# **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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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.

Public Works Department		
		Public Work Department Govt. of Maharashtra
	R	ent Certificate Application
	If you are new t	user then please register on site by clicking on "Register Here" button!
	Username(Email id): Password:	Email Address Password
		16 <sup>5</sup> 88
	Please Enter Result	Enter Above Security Code
	Contact Us - Copyright C	2021 - Public Work Department ~ Rent Certificate Application ~ Govt of Maharashtra.

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

Public Works Departmen	Rent Certificate Application	
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	Public Work Department	
	Govt. of Maharashtra	
	Please ensure the following before logging in     Orease ensure the following before loggin	
	Latest GR   Please click here to Download User Manual (PDF):	
	By clicking on " Register Here " button, you agree to the Terms of Service (Terms & Conditions) of registration of contractors.	
	Register Here	
	Login   Contact Us Copyright © 2021 - Public Work Department ~ Rent Certificate Application ~ Govt. of Maharashtra.	

#### **Login Creation**

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

Public Works Department		Rent Certificate Application
	New User Registration	
	Name of Department	
	Name of HOD(Head Of Department) :	
	Office Address	
	Office Phone no. :	
	Email Id (Email Id will be your User Id for login) :	Email id is user id for this software
	Confirmed Email Id :	
	Password.	
	Confirm Password :	
	Capicha	4.825
		Enter Above Security Code
	Click here submit fo	e to
	Login   Contact Us Copyright © 20	121 - Public Work Department - Rent Certificate Application - Govt. of Maharashtra.

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.

Public Works Department	
Confirm Registration	
Name of Department:	IT DEPARTMENT
Name of HOD@Head Of Department) :	
Office Address	Testor
Office Phone no. :	9370146053
Email Id (Email Id will be your User Id for login) :	junaidforu@gmail.com
Confirmed Email Id :	Junaidforu@gmail.com
	Edit Confirm

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.

Public Works Department	RA A	and a	12 13	
	B	Public Work Department Govt. of Maharashtra		
	Plear	se verify your account by clicking on link sent to your email-id.		
	Username(Ernail id):	Email Address		
	Password:	Password		
		<sup>9</sup> 1 <sup>9</sup> 48		
	Please Enter Result	Enter Above Security Code Sign in Forgot Password Register Here		
	Contact Us - Copyright C	2021 - Public Work Department - Rent Certificate Application - Gort	of Maharashtra.	

#### **Activation of Mail Id**

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

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Compose						1.671,010	1
udaeco	6270		Verify Your Email-le	> Inbox x			•
Staned Snacous		-	E-Rent Team			7:19 PM (0 minutes ago)	☆ ♠
Impariant			Hello it From it department, Thank you very much for registe	ring with us. Please click on the below eiven link to verify your a	account		
view meating			https://ora.emahapwd.com/v2/to	gin/userlanding/userld?HPZmQ9vz.prNZa5AggNzoFYQSeOIcTs/	SCIFKSM80bTbAG0pH0NQTH	PD7cQBqUiciFVR/6GNtw1G12iz	ewVY.A-
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k Warka Department	~		E Your a Usemame(Email id): Password:	Public Work Department Govt. of Maharashtra Rent Certificate Application			
ic Works Department	~		E Your a Username(Email id): Password	Public Work Department Govt. of Maharashtra Rent Certificate Application count is werified successfully. You can now login into the system.			
ie Warks Department	~		E Vour a Username(Email id): Password: Please Enter Resuit	Public Work Department Govt. of Maharashtra Cent Certificate Application court is verified successfully. You can now login into the system Email Address Password 33g8 <sub>2</sub> Enter Above Security Code			

Please login again to proceed further.



#### 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.

Public Works Department	Rent Certificate Application	
Velcome IT	Dashboard	
T Department) AS ORA USER		
Dashboard	LEWARE OF PHENING ATTACKS	DATE : 18-06-2021
Application form	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) pass on if you receive any such email/SMS or Phone call. Please lock your user access immediately, if you have accidentally revealed your credentials.	word. Please report immediately
🖍 Update Profile		
Change Password	2) Phishing is a traudulent attempt, usually made through email, phone calls, SMS etc seeking your personal and confidential information.	
Download	3) All fields data entry is mandatory	
E Contact Us		
L User Manual	4) Please upload all the attachments in pdt,JPEG,PNG or in ZIP format only	
≣ Logout	5) Size of each attachment should not exceed above 5 MB	
-0000	6) Please upload documents one by one	
	Copyright @ 2021 - Public Work Department ~ Rent Certificate Application ~ Govt. of Maharashtra ITCC, Nagpur 2021.	

#### **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.

Gevernment of Vaharashtra, India Public Works Department		Rent Certificate Application
Welcome It (IT DEPARTMENT) AS ORA USER	Dashboard > Application List	
Dashboard	Request for Rent Ce	ertificate
😑 Application form	Request for Rent Certificate	
: Change Password	Name of User Department	IT DEPARTMENT
	Name of Officer, Post & Department	
💄 User Manual	Proposed for rent	
:∃ Logout	Name of House Owner	
	Address of property with Plot No.	
	House Owner Mobile no.	
	District.	Select District v
	Taluka.	Select Taluka
	City / village Name.	
	Reason for Rent.	Select Reason
	vyneiner Mumbai Rental ACT 1947 is Applicable ?	V Yes UNO
	Built up Area proposed for Rent (Sq. m.)	
	Type of Registration:	
	Rent Period(From) (for ex: dd-mm-yyyy)	12-06-2021
	Rent Period(TO)	12-06-2021
	(for ex. dd-mm-yyyy)	
	Premises Occupied since	12-06-2021
	(for ex: dd-mm-yyyy)	
	a) Building available for rent -	Entire building     O Part of Building
	b) Rent Agreement No	
	Agreement Date	12-06-2021
	(for ex: dd-mm-yyyy)	
	Option for alternate building if available at lesser rate	● Yes ○ No
	ir yes specity location	
		<i>li</i> .
	Area mentioned is?	• As per requirement O More than requirement
	Rent demanded by House Owner (Rs per	
	month)	
	Rent inclusive of Corporation TAX,	Yes ○ No     No
	Grampanchayat IAX, Water & Light TAX	
	Building condition ?	● Good O Repair's Require
	Year of Construction	
	Water Meter available	● Yes O No
	Please upload Building	Browse) No file selected.
	Plan Signed by Head of Department & House Owner	
	Please upload (Scanned From Original) Tax Reciept of Muncipal Corporation /	Browse No file selected.
	Grampanchyat	
	Please upload (Scanned From Original) Copy of Rent Agreement	Browse) No file selected.
	Plago unio distilato di unio	Proven Na file selected
	Please uploadBuilding Elevation	Drowse) No the selected.
	Upload Any Other Document(PDF Format)	Browse No file selected.
	✓ I hereby agree that, I have re	ad Terms and Conditions & Submit correct document as required
		Submit Form
	Copyright © 2021 - Public Wo	ork Department ~ Rent Certificate Application ~ Govt. of Maharashtra ITCC, Nagpur 2021.

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

Yearse I       Description of the Register for Red Calification         IT DERKINERITA SCA CALSER       Image: Color Calification of the Calification o	
GT DERKTIKEITY AS ORA USER       Image: Application form         Image: Application form       Request Str Foot Cetificate Defails         Image: Application form       Request Str Foot Cetificate Defails         Image: Application form       Image: Application form         Image: Application form       Request Str Foot Cetificate Defails         Image: Application form       Image: Application form         Image: Application form       Reader of Opperty with Plot No:         Image: Application for Mobile Inc:       Satin Bhanpe         Image: Application form       Address of property with Plot No:         Image: Application form       Obero Owner Mobile Inc:         Image: Application for mathematic Plot Application       Satin Bhanpe         Image: Application for mathematic Application       Satin Bhanpe         Image: Application for mathematic Application for mathematic Application       Satin Bhanpe         Image: Application for mathematic Application for mathematic Application for mathematic Application       Satin Bhanpe         Image: Application for mathematic Appl	
Distribution         Regret for Rent Certificate Details           I Digitate KCC         Name of user Department:         IT DEPARTMENT           II Deamond         Name of User Department:         Sanjar banger, BSNL           II Deamond         Name of User A Department:         Sanjar banger, BSNL           II Deamond         Name of User A Department:         Sanjar banger, BSNL           II Deamond         Name of User A Department:         Sanjar banger, BSNL           II Deamond         Name of User A Department:         Sanjar banger, BSNL           II Deamond         Name of User A Department:         Sanjar banger, BSNL           II Deamond         Name of User A Department:         Sanjar banger, BSNL           II Deamond         Name of User A Department:         Sanjar banger, BSNL           II Deamond         Name of User A Department:         Sanjar banger, BSNL           II Deamond         Name of User A Department:         Sanjar banger, BSNL           II Deamond         Name of User A Department:         Sanjar banger, BSNL           II Deamond         Name of Deamond         Sanjar banger, BSNL           II Deamond         Causer A Department:         Name           II Deamond         Name         Sanjar banger, BSNL           II Deamond Causer A Department:         Name	
Application form         Requise fixer Renf Cadificale Details           V tydate K/C         Name of user Department :         IT DEPARTMENT           E Change Pacsword         Name of floor 8 Department Proposed for rent ::         Saniay banger, 85NL           E Download         Name of House Owner ::         Sachin Bhange           I User Manual         Address of property with Plot No:         Walker Street Civit Lines, NagpUR           I User Manual         Destrict :         Demo Talula           I User Manual         Defatic :         Demo Talula           I User Manual         E Contact Use         Manue : :           I User Manual         Defatic :         Demo Talula           I User Manual         Palaise :         Reason for rent :         Demo Talula           I User Manual Apple : E Consplicable ?         Ipe of Registration :         NEW           I Reason for rent :         Demo Talula         Demo Talula         Demo Talula           I User Apple E Consplication :         NEW         Rent Period(To/To/Talue : </td <th></th>	
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E change Password     Name of Officer & Department Proposed for rent:     Sanja panger JSSNL       I contactUs     Name of House Owner:     Sachin Bhang       I contactUs     Addes of property with Piol No:     Water Streich Citters, NagsUR       I contactUs     House Owner Mobile no.:     Sachin Bhang       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR       I contactUs     Index Owner Mobile no.:     Sachin Shangu Citters, NagsUR <td< td=""><th></th></td<>	
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i Contact Us       Address of property with Plot Ns::       Wake Steed CWL Lines, NagpUR         i User Manual       ioco Omer Mobile no.:       9370146633         i Logout       Dem Distric       Dem Caluda         i Coo Omer Mobile no.:       Dem Caluda       Dem Caluda         i Coo Omer Mobile no.:       Dem Caluda       Dem Caluda         i Coo Omer Mobile no.:       Dem Caluda       Dem Caluda         i Coo Omer Mobile no.:       Dem Caluda       Dem Caluda         i Coo Omer Mobile no.:       Dem Caluda       Dem Caluda         i Coo Omer Mobile no.:       Dem Caluda       Dem Caluda         i Coo Omer Mobile no.:       Dem Caluda       Dem Caluda         i Coo Omer Mobile no.:       Reson for rent:       Dem Caluda         i Coo Omer Mobile no.:       New       Dem Caluda         i Coo Omer Mobile no.:       Stee Coo Omer Caluda       Stee Coo Omer Caluda         i Coo Omer Caluda       Coo Omer Caluda       Stee Coo Omer Caluda       Stee Coo Omer Caluda         i Coo Omer Caluda       Coo Omer Caluda       Stee Coo Omer Caluda       Stee Coo Omer Caluda       Stee Coo Omer Caluda         i Coo Omer Caluda       Coo Omer Caluda       Stee	
Loser Manual       House Owner Mobile no.::       9970146053         i::::::::::::::::::::::::::::::::::::	
Destrict:       Demo District         coco       Taluka:       Demo Taluka         Clt/ Village Name ::       Kamplee         Reason for rent :       Office Purpose         Whether Mumbail Rental ACT 1947 is Applicable ?       yes         Built up Area proposed for Rent (Sq. m.):       12000         Type of Registration :       NEW         Rent Period(From)(for ex: dd-mm-yyy):       12-06-2021         Premises Occupied since(for rent ::       Eavel to rent:         Building available for rent ::       Enter building	
Induka:       Demo Taluka         Cit/ Village Name ::       kampte         Reason for rent :       Office Purpose         Vhether 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. dd-mm-yyy) :       12-06-2021         Rent Period(From)(for ex. dd-mm-yyy) :       12-06-2021         Building available for rent :       Entre building	
City Village Name ::       kamplee         Reason for rent ::       Office Purpose         Vieher Mumbai Rental ACT 1947 is Applicable ?       ys         Built up Area proposed for Rent (Sq. m.) ::       1200         Type of Registration ::       NEW         Rent Period(From)(for ex. dd-mm-yyy):       12062021         Rent Period(Tor)(for ex. dd-mm-yyy):       12062021         Preinses Occupied since(for ext. dd-mm-yyy):       12062021         Building available for rent ::       Bite building available for rent ::	
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Rent Period(To)(for ex: dd-mm-yyyy):     12-06-2021       Premises Occupied since(for ex: dd-mm-yyyy):     12-06-2021       Building available for rent:     Entire building	
Premises Occupied since(for ex: dd-mm-yyyy):     12-06-2021       Building available for rent :     Entire building	
Building available for rent : Entire building	
Rent agreement number BEEE3232	
Agreement Date(for ex. dd-mm-yyyy): 12-06-2021	
Option for alternate building if available at lesser rate : yes	
Specify location : Nagpur	
Area mentioned is? : As per requirement	
Rent demanded by House Owner (Rs per month) : 123456	
Rent inclusive of Corporation TAX, Gram Panchayat 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 Reciept of Munciple Corporation / Grampanchyat : View	
Copy of Rent Agreement : View	
Building Elevation Photo(JPEG,PNG Format) : View	
Upload Any Other Document(PDF Format)	

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.

Public Works Department				Rent Ce	ertificate Applic	cation	
Velcome F	Dashboard	> Application List					
AS ORA							
Dashboard	Se	arch Application					
Application form	ORA	A Number:			Departr	ment Name:	
Change Password							
Download	Owr	ner Name:			Applicat	tion Date: FROM dd-mm-	yyyy TO dd-mm-yyyy
Contact Us							Boost SEADCH
User Manual							Reset
E Logout							Add Nev
0-0-0-0	Ap	plication Details					
	Sr No	ORA No	Department Name	House Owner Name	Application Date	Application Status	Action
	1	0.01 5000	AU 53 (ND		15.06.2021		
		ORA-5898	PRODUCTION	· . ·	15-00-2021		Action 🗸
	2	ORA-5898 ORA-5897	SALES AND PRODUCTION SALES AND PRODUCTION	Finny	16-06-2021	FORWARDED-TO-SDE	Action - View Application
	2	ORA-5898 ORA-5897 ORA-5894	SALES AND PRODUCTION SALES AND PRODUCTION SALES AND PRODUCTION	Finny A	16-06-2021 15-06-2021	FORWARDED-TO-SDE REJECTED-AND-SENT-BACK-TO- SDE	Action - View Application Edit
	2 3	ORA-5898 ORA-5897 ORA-5894	SALES AND PRODUCTION SALES AND PRODUCTION SALES AND PRODUCTION	Finny f	16-06-2021 15-06-2021	FORWARDED-TO-SDE REJECTED-AND-SENT-BACK-TO- SDE	Action - View Application Edit Confirm Certificate
	2 3 4	ORA-5898 ORA-5897 ORA-5894	SALES AND PRODUCTION SALES AND PRODUCTION SALES AND PRODUCTION	Farmy	16-06-2021 15-06-2021	FORWARDED-TO-SDE REJECTED-AND-SENT-BACK-TO- SDE	Action  View Application Edit Confirm Certificate Action Action
	2 3	ORA-5898 ORA-5897 ORA-5894	SALES AND PRODUCTION SALES AND PRODUCTION SALES AND PRODUCTION	F	16-06-2021 15-06-2021	FORWARDED-TO-SDE REJECTED-AND-SENT-BACK-TO- SDE	Action - View Application Edit Confirm Certificate Action - Action -
	2 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	ORA-5898 ORA-5897 ORA-5894	SALES AND PRODUCTION SALES AND PRODUCTION SALES AND PRODUCTION		15-06-2021 15-06-2021	FORWARDED-TO-SDE REJECTED-AND-SENT-BACK-TO- SDE	Action  View Application Edit Confirm Certificate Action Action Action

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.

Public Works Department	Rent Certificate Application	
Welcome Dashboard > Application List > Cont	firm Certificate And Submit Application	
(: ) AS ORA		
Dashboard		
E Application form	te And Submit Application	DATE : 21-06-2021
⋮≣ Change Password		
± Download		
i≣ Contact Us	Public Works Department	
L User Manual	Public works Department Photo	
i≣ Logout	[PWD Division]	
	Moreose Head of Department, of SALES AND DRODUCTION 4016 Degwood Read Mumbai	
	has submitted requirement for Rent Certificate of Private Building via online dated 15 Jun 2021	
<b>₹</b>	2. whereas. 9/b. Natraj Mkt. S. V. Road. Malad (w), situated in mumbai, belonging to Sample	a 🛔
Ŧ	name is being agreed to be accepted on rent,	
	<ol> <li>whereas, consent is given by to Testing Name to rent Residential for xyz,</li> </ol>	₹
	4. whereas, the rent demanded by Sample Name is accepted by Testing Name,	₹
	5. whereas, the power vested with Executive Engineer vide P.W.Manual to issue rent certificate,	1 I
	hence, it is certified that the rent of above mentioned property is Rs [Rate]/- per month	
	excluding taxes levied by Corporations or any other local bodies. This rent certificate is for	r 🛔
<b>\$</b>	[Build Up Area] Sq.Mt. area and is calculated on the basis of current year prevailing rates.	8
	Details	
<b>₹</b>	House Owner Name and Address: rahul	
<b>₹</b>	deshpande 9/b, Natraj Mkt, S V Road, Malad (w) mumbai	
	Registration Date: 15 Jun 2021	
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		<b>₩₩₩</b>
	Confirm Certificate And Submit Application	

## **Division Login**

n ~ Govt. of Mal

#### Home Page

Rublic Works Department	Rent Certificate Application
Welcome To Executive Engineer Demo	Dashboard
Division	
	BEWARE OF PHISHING ATTACKS     DATE : 12-06-2021
🗄 New Cases	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.
E Forwarded Cases	
E Rejected Cases	2) Phishing is a traudulent attempt, usually made through email, phone calls, SMS etc seeking your personal and confidential information.
E Contrilicate Generated	3) All fields data entry is mandatory
E Change Password	
E Download	4) Please upload all the attachments in pdt,JPEG,PNG or in ZIP format only
😇 Contact Us	5) Size of each attachment should not exceed above 5 MB
📕 User Manual	En Planse unional documents one hy one
🗄 Lopout	O, L sampa obuose and estimation and e3 mus.
0000	
	Convisiont © 2021 - Public Work Department - Rent Certificate Application - Gost of Maharashtra (TCC: Nacour 2021

#### **New Cases**

Different searching criteria are provided in the system. To view the application, Click on Action button.

Nublic Works Department									
come To Executive Engineer Demo	Dashboar	d - New case	rs List						
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Dashboard		Search New C	ases						
New Cases	0	RA Number:			Depart	ment Name:			
Forwarded Cases									
Rejected Cases	0	wner Name:			Applica	ation Date:	FROM	dd-mm-yyyyy	to dd-mm-yyyy
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Download Contact Us User Manual Logout	Sr No	lew cases De ORA No	Department Name	House Owner Name	Application Date	Application Status		[1.	Click her
Download Contact Us User Manual Logout	Sr No	ORA No ORA-5883	Department Name IT DEPARTMENT	House Owner Name Sachin Bhange	Application Date 12-06-2021	Application Status NEW		Frint Print Print Application	
Download Contact Us User Manual Logout	Sr No 1 2	ORA No ORA-5883 ORA-5828	Department Name IT DEPARTMENT PWD	House Owner Name Sachin Bhange V. K. Netam	Application Date 12-06-2021 04-06-2021	Application Status NEW NEW		Frint Applicate	Click her
Download Contact Us User Manual Logout 0000	5r No 1 2 3	ORA No ORA-5883 ORA-5828 ORA-5755	Department Name IT DEPARTMENT PWD PWD	House Owner Name Sachin Bhange V. K. Netam R. S. Patil	Application Date 12-06-2021 04-06-2021 17-05-2021	Application Status NEW NEW NEW		Print Applicate Print Applicate	click her
Download Contact Us UBer Manual Logout 0000	5r No 1 2 3 4	ORA NO ORA-5883 ORA-5828 ORA-5755 ORA-5428	tails Department Name IT DEPARTMENT PWD Judiciary Department_test	House Owner Name Sachin Bhange V. K. Netam R. S. Patil 192	Application Date 12-06-2021 04-06-2021 17-05-2021 05-03-2021	Application Status NEW NEW NEW NEW		Print       Print Application       Print Application       Print Application       Print Application	Click her

#### 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**

Const month Contractor		
Welcome To Executive Engineer Demo	Dashboard - New Cases List - Request for Rent Certificate	
Division	+ BACK	
Dashboard		
E Now Cases	Assign to Salt Devision	
E Forwarded Cases	Sub Division: Demo Sub Division	Ansign Sub Devision
E Rojected Cases		Λ
Contribute Generated	Request for Rent Certificate Details	
E Change Password	Name of user Department	
E Download	Name of Officer & Department Proposed for rent :	Sanjay banger ,BSNL CIICK nere
Costact Us	Name of House Owner :	Sachin Bhange
📮 Utier Manual	Address of property with Plot No.:	Walker Street Civil Lines .NagpUR
🗄 Lopost	House Owner Mobile no. :	9370146053
DOOD	Dutic	Demo District
	Taluka :	Demo Taluka
	City / Village Name : :	kamptee
	Reason for rent :	Office Purpose
	Whether Mumbai Rental ACT 1947 is Applicable ?	745
	Built up Area proposed for Rent (Sq. m.) :	12000
	Type of Registration :	NEW
	Rent Period/From((for ex. dd-mm-yyyy)	12-06-2021
	Rent Period(To)(for ex. dd-mm-yyy)	12-06-2021
	Premises Occupied since(for ex. dd-mm-yyy) :	12-06-2021
	Duilding available for sent :	Entre building
	Rent Agreement	00003232
	Agreement Date(for ex. dd-mm-yyyy) :	12-06-2021
	Option for alternate building if available at lesser rate :	yes
	Specify location :	Nagpur
	Area mentioned is?	As per requirement
	Rent demanded by House Owner (Rs per month) :	123456
	Rent Inclusive of Corporation TAX, Gram Panchayat 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 Reciept of Munciple Corporation / Grampanchayat :	View
	Copy of Rent Agreement	Verw
	Building Elevation Photo(JPE0,PN0 Format):	View
	Upload Any Other Document(PDF Format)	View
	Constant & 2021 Business Provider of Business	ala keskalaa - Gad al Kabaradaa ITCC Maasa 2011

When forwarded application , then the following screen will appear.

Welcome To Executive Engineer Demo Invision	Dashboa							
Division		M - Forward (	Gauser Lind					
Dashboard	Applicat	sist ion is forwarde	d to concerned Sub-Division of	fice successfully				
E New Gaties	-							
Forwarded Cases	-	total ch Forwar	d Lason					
Rejected Cases	0	RA Number			D	epartment Name:		
Contricate Generated								
Change Password	0	wher Name:			4	oplication Date:	FROM dd-mm-yyyy	TO dd-mm-yyyy
E Downland								Broat Broat
Contact Us								
Unier Marsual		orward Case	Details					
E Logod							[1-64	2F61
0000								
	Sr No	ORA No	Department Name	House Owner Name	Application Date	Application Status	Print	Action
	1	ORA-5883	IT DEPARTMENT	Sachin Bhange	12-06-2021	FORWARDED-TO-SDE	Action w	Action #
	2	ORA-5836	TESTER DEPARTMENT	Tester	04-06-2021	FORWARDED-TO-SDE	Action +	Action =
	3	ORA-5827	PWD	G. K. Lande	03-06-2021	FORWARDED-TO-SDE	Action +	Action =
	4	ORA-5754	PWD	PL V. Mohile	17-05-2021	FORWARDED-TO-SDE	Action +	Action =
	5	ORA-5422	Judiciary Department_test	Shril, Sudhar Katole	04-03-2021	FORWARDED-TO-SDE	Action #	Action =
	6	ORA-4010	Judiciary Department_test	Tester Show	03-03-2021	FORWARDED-TO-SDE	Action #	Action =

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

Public Works Department	Rent Co	ertificate Application	
ncome To Executive Engineer Demo	Cashboard - New Cases List - Request for Rant Certificate		
Danhboard	Sound to Assothers Electron		
Nere Casten	Distance	Manual Cases for Indexident De-	
		Λ.	
	Request for thest Confidence Details		
	Name of user Department	IT DEPARTMENT	
Change Password	Name of Officer & Department Proposed for rent :	tanuar banger .00ML Click be	ro
	Name of House Owner	Sachin Bhange	
Contact Us	Address of property with Plot No.	Walker Street Civil Lines JugpUR	
Liter Manual	House Owner Mobile no. :	9370146053	
E Logost	Dealed	39	
	Takuka	362	
	City / Village Name	kampton	
	Pleason for rent :	Office Purpose	
	Whether Mumbal Rental ACT 1947 is Applicable ?	785	
	Built up Area proposed for Part (Bq. m.) :	12000	
	Type of Registration :	NEW	
	Band Parlod(From)(for as: dd-mm-yyy)	12-08-2021	
	Plant Period(To)(for ex. dd-mm-yyy):	12-08-2021	
	Premises Occupied since(for ex. dd-mm-yyyy)	12-06-2021	
	Building available for rent :	Entire building	
	Rent Agreement	86663232	
	Agreement Date(for ex. dd mm.yyyy)	12-06-2021	
	Option for albeiruate building if available at lesser rate :	yee	
	Opecity location	Nageur	
	Area mentioned is? :	As per requirement	
	Rent demanded by House Owner (Rs per month)	123456	
	Rent inclusive of Corporation TAX, Gram Panchayal 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 Reciept of Munciple Corporation / Grampanchyat	View	
	Copy of Rent Agreement	View	
	Building Elevation Photoc/PEO,PNO Formati	View	
	Lipload Any Other Decement/PDF Formati	View	

## **Sub Division Login**

#### **Home Page**

Rubic Works Department	Rent Certificate Application
Welcome To Subdivision Engineer Demo	Dashboard
Sub Division	
Dashboard	BEWARE OF PHISHING ATTACKS     DATE : 12-06-2021
E Pending Forwarded Application	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.
E Change Password	
:= Download	2) Phishing is a traudulent attempt, usually made through email, phone calls, SMS etc seeking your personal and confidential information.
Contact Us	3) All fields data entry is mandatory
📁 User Manual	
i≣ Logout	4) Please upload all the attachments in pdt, JPEG, PNG or in ZIP format only
0000	5) Size of each attachment should not exceed above 5 MB
	6) Please upload documents one by one
	Copyright @ 2021 - Public Work Department - Rent Certificate Application - Gevt. of Maharashtra (TCC, Nagpur 2021.

#### **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.

ie Works Department				Rent Certifica	ate Application	n	
e To Subdivision Engineer Demo	Dashboa	ed > Forward (	Case List				
nion	100	-			_		
eshboard		Search Forwa	nd Cases				
inding Forwarded Application		ORA Number			Department Na	me	
sange Password							
writoad	-	Owner Name:			Application Date	e: FROM dd-mm-y	vyyy TO dd-mm-yyyy
antact Us							
ior Manual							Beact
gout		Forward Case	Details			C	lick horo
0000							lick here
		2 Ned				<u> </u>	
							V
	Sr No	ORA No	Department Name	Nouse Owner Name	Application Date	Application Status	Action
	1	ORA-5883	IT DEPARTMENT	Sachin Bhange	12-06-2021	FORWARDED-TO-SDE	Action =
	2	ORA-5836	TESTER DEPARTMENT	Tester	04-06-2021	FORWARDED-TO-SDE	Action =
	3	ORA-5831	TESTER DEPARTMENT	Developers	04-06-2021	CERTIFICATE-GENERATED	Action #
	4	ORA-5827	PWD	0. K. Lande	03-06-2021	FORWARDED-TO-SDE	Action =
	5	ORA-5754	PWD	R. V. Mohite	17-05-2021	FORWARDED-TO-SDE	Action =
		ORA-5671	SALES AND PRODUCTION	demo house owner	23-04-2021	CERTIFICATE-GENERATED	Action =
	7	OR4-5531	DEMO DEPARTMENT	Demo House	20-03-2021	CERTIFICATE-GENERATED	Action #
		ORA-5529	NAGPUR DEMO DEPARTMENT	Test Owner	20-03-2021	CERTIFICATE-GENERATED	Action =
	9	ORA-5468	SALES AND PRODUCTION	Arifikhan	20-04-2021	CERTIFICATE-GENERATED	Action =
	10	ORA-5422	Judiciary Department_test	Shri. Sudhir Katole	04-03-2021	FORWARDED-TO-SDE	Action

#### 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**

Addie Warks Department		Rent Certificate Application	
Welcome To Substitution Engineer Dome	Dankholand - Application Ltd		
Sub-Division	#-BACK		
Carolaboard			
Persing Forwarded Apples above	BUNT CASE CALCULATION		
Change Partnerst	Valuation for next purpose of hired building	Walker Street Civil Lines ,Napplin	
Committeed			
Contait Un			
- Union Marinand	Marros Of Hirar	IT DEPARTMENT	
Logent	Purpose for the building taken on him	Office Perpose	
	Maxme of conter	Sacton Bhange	
	Building situated at	Walker Street Civil Lines Magpilit	
	Year of Construction	2003	
	Occupied since	12-06-2021	
	Name of valuation officer		
	Locality	Thermood Locately	w
	Sketch of building ( Used red color for him area and please merition area statement )	(Browns, ) No the selected.	
		CONSTRUCTION DETAILS	
	Foundation	Served Foundation	· · · ·
	Buperstructure	Sarker/ Sugar structure	w)
	Plands Heaging (comp		
	Partition Walts		
	Root		
	Plooning		
	Number of Doors		
	Reamber of Windows		
	Consuming & Passiting		
	Securities of structure		
	Any other amendy		
	Romank		Click here
	Upload Univ Other Document in POP format only)	(Browns, ) his the selected.	
			Territoria de la companya de
	Consumation and another the states of a state of the	In Degramment – Frank Certification Application – Book, of Mathamathina ISCIC, Nangport 2001.	

#### **Rate Selection**

Public Works Department		-	Rent Certificate Application	
Welcome To Subdivision Engineer Demo	Dashboard - Application List			
Sub Division				
Dashboard	Select Rates	(If CSR is more than	Local Market Rates then please select Local Market Rates)	
	RENT RATES			
	Select Rates	O CSR		
Contact Us		CSR Rates	25000	
📁 User Manual		O Local Market Rates		
E Legevit		Please Enter Local Market Rates		0
		Submit Rates		

#### **Rent Calculation Details**

Enter the information carefully.

Public Works Department					Rent Certificat	e Applicati	on					
come To Subdivision Engineer Demo	Dashboard - Applic	ation List										
Division												
Dashboard	Rent Calo	culation (AI	l fields ar	re ce	ompulsory)							
Pending Forwarded Application	-											
Change Password	Region		0	Hermo Po	egion							
Download	William		-	5,000.0								
Contact Us	Tracter			5 Mun	cipal Corporation 🕑 Nagarp	alika / Nagarpanisha	1/Gram Pan	chayat				
User Manual	Age of Buildin	0		011								
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copour	Partes area or	building need by bep	ARTERIORIE	01	11080	e enter rotal bolit op a	rea or burde	ig as per sance	oned plan	01		
	Inspection Da	de (did-mm-yyyy)		12-06-2	1021							
	Floor	Built up area hired statement of select	as per area ited floor		Built up area hired after deducti considered from the rates as p	ing 10% for price esca er Stage I circular	dation	Cost of Cove Floor Hired (	red Balcony 40% of abo	Area on First ve rate	Tot	al Constructio
	Ground: v	01	RCC Prame St	tu v	01 x 13500.00 = 13500.00			1 × 540	0.00 = 5400	.00		18900.0
	Add New	Beact								Grand Total		18900.0
	Depriciated W	alue of construction a	is on Year's old c	constru	tion							- 7560.0
	Total Constru	ction Cost After Dep	riciation									11340.0
	Net Plot Area	as per area statemer	nt			1	Sq.Mr.					
	Cost of land a Click here for	is per ready reckoner Ready Reckoner Am	ount			1	*	4	Sq.Mtr.		-	1
	Percentage of up area on plo	Land occupied by hi of	iter = (100 × Built	up area	a occupied by tenant() / Total Built	(100	*	2.00)	1	01	-	200.00 %
	Cost of Land	occupied by hirer				(1	1	100)		200.00		2
	Cost of Electri	ification provided by o	wher @ 5 % of co	ost of co	instruction	(11340.00	1	100)		5	-	567.00
	Cost of water	supply amangement	@ 5 % of cost of a	constru	ction	(11340.00	/	100)	•	5	-	567.00
	Cost of Sanita	ation amangement @	5 % of cost of cor	nstructio	an .	(11340.00	1	100)		5	-	567.00
	8 % of Cost of	construction				(11340.00	1	100)				907.20
	6 % of Cost of	landipliot				62	/	100)	•	6		0.12
	10.5 % of Cos	t of electrification				(567.00	1	100)	•			5.67
	10.5 % of Cos	t of water supply arra	ingement			(567.00	1	100)	•	1	-	5.67
	10.5 % of Cos	t of Sanitation arrang	ement			(567.00	1	100)	•	12		68.04
	Rent per Anur	m										987
	Rent per Mon	m						987	1	12		82
						stand from						

#### **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				Rent C	ertificate Ap	plication		
Velcome To Executive Engineer Demo	Dushbou	end - Forward	Case List					
livision								
Dashboard		Search Forwa	rd Cases					
E New Cases		ORA Number:			D	epartment Name:		
Forwarded Cases								
E Rejected Cases		Owner Name:			N	oplication Date:	FROM dd-mm-yyy	το σσ-mm-γγγγ
Certificate Generated								
Change Password								Reset SEARCH
		Forward Case	Details					
Contact Us								-6 OF 61
User Manual								
	Sr No	ORA No	Department Name	House Owner Name	Application Date	Application Status	Print	Action
0000	1	ORA-5883	IT DEPARTMENT	Sachin Bhange	12-06-2021	FORWARDED-TO-EE	Action +	Action +
	2	ORA-5836	TESTER DEPARTMENT	Tester	04-05-2021	FORWARDED-TO-SDE	Action +	Action +
	з	ORA-5827	PWD	G. K. Lande	03-06-2021	FORWARDED-TO-SDE	Action -	Action +
	4	ORA-5754	PWD	R. V. Mohite	17-05-2021	FORWARDED-TO-SDE	Action -	Action +

		5 ORA-5422	Judiciary Department_test	Shri. Sudhir Katole	04-03-2021	FORWARDED-TO-SDE	Action +	Action +	
		6 ORA-4010	Judiciary Department_test	Tester Show	03-03-2021	FORWARDED-TO-SDE	Action •	Action •	
			Copyright © 2021 - Public We	ork Department - Rent Certifi	cate Application - Govt. o	Maharashira ITCC, Nagpur 2	021.		
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ŝ	A.S.	J.	Pul	olic Works	Departm	ent			
1	(August)			Demo D	ivision		Photo		
Ĭ				RENT CERT	TIFICATE	L			Į
Ĭ		areas Heat	of Department			ADTHENT	a bhannla i ba	e submitted	
Ξ	require	ereas, nead	ent Certificate	of Private Buik	ding via onlin	e dated 20 Ma	or 2021,	is submitted	Į
ξ	2. whe	reas, 78 A	near khamla,	situated in D	emo City, b	elonging to Te	st Owner is b	eing agreed	Į
Ŧ	to be a	accepted o	n rent,						
Ŧ	3. who	ereas, cons	ent is given by	y to demo he	ad name t	o rent Office	Purpose for	For testing	
\$	Purpo	se,							
\$	4. whe	ereas, the r	ent demanded	by Test Owne	r is accepte	d by demo he	ad name,		
ŝ	5. whe	ereas, the p	ower vested w	ith Executive	Engineer vid	e P.W.Manual t	o issue rent c	ertificate,	
\$I	hence	, it is cer	tified that the	rent of abo	ve mention	ed property	is Rs 293/-	per month	
1	exclue for 6 (	ding taxes	levied by Co	rporations or	r any other	local bodies.	This rent co	ertificate is	
1		, o oq.nit. e		contred on th		urrent year p	revulling for		
Ĭ	Detai	ls : e Owner N	ame and Addr	ess: Test	Date o 17:53:	f Generation: 39	20-Mar-2021	L	
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#### **Applicant Login**

Concerned applicant will get mail regarding generation of certificate.

## **Thank You!**