

STEPS TO BE FOLLOWED FOR RAJASTHAN

RERA APPLICATION / CASE FILING :-

S.No.	Steps to Follow	Remarks
1	First of all, decide the issue of filing application / case before Hon'ble RERA, Rajasthan	Whether the allottee wants refund or has issue(s) other than demanding refund; although the procedure for both the application is similar but filed under different sections of the RERA Act.
2	In case of delay in possession (u/s 18), Form O: Application to Adjudicating Officer (U/s 31 read with Rule/36)	Form Available at :- (https://rera.rajasthan.gov.in/Home/DownloadForm)
3	In case of Complaint other than delay in possession i.e. other than u/s 18 Form N: Application to Authority (U/s 31 read with Rule/35)	Form Available at :- (https://rera.rajasthan.gov.in/Home/DownloadForm)
4	CHECKLIST, For both the forms, allottee has to go through the Check List and prepare the application accordingly	Form Available at :- (https://rera.rajasthan.gov.in/Home/DownloadForm)
5	Pre-Requisites / Required Documents for RERA Online Filing	a. Index b. Checklist c. Form – O or Form – N d. Agreement e. Allotment Letter f. Receipt of Payments g. Brochure / Advertisement h. Demand Letter

		<p>i. Map / Site Plan</p> <p>j. Others (if applicable as per the case requirement)</p> <p><i>Documents are supported by only “.pdf” file format. (Maximum Size each document – less than 20 MB)</i></p>
6	Prepare your application / case accordingly with the forms and checklist and other required documents shared above and proceed for online filing	<p>Web-Link for filing Online RERA Application(s) / Complaint(s)</p> <p>(https://sso.rajasthan.gov.in/signin)</p>
7	Advocate / CA are requested to use SSO ID of complainant to file complaint.	Applicants are advised to their self SSO ID.
8	Register your account on Rajasthan Single Sign On webpage	(https://sso.rajasthan.gov.in/signin)
9	Kindly check with the proper verification process for Rajasthan Single Sign On account activation process	OTP(s) / Links etc. are sent to registered e-mail and mobile numbers for account verification purposes.
10	Note down the Rajasthan Single Sign On Login ID and Password	Keep your credentials safe and secure.
11	Login into your account by using your credentials	Web Page will display a host of online services provided by the State Govt. Of Rajasthan
12	Select Option RERA from those services	You will be directed to the RERA webpage
13	Login into your RERA webpage with your credentials	You will be allowed access to the RERA Online Filing webpage
14	Go to left side menu bar below Dashboard	Click on Complaint Registration

15	Provide details of the complainant(s) with their proper postal address for the service of communication(s) / notice(s) etc.	Fill up all the required details (red * star marked fields are mandatory to be filled) Click Save and Next
16	Provide details of the respondent(s) with their proper postal address for the service of communication(s) / notice(s) etc.	Fill up all the required details (red * star marked fields are mandatory to be filled) Click Save and Next
17	Select the Complaint Type	Select from the options in the complaints type tab
18	Provide details of Advocate or CA, if exists	Fill the required details (i.e. Name, e-mail ID, Mobile Number)
19	Brief facts of the case	Provide facts in brief
20	Relief Sought in brief	Provide relief sought in brief
21	Relief Sought for any interim order	Provide relief sought for interim order
22	Declare about that the same matter is not pending with any other court / authority	If No, Click No; If Yes, provide the details
23	Attach all the required documents as per the list provided in S.No. 5	Attach each document as per the requirement of the portal
24	Check all the documents uploaded exists in the list attached below	Open and Check the document for successful upload
25	If Documents are successfully uploaded, kindly proceed with the Payment of Fee of INR 1,000/- for filing the application before the Hon'ble RERA, Rajasthan	Pay by any available payment modes on the portal
26	Wait for fee verification and approval from the Hon'ble RERA, Rajasthan	If successful, download your fee receipt from the portal
27	Arrange all the documents in order and	Copy of the application / case has also

	proceed with submission of Hard Copy before the Hon'ble RERA, Rajasthan	to be provided to the Respondent(s).
28	This is all about the online filing process of RERA, Rajasthan Online filing.	