

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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Index

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

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.

Request for Rent Certificate

Name of User Department: IT DEPARTMENT

Name of Office & Department Proposed for rent: [Empty]

Name of House Owner: Sachin Bhangre

Address of property with Plot No. [Empty]

House Owner Mobile no. [Empty]

District: [Select District]

Taluka: [Select Taluka]

City/Village Name: [Empty]

Reason for Rent: [Select Reason]

Whether Mumbai Rental ACT 1947 is Applicable? Yes No

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

Type of Registration: NEW RENEW

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

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

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

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

b) Rent Agreement No. [Empty]

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

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

If yes Specify location: [Empty]

Area mentioned in? As per requirement More than requirement

Rent demanded by House Owner (Ru per month): [Empty]

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

Building condition? Good Repair's Require

Year of Construction: [Empty]

Water Meter available: Yes No

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

Tax Receipt of Municipal Corporation / Grampanchayat: [Browse] No file selected

Copy of Rent Agreement: [Browse] No file selected

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]

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

Request for Rent Certificate Details

Name of User Department: IT DEPARTMENT

Name of Office & Department Proposed for rent: Sample Bhangre BDM

Name of House Owner: Sachin Bhangre

Address of property with Plot No. [Empty]

House Owner Mobile no. 970149953

District: Datta District

Taluka: Datta Taluka

City/Village Name: Sample

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) (Or ex. 05-mm-yyyy): 12-06-2021

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

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

Building available for rent: Entire building

Rent agreement number: BEEB3232

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

Option for alternate building if available at lesser rate: Yes

Specify location: Nagpur

Area mentioned in? As per requirement

Rent demanded by House Owner (Ru 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.

Search Applications

ORA Number: [Empty] Department Name: [Empty]

Owner Name: [Empty] Application Date: FROM 05-06-2021 TO 05-06-2021

[Reset] [Search] [Add New]

Active Cases Details [1 - 4 OF 8]

Sr	ORA No.	Department Name	House Owner Name	Application Date	Application Status	Action
1	ORA-5858	SALES AND PRODUCTION	[Empty]	15-06-2021	FORWARDED TO-BE	[Action] [New Application] [Edit] [Confirm Certificate]
2	ORA-5857	SALES AND PRODUCTION	[Empty]	15-06-2021	FORWARDED TO-BE	[Action]
3	ORA-5854	SALES AND PRODUCTION	[Empty]	15-06-2021	REJECTED-AND-SENT-BACK TO-BE	[Action]
4	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Action]
5	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Action]
6	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Action]

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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.

Confirm Sample Certificate and Submit Application DATE: 21-06-2021

Public Works Department [PWD Division]

Sample Rent Certificate For Confirmation

- 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,
- whereas, 4/7A, Netraj MH1, S V Road, Malad (w), situated in Mumbai, belonging to Sample name is being agreed to be given to Tenant Name to rent Residential for xxx,
- whereas, consent is provided by Tenant Name to rent Residential for xxx,
- whereas, the rent demanded by Sample Name is accepted by Tenant Name,
- whereas, the plan verified with Executive Engineer vide PWD Form 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: [Empty]
 Registration Date: 15 Jun 2021

[Confirm Certificate and Submit Application]

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Division Login

Home Page

Request for Rent Certificate

1) PWD is any of its representative never sends you email(SMS) or calls you over phone to get your personal information, password or one time pass(OTP) (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) 10 helpline data only in hindi.

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

New Cases List

Sr	ORA No.	Department Name	House Owner Name	Application Date	Application Status	Print	Action
1	ORA-5853	IT DEPARTMENT	Sachin Bhangre	12-06-2021	NEW	Print Application	Action
2	ORA-5828	PWD	V. K. Nataraj	04-06-2021	NEW	Print Application	Action
3	ORA-5755	PWD	R. S. Path	17-05-2021	NEW	Print Application	Action
4	ORA-5428	Judiciary Department_Just	Shri. Prabhakar Jaiswal	05-03-2021	NEW	Print Application	Action
5	ORA-5429	Judiciary Department_Just	Shri. Prabhakar Jaiswal	05-03-2021	NEW	Print Application	Action

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Action

- Check the application form.
- Click on view button to check the uploaded documents.
- After Verification of application, forward the application to the 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

Search Applications

ORA Number: [Empty] Department Name: [Empty]

Owner Name: [Empty] Application Date: FROM 05-06-2021 TO 05-06-2021

[Reset] [Search] [Add New]

Active Cases Details [1 - 4 OF 8]

Sr	ORA No.	Department Name	House Owner Name	Application Date	Application Status	Print	Action
1	ORA-5853	IT DEPARTMENT	Sachin Bhangre	12-06-2021	NEW	Print Application	Action
2	ORA-5828	PWD	V. K. Nataraj	04-06-2021	NEW	Print Application	Action
3	ORA-5755	PWD	R. S. Path	17-05-2021	NEW	Print Application	Action
4	ORA-5428	Judiciary Department_Just	Shri. Prabhakar Jaiswal	05-03-2021	NEW	Print Application	Action
5	ORA-5429	Judiciary Department_Just	Shri. Prabhakar Jaiswal	05-03-2021	NEW	Print Application	Action

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When forwarded application, then the following screen will appear.

Request for Rent Certificate

ORA Number: [Empty] Department Name: [Empty]

Owner Name: [Empty] Application Date: FROM 05-06-2021 TO 05-06-2021

[Reset] [Search] [Add New]

Active Cases Details [1 - 4 OF 8]

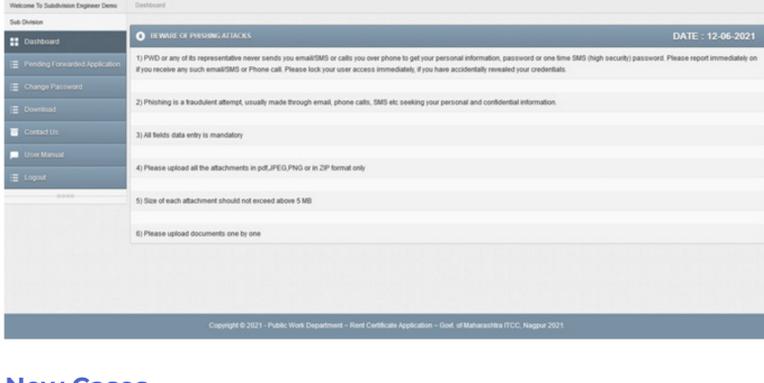
Sr	ORA No.	Department Name	House Owner Name	Application Date	Application Status	Print	Action
1	ORA-5853	IT DEPARTMENT	Sachin Bhangre	12-06-2021	NEW	Print Application	Action
2	ORA-5828	PWD	V. K. Nataraj	04-06-2021	NEW	Print Application	Action
3	ORA-5755	PWD	R. S. Path	17-05-2021	NEW	Print Application	Action
4	ORA-5428	Judiciary Department_Just	Shri. Prabhakar Jaiswal	05-03-2021	NEW	Print Application	Action
5	ORA-5429	Judiciary Department_Just	Shri. Prabhakar Jaiswal	05-03-2021	NEW	Print Application	Action

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

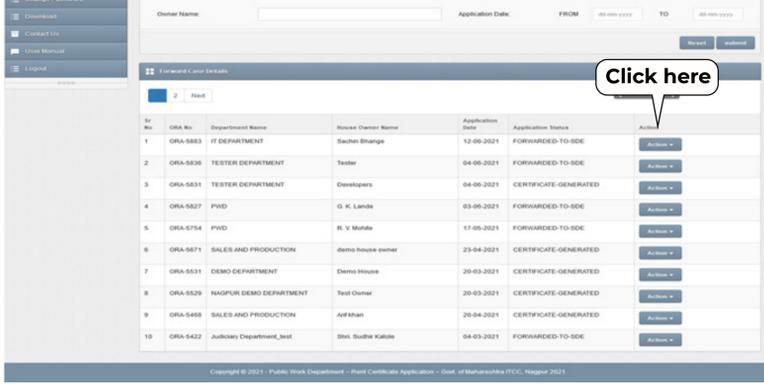
Sub Division Login

Home Page



New Cases

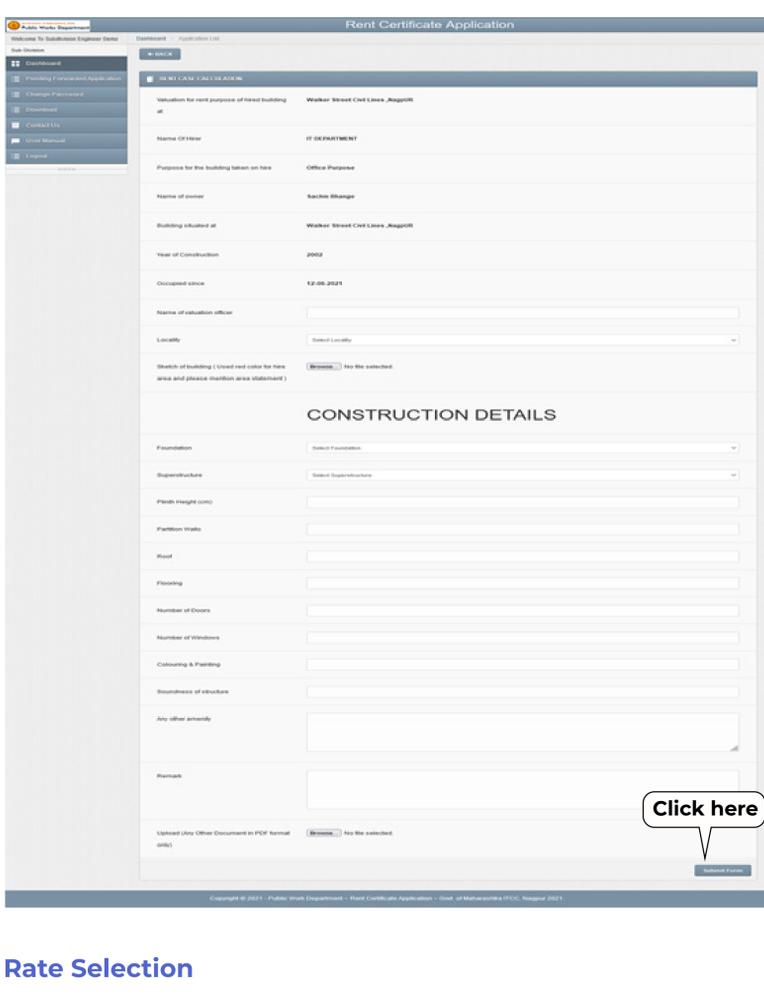
Different searching criteria are provided in the system. To view the application, Click on Action button. View and check the application for physical verification.



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

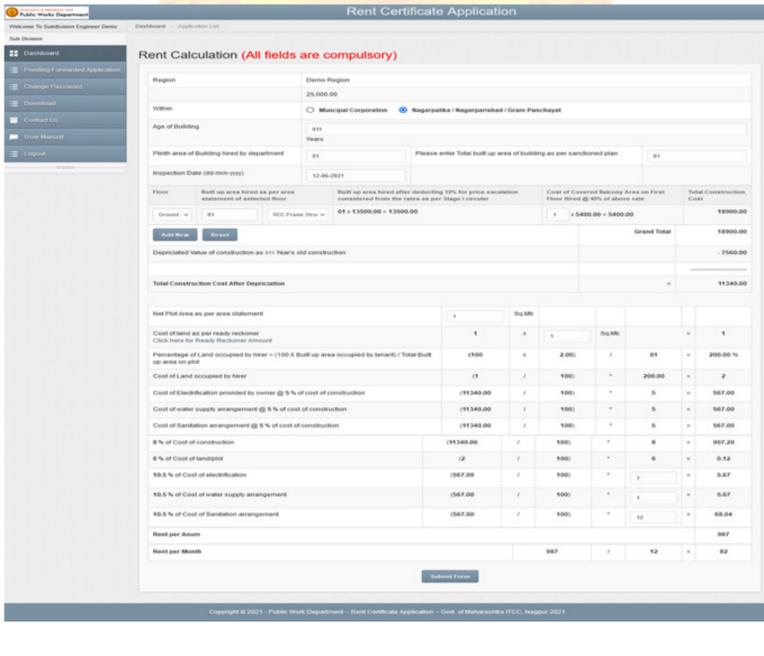


Rate Selection



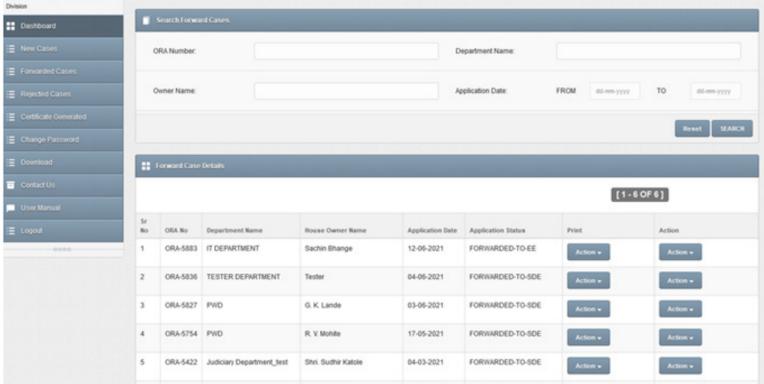
Rent Calculation Details

Enter the information carefully.

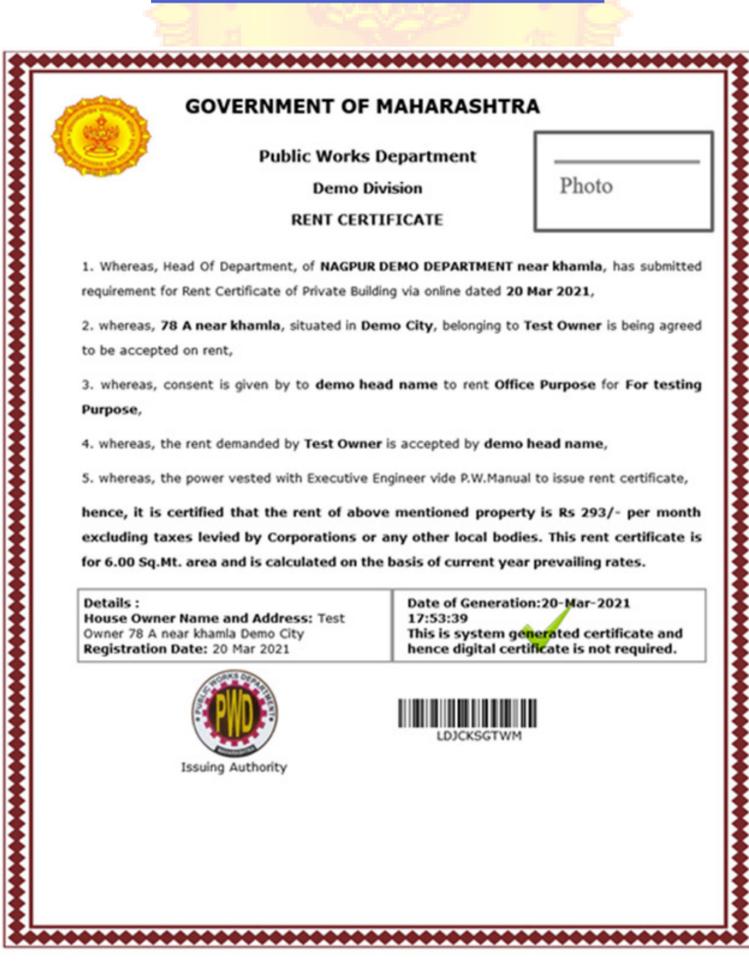


Division Login

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.



Sample Certificate



Applicant Login

Concerned applicant will get mail regarding generation of certificate.

Thank You!