

MAHARASHTRA REAL ESTATE APPELLATE TRIBUNAL

USER MANUAL – APPELLANT



INTRODUCTION

This document is a user guide for Allotees/Promoter/Agent for filling up **ONLY** Appeal to Maharashtra Real Estate Appellate Tribunal (MahaREAT).

Please take a note of following instructions before moving ahead:

1. The Appeal can be filed only against Real Estate Projects or Agents Registered under MahaRERA and for which the Complaint is filed earlier and **FINAL ORDER for the same is passed by MahaRERA Authority**. If your complaint is still pending with MahaRERA Authority, then you should wait for the FINAL ORDER.
2. The Appellant must have following details (documents) ready before filling up the complaint:
 - 2.1. Facts of the Case
 - 2.2. Grounds of Appeal
 - 2.3. Relief(s) sought In view of the facts mentioned
 - 2.4. Reason Condonation for Delay can be added here
 - 2.5. MahaRERA Final Order
3. Appellant **must have an Email ID and Mobile Number for registration** on MahaRERA, these contact details will be used by MahaRERA officials in future to communicate with you.

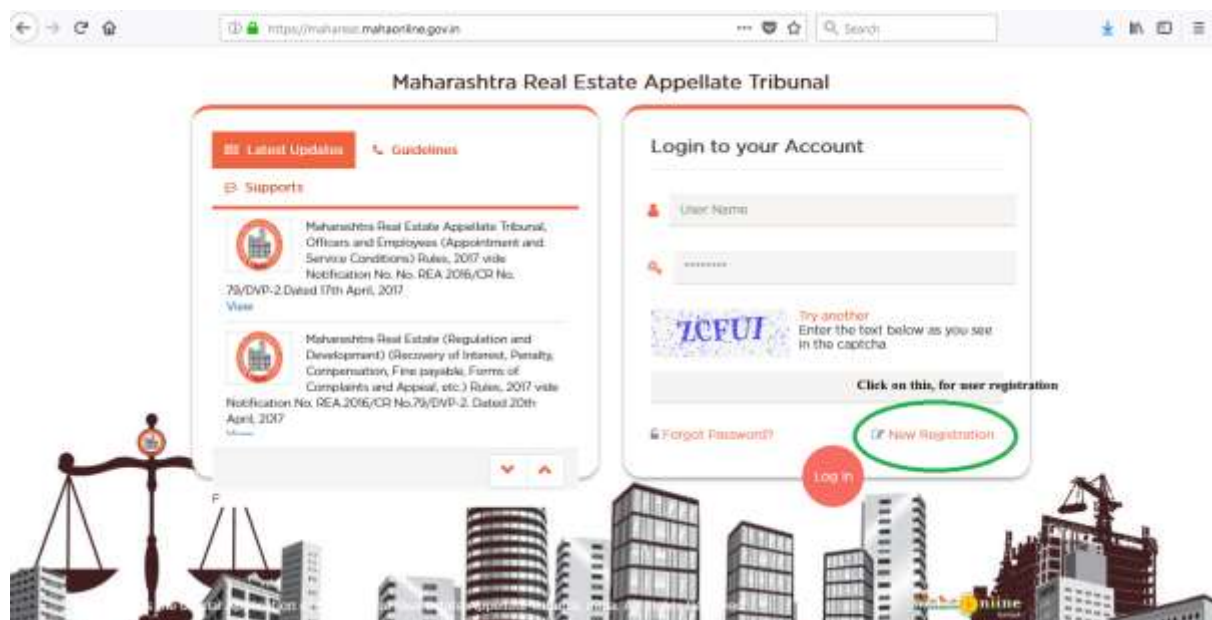
HOW TO FILE AN APPEAL?

MahaRERA has developed an online portal for registration of Appeal as mentioned above. This portal takes all the required information pertaining to the Appeal from Appellant for its redressal.

Step1: User Registration

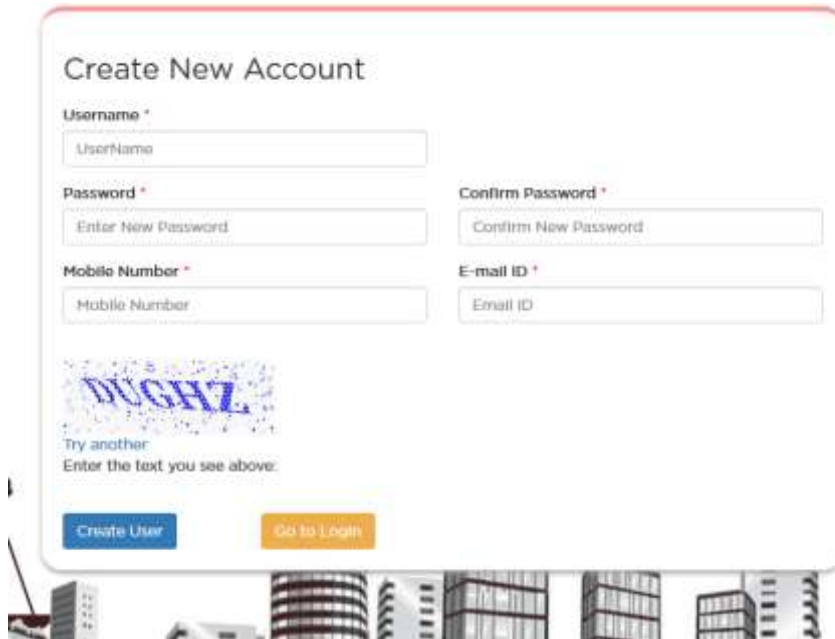
The Appellant must register himself/herself on the online portal by creating his/her unique Username and Password. For this:

1. Visit <https://mahareat.mahaonline.gov.in> and click on “New Registration”



2. Next, following window will open then select appropriate details such as
 - 2.1. User Name: ***This should be a unique name, which you will use later to enter into the online portal**
 - 2.2. Password and Confirm Password: **This should be a key to enter your password which must contain:**
 - 2.2.1. Minimum 8 characters
 - 2.2.2. One Upper case letter
 - 2.2.3. One Numerical
 - 2.2.4. One Special Character
 - 2.3. Email ID: **This Email id will be used to communicate for future official communications**

2.4. Mobile Number: [This mobile number will be used to communicate for future official communications](#)

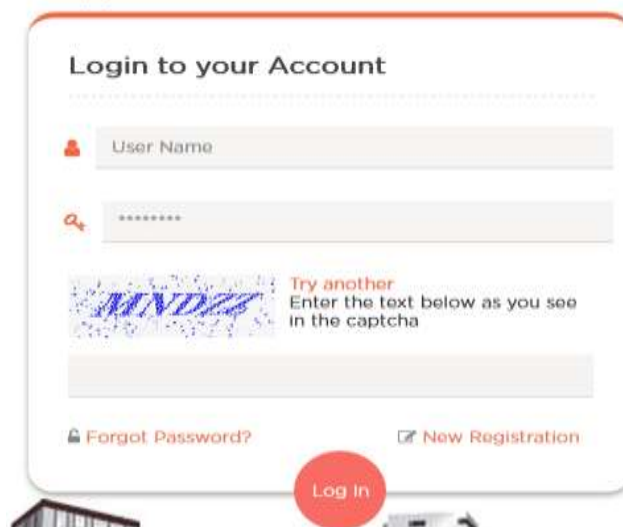


The screenshot shows a registration form titled "Create New Account". It contains the following fields: "Username" (with a placeholder "UserName"), "Password" (with a placeholder "Enter New Password"), "Confirm Password" (with a placeholder "Confirm New Password"), "Mobile Number", and "E-mail ID" (with a placeholder "Email ID"). Below the fields is a CAPTCHA image showing the word "DUGHZ" in blue letters. Below the CAPTCHA, it says "Try another" and "Enter the text you see above:". At the bottom of the form are two buttons: "Create User" (blue) and "Go to Login" (orange).

Once all the details are correctly filled, user will be created and you will move one step ahead. An SMS will be sent to you for successful registration.

Step2: Login to the System

On successful user registration, you can enter the system using your **User name** and **Password**.



The screenshot shows a login form titled "Login to your Account". It contains the following fields: "User Name" (with a user icon), a password field (with a lock icon and a placeholder "*****"), and a CAPTCHA image showing the word "MNDZZ" in blue letters. Below the CAPTCHA, it says "Try another" and "Enter the text below as you see in the captcha". At the bottom of the form are two links: "Forgot Password?" and "New Registration". A red circular button labeled "Log In" is positioned below the form.

1. Once logged into the system click on **Accounts**, then click on **My Profile**.

The screenshot shows the MahaRERA website interface. The browser address bar displays "https://maharera.mahaonline.gov.in/home/home#". The page title is "Maharashtra Real Estate Appellate Tribunal". The user is logged in as "Welcome, Dipka07 Appellate". A green circle highlights the navigation menu on the left, which includes "My Profile", "Change Password", "Appellate Details", "Payment", and "Log Out". The main content area shows a "Status" section with the text "Click on My Profile and fill up the required details". A large watermark of the MahaRERA logo is visible in the background.

The screenshot shows the "My Profile" form on the MahaRERA website. The form is titled "My Profile" and includes a sub-section "General Information (All * Marked are mandatory)". The form is divided into three main sections: "Individual", "Address For Official Communication", and "Contact Details".

Individual

First Name * Middle Name
 Last Name *

Address For Official Communication

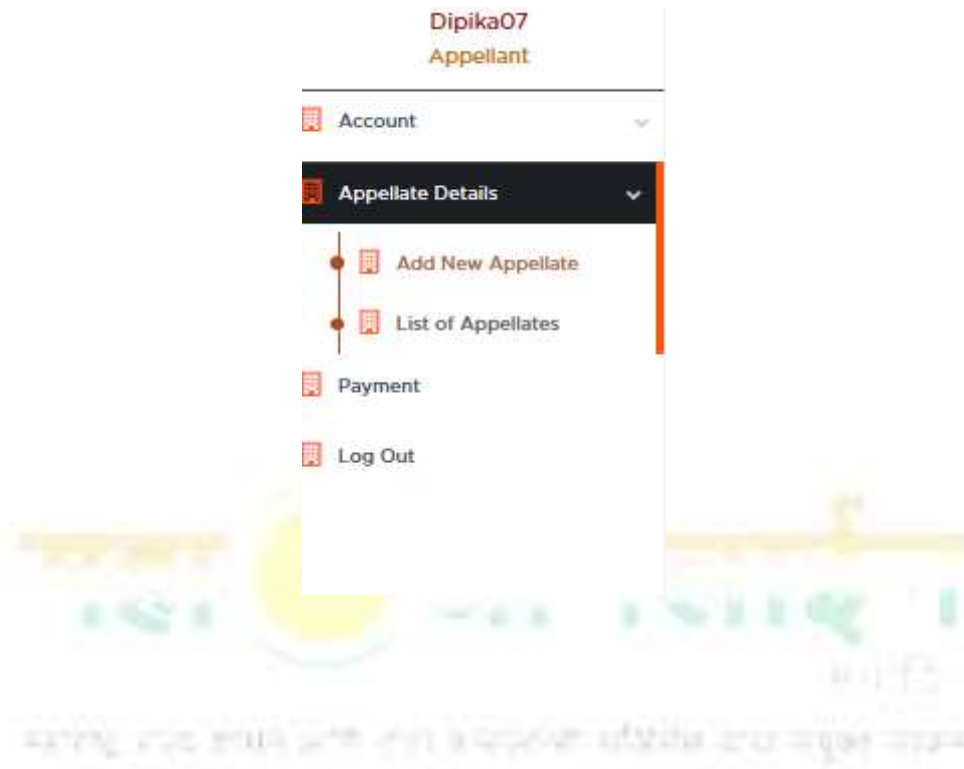
House Number * Building Name *
 Street Name * Locality *
 Landmark * State/UT *
 Division * District *
 Taluka * Village *
 Pin Code *

1.1 Enter Details as given:

- 1.1.1 Individual details: **First Name, Middle Name and Last Name**
- 1.1.2 Address for Official Communication: House Number, Building Name, Street Name, Locality, Landmark, State/UT, Division, District, Taluka, Village, Pin Code.
- 1.1.3 Contact Details: **Mobile Number and Email Id**

Step3: Adding Appellant

1. Now for Appeal registration, click on the **Appellate Details** tab, it will expand in two more sub tabs as **Add New Appellant** and **List of Appeals**. To add your Appeal, click on **Add New Appellant** and start filling up the details as instructed below:



2. Adding Appellant can be done in 6 easy steps, if you have all the details ready as mentioned in the [introduction section](#).

2.1. **STEP 1: File Appeal request** with following details:

2.1.1. **Division:** Konkan, Amravati, Aurangabad, Pune, Nagpur and Nashik

2.1.2. **Complaint Number:** Here you need to add MahaRERA Complaint Number and then click on Verify

2.1.3. **Registration Number, Project/Agent Name** and **Promoter Name** will appear automatically.

2.2. **STEP 2: Add Appellant** (Individual who wants to file Appeal) with following details:

2.2.1. **Appellant Name:**

2.2.2. **Appellant Type:** Promoter/ Real Estate Agent / Allottee / Other – If other specify the same.

2.2.3. **Address for official communication/Address for service of all correspondence:** House Number, Building Name, Street Name, Locality, Landmark, State/UT, Division, District, Taluka, Village, Pin Code

2.2.4. **Contact Number:** Mobile Number, Office Number and Email id

2.2.5. You can Add more than one Appellants if required.

The screenshot displays the 'Application for Appellate Proceedings' form on the Maharashtra Real Estate Appellate Tribunal website. The form is titled 'Fill up required details as instructed' and contains the following sections:

- Add Details Of Appellant:**
 - Project Registration Number: PS700004392
 - Appellate Request Number: AT00000000000000
- Details of Appellant:**
 - Name of the Appellant: [Text Field]
 - Appellant Type: [Select Member Type]
- Is Address same as that of previous details
- Address for official communication/Address for Service of all correspondence:**
 - House No./Flat No.: [Text Field]
 - Building: [Text Field]
 - Street: [Text Field]
 - Locality: [Text Field]

2.3. **STEP 3: Details of Other Party** (Individual/Project/Promoter against whom you want to file a Appeal) with following details:

2.3.1. **Name of the Other Party:** Details of the respondent to the appeal

2.3.2. **Other Party Type:** Promoter/ Real Estate Agent / Allottee / Other – If other specify the same.

2.3.3. **Address for official communication/Address for service of all correspondence:** House Number, Building Name, Street Name, Locality, Landmark, State/UT, Division, District, Taluka, Village, Pin Code

The screenshot displays the 'Details of Other Party' form on the MahaRERA portal. The form is titled 'Add Details Of Other Party' and includes the following fields and options:

- Project Registration Number:** #R200004382
- Completed Request Number:** AR00000000000000000000
- Name of the Other Party:** Text input field.
- Other Party Type:** Dropdown menu with 'Select Member Type'.
- Is Address same as that of Registered Details**
- Address for official communication/Address for Service of all correspondence:**
 - House No./Flat No.:** Text input field.
 - Building:** Text input field.
 - Street:** Text input field.
 - Locality:** Text input field.
 - Land Mark:** Text input field.
 - State/UT:** Dropdown menu with 'MAHARASHTRA' selected.
 - Division:** Dropdown menu with 'Select Division'.
 - District:** Dropdown menu with 'Select District'.
 - Taluka:** Dropdown menu with 'Select Taluka'.
 - Village:** Dropdown menu with 'Select Village'.

2.4. **STEP 4: Appellant Declaration** – Here in the given Text Boxes fill up the required details.

2.5. **STEP 5: Upload Documents** – Add short description of the mentioned details and upload the documents.

2.5.1. **Facts of the Case** <<Appellant MUST provide details like Registration agreement date/MoU/Allotment letter Date of possession in the facts of the case clearly along with other FACTS OF THE CASE>> [give a concise statement of facts and grounds of appeal against the specific order of the Authority or the Adjudicating Officer, as the case may be](Separate sheet may be added)] (You can add more than one file here). Also note it a mandatory document.

2.5.2. **Grounds of Appeal** [Separate sheet may be added]

2.5.3. **Relief(s) sought In view of the facts mentioned** In view of the facts mentioned in the appeal, the appellant prays for the following relief(s). (Separate sheet may be added) (You can add more than one file here). Also note it a mandatory document.

2.5.4. **Reason Condonation for Delay can be added here:** Link for Template is given there.

2.5.5. **MahaRERA Final Order:** The Order passed by MahaRERA, copy of the same should be added here. You can find the Order on MahaRERA Portal in your login as well Public View portal

Upload Documents

All * mark fields are mandatory


Project Registration Number: PS1700004362 Appellate Request Number: AT00600000000005

Sr. No.	Document Name	Description (short summary is required)	Upload Document (document size is 1 MB per document)	Action
1	Facts of the case : (give a concise statement of facts and grounds of appeal against the specific order of the Authority or the Adjudicating Officer, as the case may be (Separate sheet may be added) *	The Appellant states that as permissible by the said CIDCO, the Respondents have agreed to sale, transfer and assign in favor of the	Application has been submitted to department, can not be modified	View
2	Grounds of Appeal (Separate sheet may be added) *	A)The Lt. Authority ought to have considered that Respondents had assumed and represented that the building would be	Application has been submitted to department, can not be modified	View
3	Relief(s) sought : in view of the facts mentioned in the appeal, the appellant prays for the following relief(s). (Separate sheet may be added) *	The Appellant therefore prays before this Hon'ble Tribunal to a.) The Hon'ble Tribunal may kindly be set.	Application has been submitted to department, can not be modified	View
4	Reason Condonation for Delay can be added here click here for template	The Appellant states that due to financial difficulties, the Applicant could not approach the Advocate for filing Appeal within time.	Application has been submitted to department, can not be modified	View
5	MUSAFIKA Final Order	10.10.2017	Application has been submitted to department, can not be modified	View

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2.6. **STEP 5: Declaration** – This declaration contains disclaimer that all the information is true and is not pending before any court of law or any other Authority or any other Tribunal(s).



Declaration

Project Registration Number: PG1700004362 Complaint Number: AT00600000000000000000

In case of Individual please write first party name, and in case of Organization please write Authorized Signatory's name

I son / daughter of the first party do hereby verify that all information provided by me are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

I further declare that all the involved parties have provided consent to initiate the Appellate proceedings and details of the case(along with supporting) have been shared with other involved party/parties.

I further declare that the matter regarding which this application has been made is not pending before any court of law or any other Authority or any other Tribunal(s).

Place:

Date:

Step4: Payment of Fees

Once all the steps are covered and completed successfully, click on Payment tab at the left hand side. A dashboard with all the details will appear and at the end a Payment button. Click on the payment button and make payment using – Online or offline mode.

