12-06-2021

Rent Period(TO) for ex. 05-mm-yyyy: 12-06-2021

Premises Occupied since for ex. 05-mm-yyyy: 12-06-2021

Building available for rent: Entire building

Rent agreement number: BEEB3232

Agreement Date for ex. 05-mm-yyyy: 12-06-2021

Option for alternate building if available at lesser rate: yes

Specify location: Nagarur

Area mentioned in? As per requirement

Rent demanded by House Owner (Rs per month): 123456

Rent inclusive of Corporation Tax, Grampanchayat Tax, Water & Light Tax: yes

Building condition? Good

Year of Construction: 2002

Water Meter available: yes

Building Plan Signed by Head of Department & House Owner: [View]

Tax Receipt of Municipal Corporation / Grampanchayat: [View]

Copy of Rent Agreement: [View]

Building Elevation Photo(JPEG,PNG Format): [View]

Upload Any Other Document(PDF Format): [View]

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If found that the application is not under the defined jurisdiction then forward this application to the concerned Division.

Rent Certificate Application

Search Applications

ORA Number: [Blank] Department Name: [Blank]

Owner Name: [Blank] Application Date: FROM 05-mm-yyyy TO 05-mm-yyyy

[Reset] [Search]

Application Details

Sr	ORA No	Department Name	House Owner Name	Application Date	Application Status	Print	Action
1	ORA-5683	IT DEPARTMENT	Sachin Bhangre JDNL	12-06-2021	FORWARDED TO SIDE	[Print Application]	[Action +]
2	ORA-5628	PWD	V K Nataraj	04-06-2021	NEW	[Print Application]	[Action +]
3	ORA-5755	PWD	R. S. Puri	17-05-2021	NEW	[Print Application]	[Action +]
4	ORA-5428	Judiciary Department, Just	net	04-03-2021	NEW	[Print Application]	[Action +]
5	ORA-5420	Judiciary Department, Just	Shri. Prashantkar Jaiswal	05-03-2021	NEW	[Print Application]	[Action +]

Click here

Sub Division Login

Home Page

Public Works Department

Welcome To Subdivision Engineer Demo

Dashboard

Sub Division

Dashboard

1) PWD or any of its representative never sends you email/SMS or calls you over phone to get your personal information, password or one time SMS (high security) password. Please report immediately on if you receive any such email/SMS or Phone call. Please lock your user access immediately, if you have accidentally revealed your credentials.

2) Phishing is a fraudulent attempt, usually made through email, phone calls, SMS etc seeking your personal and confidential information.

3) All fields data entry is mandatory

4) Please upload all the attachments in pdf,JPEG,PNG or in ZIP format only

5) Size of each attachment should not exceed above 5 MB

6) Please upload documents one by one

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New Cases

Different searching criteria are provided in the system. To view the application, Click on Action button. View and check the application for physical verification.

Public Works Department

Welcome To Subdivision Engineer Demo

Dashboard

Sub Division

Dashboard

1) PWD or any of its representative never sends you email/SMS or calls you over phone to get your personal information, password or one time SMS (high security) password. Please report immediately on if you receive any such email/SMS or Phone call. Please lock your user access immediately, if you have accidentally revealed your credentials.

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5) Size of each attachment should not exceed above 5 MB

6) Please upload documents one by one

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Action

- Check the application form.
- Click on view button to check the uploaded documents.
- After Verification of application, concerned Site Engineer will perform physical verification of site.
- Entry of all the construction details.
- Select Rates . Rent calculation and submission to the Division.
- If found that the application is not as per the requisite criteria then reject it and send back it to the concerned Division .

Application Form

Public Works Department

Welcome To Subdivision Engineer Demo

Dashboard

Sub Division

Dashboard

1) PWD or any of its representative never sends you email/SMS or calls you over phone to get your personal information, password or one time SMS (high security) password. Please report immediately on if you receive any such email/SMS or Phone call. Please lock your user access immediately, if you have accidentally revealed your credentials.

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6) Please upload documents one by one

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Rate Selection

Public Works Department

Welcome To Subdivision Engineer Demo

Dashboard

Sub Division

Dashboard

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5) Size of each attachment should not exceed above 5 MB

6) Please upload documents one by one

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Rent Calculation Details

Enter the information carefully.

Public Works Department

Welcome To Subdivision Engineer Demo

Dashboard

Sub Division

Dashboard

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5) Size of each attachment should not exceed above 5 MB

6) Please upload documents one by one

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Division Login

The Sub Division office will forward the Application to the concerned Division for scrutiny and generation of rent certificate. The Division office will check the details and generate a rent certificate or send back the case if some issues are observed. The Division Office can reject the application and send back the application to Sub Division.

Public Works Department

Welcome To Executive Engineer Demo

Dashboard

Division

Dashboard

1) PWD or any of its representative never sends you email/SMS or calls you over phone to get your personal information, password or one time SMS (high security) password. Please report immediately on if you receive any such email/SMS or Phone call. Please lock your user access immediately, if you have accidentally revealed your credentials.

2) Phishing is a fraudulent attempt, usually made through email, phone calls, SMS etc seeking your personal and confidential information.

3) All fields data entry is mandatory

4) Please upload all the attachments in pdf,JPEG,PNG or in ZIP format only

5) Size of each attachment should not exceed above 5 MB

6) Please upload documents one by one

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Sample Certificate

Public Works Department

Welcome To Executive Engineer Demo

Dashboard

Division

Dashboard

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5) Size of each attachment should not exceed above 5 MB

6) Please upload documents one by one

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Applicant Login

Concerned applicant will get mail regarding generation of certificate.

Thank You!