

# **RERA User Manual Guide**

## **Version 1.0**

## Contents

Introduction.....	3
Purpose.....	3
Product Features .....	3
RERA Home Page:.....	4
Agent Registration.....	<b>Error! Bookmark not defined.</b>
Project Registration:.....	6
Complaint Registration:.....	<b>Error! Bookmark not defined.</b>
Login as Operator:.....	<b>Error! Bookmark not defined.</b>
Authority Login:.....	<b>Error! Bookmark not defined.</b>
Project and Agent Login .....	<b>Error! Bookmark not defined.</b>

## Introduction

This document defines the overall requirement for RERA project. Under RERA Act, it is stipulated that all Regulatory Authorities would have their dedicated website. This Act makes it mandatory for all residential and commercial real estate projects to register with the Real Estate Regulatory Authority for launching a project, in order to provide greater transparency in project-marketing and execution.

## Purpose

The system Requirements Specification document lists the entire essential requirements for RERA project. The Software Requirements Specification shall fully describe the external behavior of the application or the subsystems identified. It also describes nonfunctional requirements, design constraints and other factors necessary to provide a complete and comprehensive description of the requirements for the software.

The main objective is to have a system in place which would assist the Real Estate Regulatory Authority for regulation and promotion of the real estate sector and to ensure sale of plot, apartment or building, as the case may be, or sale of real estate project, in an efficient and transparent manner and to protect the interest of consumers in the real estate sector and to establish an adjudicating mechanism for speedy dispute redressal and also to establish the Appellate Tribunal to hear appeals from the decisions, directions or orders of the Real Estate Regulatory Authority and the adjudicating officer and for matters connected therewith or incidental there to.


## Product Features

User visits the web portal using RERA URL link. There are 7 user types who will access the application based on roles and accessibility control. Following are the user roles.

- System Administrator
- Operator
- Promoter
- RERA Authority
- Agent
- Anonymous User

## RERA Home Page:


This home page contains the following links:



उत्तराखण्ड भूसंपदा नियामक प्राधिकरण  
UTTARAKHAND REAL ESTATE REGULATORY AUTHORITY


At A A A

About Us | Acts & Rules | FAQ | Order/Notice | Registered | Defaulters | Login




**WHAT'S NEW** Real Estate Act, 2016 aims to infuse accountability & transparency in the real estate sector.


Search project name, Builder or Agent. Search



**PROJECT REGISTRATION**  
Promoters/Developers may click here to register their project



**AGENT REGISTRATION**  
Agents may click here to register for project



**COMPLAINT REGISTRATION**  
Users may click here to register their complaints

RTI Links | Real Estate Regulatory Authority | Baileev Gandhi Complex Near Tehsil Dispensary Road, Dehradun-248001 (Uttarakhand) INDIA

Visitor No. 0000952  
Copyright © 2017 Uttarakhand RERA. All rights reserved

### ❖ Menu

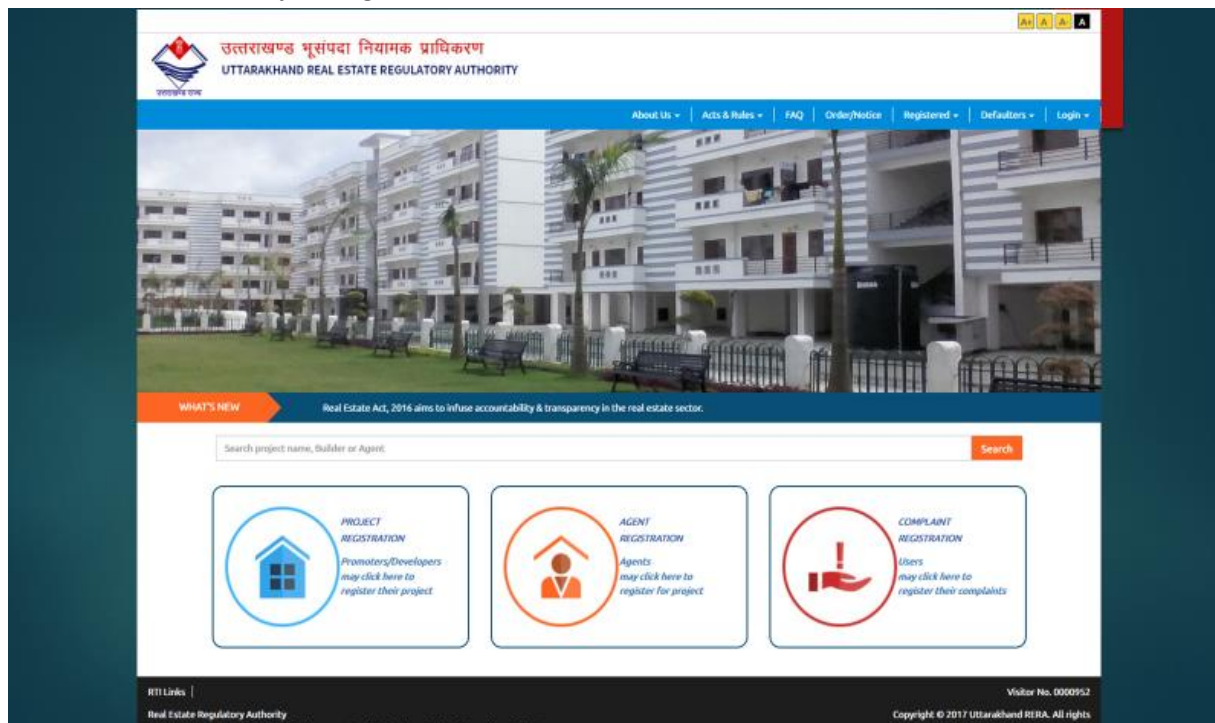
- About Us
  - What is Rera
  - Organisational structure
  - Function and Service
  - Contact us

Here user can contact to RERA, like address, phone number, email\_id.  
User can also view the location of RERA on google map.
  - Bank details

- Act and Rules
  - Real state Act 2016
  - General Rera Rule
  - Agreement of sale
- FAQ
- Order /Notice
- Registered
  - List of Agents  
When user click on this will display the list of registered users.
  - List of Projects  
When user click on this will display the list of registered projects.
- Defaulters
  - List of Agents  
When user click on this will display the list of defaulter Agents
  - List of Projects  
When User click on this will display the list of defaulter/backlisted Project
- Login
  - Login as Authority  
From this are operator and Rera authority will able to login into the website
  - Login as Agent/Promoter  
From this registered user can login and can view the information.

## Project Registration:

- Click on the link for Project Registration



- Promoter Type  
After clicking on the link user have to select the Promoter type.  
Select the promoter type and enter the Email Id if Individual or Business Email Id if.

उत्तराखण्ड भूसंपदा नियामक प्राधिकरण  
UTTARAKHAND REAL ESTATE REGULATORY AUTHORITY

Home / Real Estate Project Registration

**Registration Form**  
1. The requisite particulars are as under:-

1.1 Promoter Type ☒ Individual ☐ Societies / Company/Partnership firm /competent authority / Limited Liability Partnership/ Trust

Email ID\*

Mobile No.\*

**Next**

- When user click on **Next** button the following page is displayed where user have to enter the OTP provided in email and entered mobile number.

उत्तराखण्ड भूसंपदा नियामक प्राधिकरण  
UTTARAKHAND REAL ESTATE REGULATORY AUTHORITY

Home / Real Estate Project Registration

**Registration Form**  
1. The requisite particulars are as under:-

Email verification

Email ID\*

Enter Verification Code\*

Mobile No.\*

Mobile Verification Code\*

**Next**

- Promoter Detail:  
The following page will be displayed after click on **NEXT** button.

When user fill all the fields and click on **NEXT** button the following form is displayed.

उत्तराखण्ड भूसंपदा नियामक प्राधिकरण  
UTTARAKHAND REAL ESTATE REGULATORY AUTHORITY

Home / Real Estate Project Registration

1 Promoter Detail 2 Project Detail 3 Upload Documents 4 Payment 5 Confirmation

**1.2 Promoter Detail**

Name\* Manoj Father's Name\* Dobhal  
Mobile No.\* 9761479142 Telephone No.\* 710442  
E-mail\* manojdobhal@gmail.com  
Fax Number 123456 Permanent Address Line 1\* 123  
Occupation Service Address Line 2\* NEW Colony  
State\* Uttarakhand District\* Dehradun  
PIN Code\* 248001 Promoter Photograph\* [blogPage\\_exitIntent.png](#)

1.3 PAN Number\* ABCDE1234F Aadhaar Number\* 123456789012

**1.6 Previous Project Details (Last 5 years only)**

Brief details of project DELETE

Project Name Doon Green Valley Apartments Project Description (Maximum 500 Character) SN Group is the fastest growing business house in Uttarakhand. The group consists of infrastructure and real estate.  
Current Status Completed Project Completion Certificate [Browse...](#) SunsetYogaPose\_FOTI  
Type of Land Residential  
Is there any case pending Yes ☐ No ☒ Payment Pending if any Yes ☐ No ☒  
Address 123 Sahasradhara road State/UT Uttarakhand  
District Dehradun Pin Code 248001


[Add More](#)

**Next**

RTI Links | Real Estate Regulatory Authority Visitor No. 0000893 Copyright © 2017 Uttarakhand RERA. All rights reserved.

➤ Project Details:




**उत्तराखण्ड वास्तुवाणिज्य विनियमन प्राधिकरण**  
**UTTARAKHAND REAL ESTATE REGULATORY AUTHORITY**

[Home](#) | [About Us](#) | [Acts & Rules](#) | [FAQ](#) | [Order/Notice](#) | [Registered](#) | [Defaulters](#) | [Login](#)

[Home / Real Estate Project Registration](#)

1
2
3
4
5

### Project Detail

Project Name* <input type="text" value="Rose Place"/> Project Type* <input type="text" value="Commercial"/> Project Start Date* <input type="text" value="07/09/2016"/> Total Area Of Land (Sq MU)* <input type="text" value="214"/> Total Open Area (Sq MU)* <input type="text" value="241"/> Project Address Line 1* <input type="text" value="123 chekrata Road"/> City/Town* <input type="text" value="Dehradun"/> No. of floors available for sale* <input type="text" value="24"/> No. of open parking* <input type="text" value="21"/> No. of Covered Parking* <input type="text" value="12"/> Latitude* <input type="text" value="26.815"/> 	Project Description* <input type="text" value="major of each centre of administration held three closely related"/> Project Status* <input type="text" value="Ongoing"/> Project End Date* <input type="text" value="15/11/2017"/> Total Covered Area (Sq MU)* <input type="text" value="214"/> Project Address Line 2* <input type="text" value="dehradun"/> Village/Sub City* <input type="text" value="Chakrata"/> Total Area of Coverage (Sq MU)* <input type="text" value="41"/> Total Area of Open Parking (Sq MU)* <input type="text" value="21"/> Total Area of Covered Parking (Sq MU)* <input type="text" value="14"/> Longitude* <input type="text" value="80.154"/> 
---	--

### Development Details

Type of Inventory* <input type="text" value="Self"/> Covered Area (Sq MU)* <input type="text" value="21"/> Area of exclusive open space if any (Sq MU)* <input type="text" value="14"/> 	No. of Inventory Available for sale* <input type="text" value="21"/> Area of exclusive Subdevelopment (Sq MU)* <input type="text" value="41"/> 
---	---

### External Development Work

Road System* <input type="text" value="Local authority"/> Sewage and Drainage System* <input type="text" value="Self Development"/> Solid Waste Management And disposal* <input type="text" value="Self Development"/> 	Water Supply* <input type="text" value="Local authority"/> Electricity Supply Transformer And Sub station* <input type="text" value="Self Development"/> 
--	---

#### Other External Development Works (Rain Water Harvesting / STP / etc)

Work Description <input type="text" value="Rain Water Harvesting"/>	Self Development <input type="text"/>
---	---------------------------------------

### 1.4 Project Bank Details

Name and address of the bank or banker with which account in terms of sub-clause (9) of clause (1) of sub-section (2) of section (3) will be maintained as

Bank Name* <input type="text" value="HDFC Bank"/> Account No.* <input type="text" value="1234567"/> Branch* <input type="text" value="Rajpur"/>	Branch Name* <input type="text" value="Rajpur"/> IFSC Code* <input type="text" value="HDFC0012"/> Address* <input type="text" value="Ambala"/>
---	--

### Associated Vendor Details

#### Project Agent

Agent Registration No. <input type="text" value="ABC123"/>	Agent Address <input type="text" value="123"/>
Agent Name <input type="text" value="Agent Name"/>	

#### Project Architects

Architect Registration No.* <input type="text" value="ABCD12345"/>	Email ID* <input type="text" value="raj@hdfc.com"/>
Architect Name* <input type="text" value="Rishi"/>	
Address Line 1* <input type="text" value="123"/>	
State* <input type="text" value="Uttarakhand"/>	
Pin Code* <input type="text" value="248001"/>	
Year of establishment* <input type="text" value="2012"/>	
Any projects completed <input type="text" value="abc, def"/>	

#### Structural Engineers

Engineer Name* <input type="text" value="Suresh"/>	Email ID* <input type="text" value="suresh@hdfc.com"/>
Address Line 1* <input type="text" value="123"/>	
State* <input type="text" value="Uttarakhand"/>	
Pin Code* <input type="text" value="248001"/>	
Year of establishment* <input type="text" value="2014"/>	
Any projects completed <input type="text" value="abc, def"/>	

#### Project Contractors


Contractor Name* <input type="text" value="Rohita"/>	Email ID* <input type="text" value="rohita@gmail.com"/>
Address Line 1* <input type="text" value="123456"/>	
State* <input type="text" value="Uttarakhand"/>	
Pin Code* <input type="text" value="248001"/>	
Year of establishment* <input type="text" value="2012"/>	
Any projects completed <input type="text" value="ABC, XYZ"/>	


[Previous](#)
[Next](#)

REG-001-1  
 Real Estate Regulatory Authority

Version No: 1.0.0.0  
 Copyright © 2017 Uttarakhand REAA. All rights reserved

- **Upload Documents:**  
Here user uploads the project documents.





उत्तराखण्ड भूसंपदा नियामक प्राधिकरण  
UTTARAKHAND REAL ESTATE REGULATORY AUTHORITY

[About Us](#) | [Acts & Rules](#) | [FAQ](#) | [Order/Notice](#) | [Registered](#) | [Defaulters](#) | [Login](#)

Home / Real Estate Project Registration

1 Promoter Detail   2 Project Detail   3 Upload Documents   4 Payment   5 Confirmation

### 3. Upload Documents

I/We enclose the following additional documents and information regarding ongoing projects, as required under rule 4, and under other provisions of the Act or the rules and regulations made there under, namely:

YEAR	2017 - 2016	2016 - 2015	2015 - 2014
Balance Sheet	<input type="button" value="Browse..."/> icon_sprite.png	<input type="button" value="Browse..."/> newafterlogin_mockup.jpeg	<input type="button" value="Browse..."/> afterloginmobileview.jpeg
Audited Profit/Loss Statement	<input type="button" value="Browse..."/> screenshot.png	<input type="button" value="Browse..."/> screenshot.png	<input type="button" value="Browse..."/> SunsetYogaPose_FOTO.jpg
Auditor's Report	<input type="button" value="Browse..."/>	<input type="button" value="Browse..."/>	<input type="button" value="Browse..."/>
Cash Flow Statement	<input type="button" value="Browse..."/> screenshot.png	<input type="button" value="Browse..."/> screenshot.png	<input type="button" value="Browse..."/> pokeringame.png

PAN Card\*  pokeringame.png

Commencement Certificate\*  icon\_sprite.png

Approved Layout Plan\*  pokeringame.png

Land documents & Location\*  screenshot.png

Area Development Plan\*  screenshot.png

Brochure of Current Project\*  screenshot.png

Declaration (Form B)\*  pokeringame.png

Encumbrance Certificate  screenshot.png

Approved Sanctioned Plan\*  icon\_sprite.png

Proforma for Sale of Agreement\*  icon\_sprite.png

Sanctioned Layout Plan\*  screenshot.png

Proforma of Allotment Letter\*  screenshot.png

Project Related Documents\*  screenshot.png

Land Deed Agreement\*  screenshot.png

Original Sanction Plan\*  pokeringame.png

Modification if any  No file selected.

Sanction Letter By Competent Authority\*  pokeringame.png

Proposed Facility (Fire fighting, drinking water, etc)\*  screenshot.png

Specification\*  screenshot.png

Details of project land held by the applicant\*  pokeringame.png

Conveyance Deed Proposed\*  screenshot.png


screenshot.png
 DELETE

[RTI Links](#) | [Real Estate Regulatory Authority](#)

Visitor No. 0000893  
 Copyright © 2017 Uttarakhand RERA. All rights reserved

- **Payment:** After uploading project documents click on **NEXT** button then the following form will be displayed. Here user select the Payment Mode, Bank Name, etc. and then click on **Submit** button.

[A+](#)
[A](#)
[A-](#)



उत्तराखण्ड भूसंपदा नियामक प्राधिकरण  
UTTARAKHAND REAL ESTATE REGULATORY AUTHORITY

[About Us](#) | [Acts & Rules](#) | [FAQ](#) | [Order/Notice](#) | [Registered](#) | [Defaulters](#) | [Login](#)

Your Unique Transaction/Order Id : null Transaction Status : null

**Payment**

Payment Mode	<input type="text" value="Banker's Cheque"/>	Bank Name	<input type="text" value="ICICI Bank"/>
Amount	<input type="text" value="4280"/>	Branch	<input type="text" value="Raipur"/>
DD/ Cheque No.	<input type="text" value="123456"/>	Attach Scan Copy	<input type="button" value="Browse..."/> screenshot.png

☒ Except Aadhaar Card Number, all other information will be added to the public domain


☒ I/We solemnly affirm and declare that the particulars given in herein are correct to [my/our] knowledge and belief and nothing material has been concealed by [me/us] therefrom

[RTI Links](#) |  
Real Estate Regulatory Authority

Visitor No. 0000893  
Copyright © 2017 Uttarakhand RERA. All rights reserved

➤ Confirmation:

[A+](#)
[A](#)
[A-](#)



उत्तराखण्ड भूसंपदा नियामक प्राधिकरण  
UTTARAKHAND REAL ESTATE REGULATORY AUTHORITY

[About Us](#) | [Acts & Rules](#) | [FAQ](#) | [Order/Notice](#) | [Registered](#) | [Defaulters](#) | [Login](#)

Your Unique Transaction/Order Id : null Transaction Status : null

**Payment**

Payment Mode	<input type="text" value="Banker's Cheque"/>	Bank Name	<input type="text" value="ICICI Bank"/>
Amount	<input type="text" value="4280"/>	Branch	<input type="text" value="Raipur"/>
DD/ Cheque No.	<input type="text" value="123456"/>	Attach Scan Copy	<input type="button" value="Browse..."/> screenshot.png

☒ Except Aadhaar Card Number, all other information will be added to the public domain

☒ I/We solemnly affirm and declare that the particulars given in herein are correct to [my/our] knowledge and belief and nothing material has been concealed by [me/us] therefrom

[RTI Links](#) |  
Real Estate Regulatory Authority

Visitor No. 0000893  
Copyright © 2017 Uttarakhand RERA. All rights reserved