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](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.

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.

1. Once logged into the system click on Accounts, then click on My Profile.
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 / Allotee / 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.
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 / Allotee / 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
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 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.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Document Name</th>
<th>Description (short summary is required)</th>
<th>Upload Document (Document size not to exceed 1 MB per document)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Facts of the case</td>
<td>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).</td>
<td>Application has been submitted to the department, can not be modified</td>
<td>View</td>
</tr>
<tr>
<td>2</td>
<td>Grounds of appeal</td>
<td>Separate sheet may be added.</td>
<td>Application has been submitted to the department, can not be modified</td>
<td>View</td>
</tr>
<tr>
<td>3</td>
<td>Notice issued to insurers in the appeal.</td>
<td>The applicant states that as per the order of the Authority, the respondents have agreed to sell, transfer and assign in favor of the</td>
<td>Application has been submitted to the department, can not be modified</td>
<td>View</td>
</tr>
<tr>
<td>4</td>
<td>Reason for delay</td>
<td>The applicant states that due to financial difficulties, the applicant could not approach the Advocate for filing an appeal within time.</td>
<td>Application has been submitted to the department, can not be modified</td>
<td>View</td>
</tr>
<tr>
<td>5</td>
<td>MahaRERA User Manual</td>
<td>18/03/2017</td>
<td>Application has been submitted to the department, can not be modified</td>
<td>View</td>
</tr>
</tbody>
</table>
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).

<table>
<thead>
<tr>
<th>Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Registration Number</td>
</tr>
<tr>
<td>Complaint Number</td>
</tr>
<tr>
<td>In case of individuals please write first party name, and in case of organization please write authorized representative's name</td>
</tr>
<tr>
<td>First party or organization name</td>
</tr>
<tr>
<td>I declare that the information provided by me is true to my personal knowledge and belief and that I have not suppressed any material fact(s).</td>
</tr>
<tr>
<td>I further declare that all the involved parties have provided consent to initiate the appellate proceedings and details of the case along with supporting documentation have been shared with all involved parties/parties.</td>
</tr>
<tr>
<td>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).</td>
</tr>
<tr>
<td>Place: Mumbai</td>
</tr>
<tr>
<td>Date: 14/07/2019</td>
</tr>
</tbody>
</table>

**Step 4: 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.