Housing and Urban Development department

Revenue Divisional Officer

User Manual

Application for Registration of Tenany Agreement

Table of Content

USER MANUAL (Tamil Nadu Housing and Urban Development department)

1. About TNHUD Department

Formed in 1947 as a small organization in the name of "CITY IMPROVEMENT TRUST" in order to cater to the Housing needs of Madras City, has developed into a full fledged organisation as "TAMIL NADU HOUSING AND URBAN DEVELOPMENT" in the year 1961 to cope up with the increasing demand in housing sector all over the state due to urban growth leading to migration to urban areas in search of employment opportunities. Housing is one among the three basic needs of humanity. In fulfilling the housing needs, the Tamil Nadu Housing Board plays an important role with the ideal objective of providing house for every one.

TNHUD as a matter of policy ensures quality materials in construction, using the latest modern techniques in the construction and provides shelter to the people under Economically Weaker Section (EWS), Lower Income Group (LIG), Middle Income Group (MIG) and Higher Income Group (HIG), at costs affordable by people of these Groups. Housing is one among the three basic needs of humanity. In fulfilling the housing needs, the Tamil Nadu Housing and Urban Development plays an important role with the ideal objective of providing house for every one.

TNHUD has the unique capacity of developing very large neighborhood schemes, each one of them, remains a self contained neighborhood by itself. As a pioneer institution in developing very large neighborhood schemes, Tamil Nadu Housing Board is one of the biggest institutions in India catering to the shelter needs of various income groups of the society.

2. Registration of Tenancy Agreement

Tamil Nadu Regulations of Rights and Responsibilities of Landlords and Tenants Act 2017 has been enacted on the lines of model Tenancy Act indicated by the Government of India. The Act repeals the Tamil Nadu Buildings (Lease and Rent Control) Act, 1960. The new legislation aims to regulate the tenancy of buildings as per the terms and conditions of the tenancy agreement executed by the land lords and the tenants and also to safe guard the interest of the land lords and the tenants in case of disputes. As per the provisions of this law, all tenancy agreements should be written agreements and shall be compulsorily register with the Rent Authority. The registration of the tenancy agreement with the rent authority is independent of the registration requirement of the tenancy agreement under the Registration act, 1908. Since, most of the transactions are done through the tenancy registration portal with minimum interface of the Rent Authority. The tenancy registration portal eases the process of registration of the tenancy agreement with much convenience to the general public.

Tamil Nadu is the most urbanized State in india having an urban population of about 3.5 crores which is 48.44 percentage of the total population of 7.2 crores as per 2011 census. The growth rate of urban population in the last decade has been 27.16 percentage. With rapid pace of urbanization, one of the biggest challenges is the availability of affordable housing in urban areas. As per 2011 census, Tamil Nadu is having 23.4 percentage of rental housing. In order to regulate the rental housing stock, the

Government has enacted Tamil Nadu Regulations of Rights and Responsibilities of Landlords and Tenants Act 2017, to facilitate Landowners and Tenants and to provide affordable housing for all.

3. General Information

Let's Start!!

3.1. Tools Required

You will be provided with the following basic infrastructure:
- Computer   (CPU, Monitor, Keyboard & Mouse)
- Network Connection   (as per requirement)
- Peripherals   (as per requirement)
- Browser   (Google chrome, Version 37)
- Uninterrupted Power Supply   (UPS)

3.2. Starting your Computer

Steps
1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS
5. Press the ⏻ (power button) on the computer
6. Allow the system to boot up

✅	1. Switch 'ON' the UPS only after you have switched 'ON' the power socket 2. Switch 'ON' the computer only after you have switched ''ON' the UPS 3. Switch 'OFF' the power socket in there is an electrical spark in the socket
❌	4. Do not start the computer in case the UPS is not fully charged 5. Do not start the computer in case any of the wires are in contact with water sources / moisture
💡	6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

4. Purpose

The purpose of this User Manual is to help user in running TNHUD department application. The manual consist of steps used for registering service request and processing of application request at RDO level.

5. Scope

The scope of this document is to provide Support and Guidance to End Users to access the TNHUD application.

6. Getting Started

Following points and guidelines may be referred while accessing the TNHUD application:
- User must have valid username and password

- Make relevant and correct entries only

- Recheck the entries before clicking on Submit button

- Mandatory fields cannot be left blank

- Mandatory/Optional documents should be attached as per requirement

- Do not make false entries

    To launch TNHUD - ***ONLINE***

    a. Double click on the 🌐 to open the browser

        i. The browser will be open with default page or blank page

        ii. Enter the URL and press enter button on keyboard

User starts with the given steps after opening the internet explorer

7. Guidelines

In the tenancy portal either the landlord or tenant or property manager may register their tenancy agreements with all requisite details such as name, address of the executors, rent, period of tenancy, property details etc. If the application is filed by the tenant, then the tenant has to provide the property details and mobile number of the landlord, to whom intimation will be sent from the portal and the application will be registered in the portal. The same procedure is followed vice versa in the case of registration by the landlord or the property manager.

As per the Registration Act, 1908 the tenancy agreements with period of tenancy exceeding 11 months are required to be registered in the Sub- Registrar Office. All other agreements are ordinarily not registered under the Registration Act (with the Sub-Register) and may be either in the form of written or oral agreements. The present Act mandates all the tenancy agreements are to be in the written form and all such tenancy agreements (both registered and unregistered) are to be registered with the Rent Authority. The Rent Authority shall verify the credentials by scheduling verification of documents and on satisfaction will provide Tenancy Registration number (TR number).

The following guidelines are to be followed for processing the applications.

a) Submission of applications: All applications will be received in the tenancy portal i.e, (https://www.tenancy.tn.gov.in).Only the applications with all mandatory fields duly filled shall be accepted for submission.

b) Action to be initiated by Rent Authority: On successful submission of the Application by the applicant, the Rent Authority shall initiate the following Actions:

i)If the Tenancy Agreement is registered with the Sub-Registrar Office(SRO)

        If the Tenancy Agreement is registered with the Sub-Registrar Office(SRO), then during the time of application itself the portal will automatically populate all the details of tenancy agreement such as name of the executors, period of tenancy, rent etc. as tenancy portal is integrated with the registration portal and hence, the Rent Authority need not schedule and call for the documents related to such tenancies. Further during registration itself, the veracity of the tenancy agreement would have been verified by the SRO concerned. Hence, the Rent Authority need not insist for the presentation of such agreements. Rent Authority can directly approve such SRO registered applications and issue the T.R. No.

ii) If the Tenancy Agreement is not registered with the SRO:

If the Tenancy Agreement is not registered with the SRO, then the Rent Authority has to schedule and fix a date in the portal for the presentation of documents by the applicants(landlord / tenant/property manager) . Further, early date shall be scheduled in the portal by the Rent Authority as the TR number has to be given within a time period of 30 days from the date of submission of application.

c) Verification of documents: During verification of documents, the Rent Authority should correlate the Application with the executed tenancy agreement, and they should verify a) ownership b) copy of the registered title deed c) description of the property with tenancy agreement d) Legal heir ship if any.

The Rent Authority can use the Registration portal which is integrated with the tenancy portal and is having online encumbrance facility, which can be viewed for verification of encumbrance of documents. If the documents presented before the Rent Authority is not satisfactory, then the Rent Authority can summon for more documents by rescheduling another date for presentation of documents.

d) Rejection of application for tenancy: Upon verification of the information furnished by the applicants, if the Documents presented before the Rent Authority is not satisfactory then the Rent Authority may, if deemed fit, reject the Application filed for registration of tenancy on any of the following grounds by issuing appropriate orders (the template of the order is annexed herewith):

A. The checklist populated from the application submitted online does not co-relate with the details available in the executed tenancy agreement; and/or

B. Objections to the registration of tenancy have been received in writing from either the landlord/property manager/tenant, questioning the very execution of the tenancy agreement.

The Applicant may resubmit the Application for registration of tenancy within the statutory timelines prescribed in Rule 3 of TNRRR Rules read with Section 4 of the Act.

Note: Deficit of the stamp duty paid on the tenancy agreement shall not constitute a ground for rejection of application for tenancy.

e) Issuance T.R.Number: Upon verification of the information furnished by the applicants, the documents submitted before the Rent Authority is satisfactory then the Rent Authority shall issue the T.R. No. within 10 days from the date of presentation of the documents by the applicants. Subsequently, the Rent Authority shall issue the Tenancy Registration certificate within 5 days from the date of issue of T.R. No.

Provided that, where the tenancy agreement is deficitly stamped, the same shall be captured as a 'Remark' in the Tenancy Registration certificate issued by the Rent Authority.
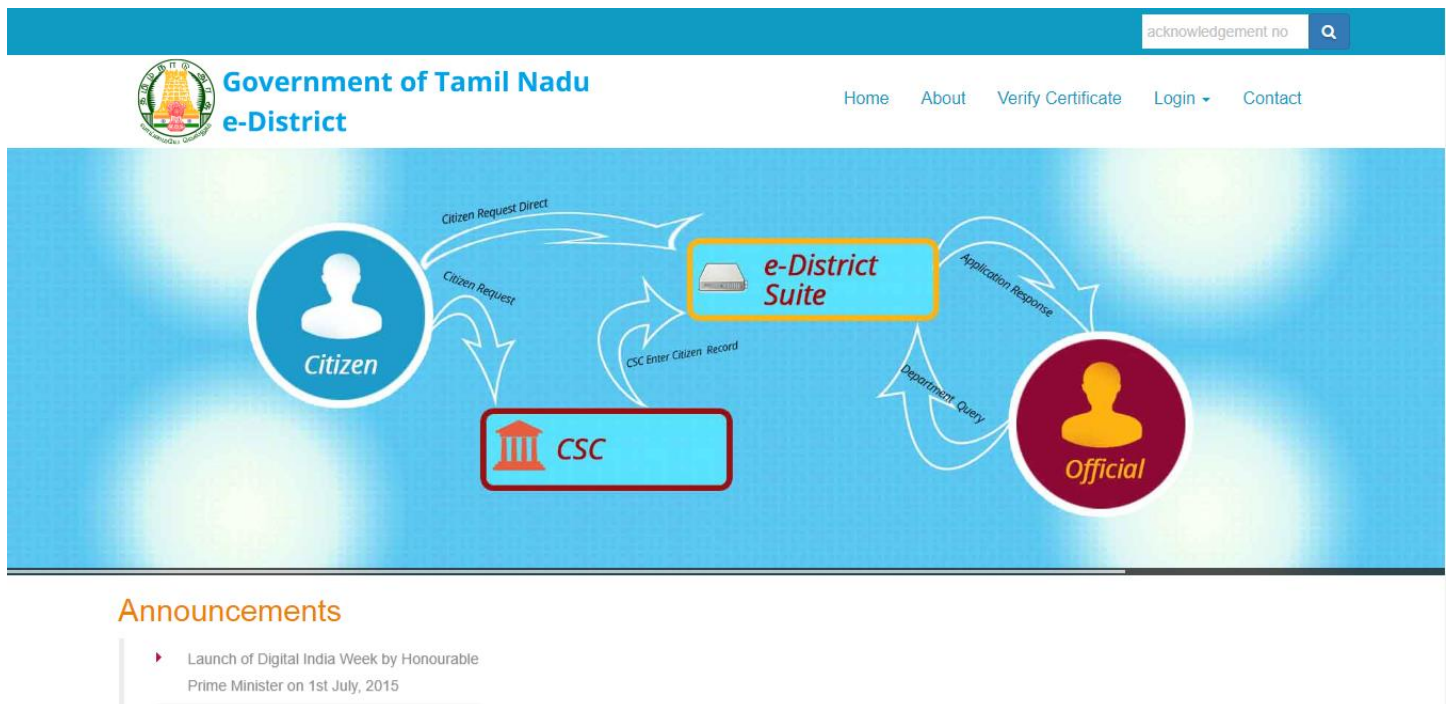
f) Process to be followed by Rent Authority for deficitly stamped agreements. Section 33 of the Indian Stamp Act, 1899 explicates the process to be followed by the Rent Authority in examining and impounding the documents deficitly stamped. Note: To be discussed if 'Rent Authority' would be notified as a 'Public Office' under Section 33 (1) (a) of the Indian Stamp Act, 1899.

8. Officer Portal

STEP 1: Open the Tamil Nadu Housing and Urban Development department website by typing the below given URL in address bar of browser

URL: https://tnedistrict.tn.gov.in/tneda/DepartLogin.xhtml
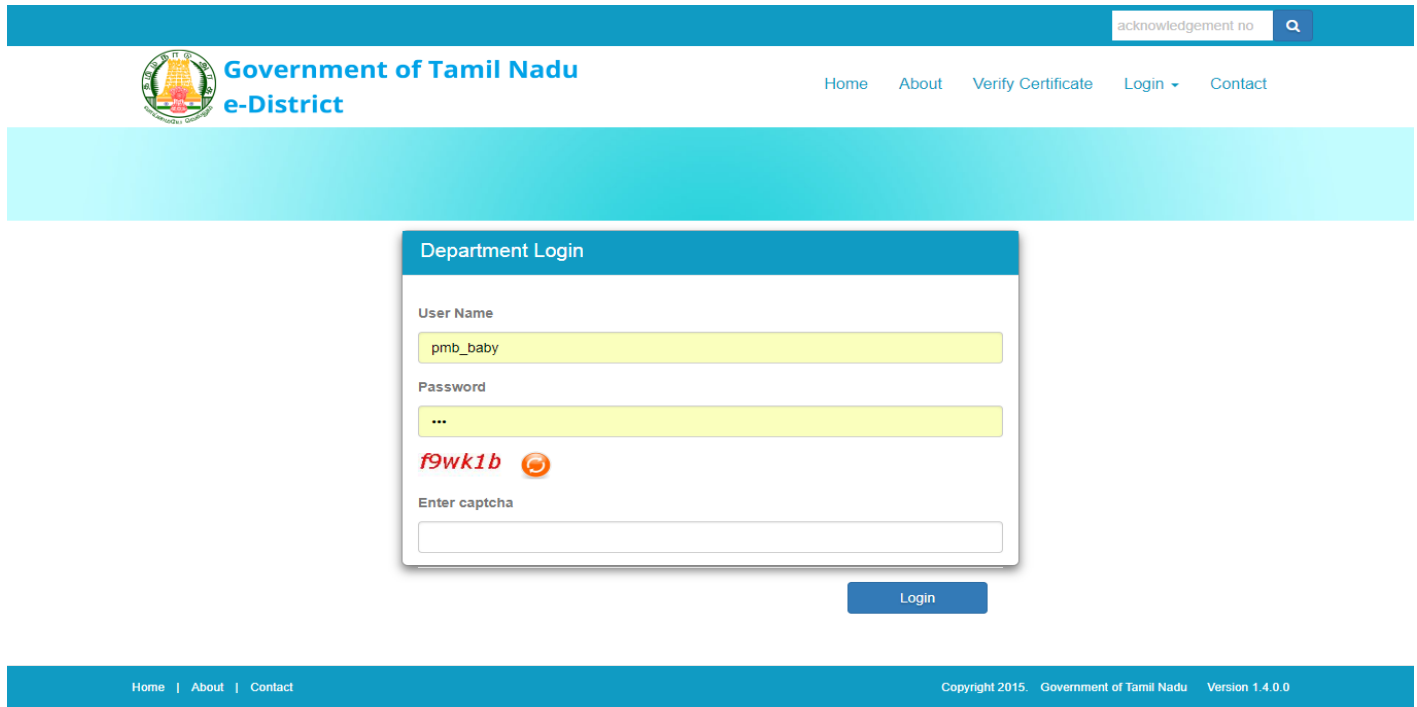
STEP 2: Below Screen will display.

9. The Objective of Tenancy Agreement

As per the Registration Act, 1908 the tenancy agreements with period of tenancy exceeding 11 months are required to be registered in the Sub- Registrar Office. All other agreements are ordinarily not registered under the Registration Act (with the Sub-Register) and may be either in the form of written or oral agreements. The present Act mandates all the tenancy agreements are to be in the written form and all such tenancy agreements (both registered and unregistered) are to be registered with the Rent Authority. The Rent Authority shall verify the credentials by scheduling verification of documents and on satisfaction will provide Tenancy Registration number (TR number).

10. Application for Registration of Tenany Agreement

10.1.   RDO Login

STEP 1: Open the eDistrict portal link https://tnedistrict.tn.gov.in/eda/DepartLogin.xhtml
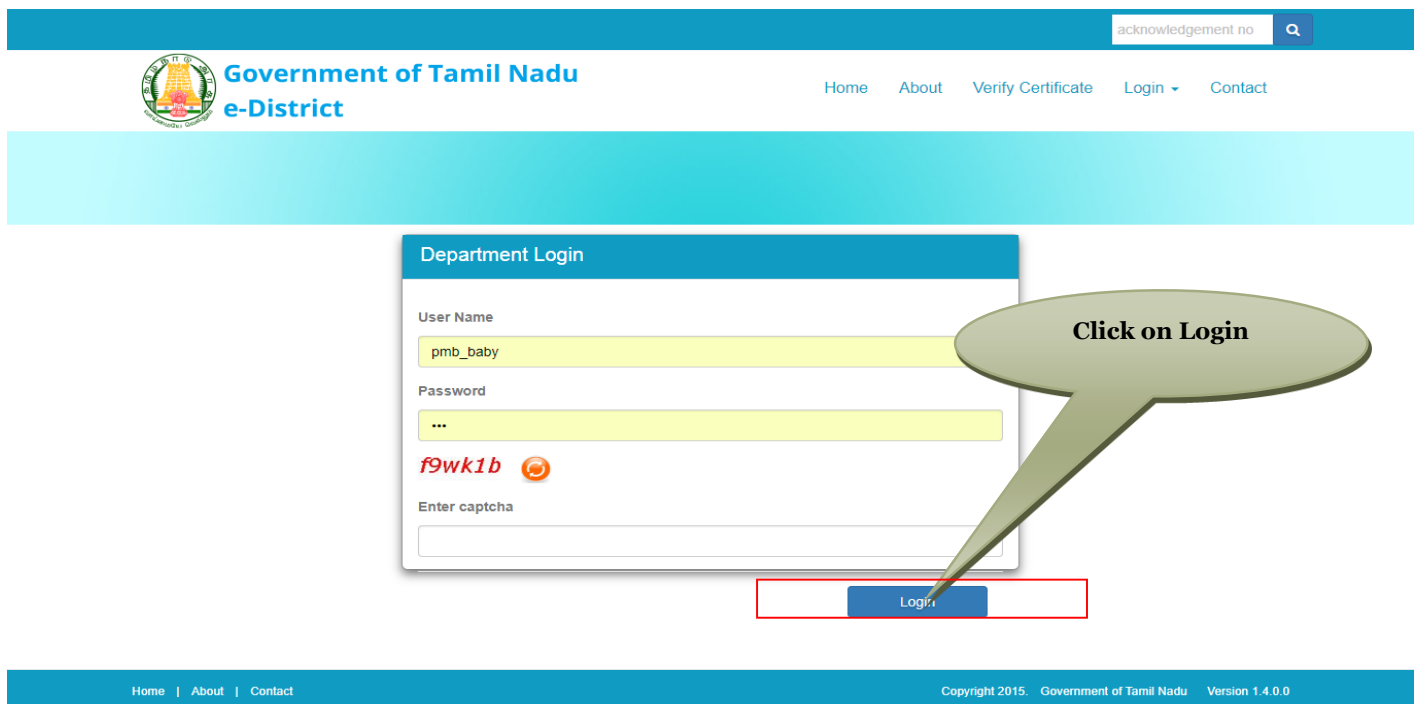
STEP 2: Enter the Username & Password along with the captcha and click on Login button.

STEP 2: Click on Tamil Nadu Housing and Urban Development Department**.**

**Government of Tamil Nadu
e-District**

Assign DSC key | Change Password | Logout

My Task ▼	Pending Application				
Pending Application	No. of Rows	Please Select ▼			
Processed Application	**Application No.**	**Applicant name**	**Date of application**	**Sender**	**Status**
Escalated Application	≫ REV-403 Temporary Crackers License, total applications: 1				
Pending for Signature					
Signed Certificate					
Certificate cancellation					
Cancelled Application					
Overriding					
Pending Mis					
eAdangal Application					
TNHUD Department					

Click on TNHUD department

10.2 Pending Application List

STEP 1: User will be redirected to the e-District Dashboard as shown below were *Pending Application, Processed Application, Approved Applications and Rejected Applications* count will be shown.

Dashboard	
Dashboard	
Pending List	
Process List	
Transaction Status Report	
Digital Signature	
Reports ‹	

Dashboard

PENDING APPLICATIONS
24

PROCESSED APPLICATIONS
62

APPROVED APPLICATIONS
58

REJECTED APPLICATIONS
0

STEP 2: Click on **Pending List** on the left panel and then click on "Application for Registration of Tenancy Agreement" service.
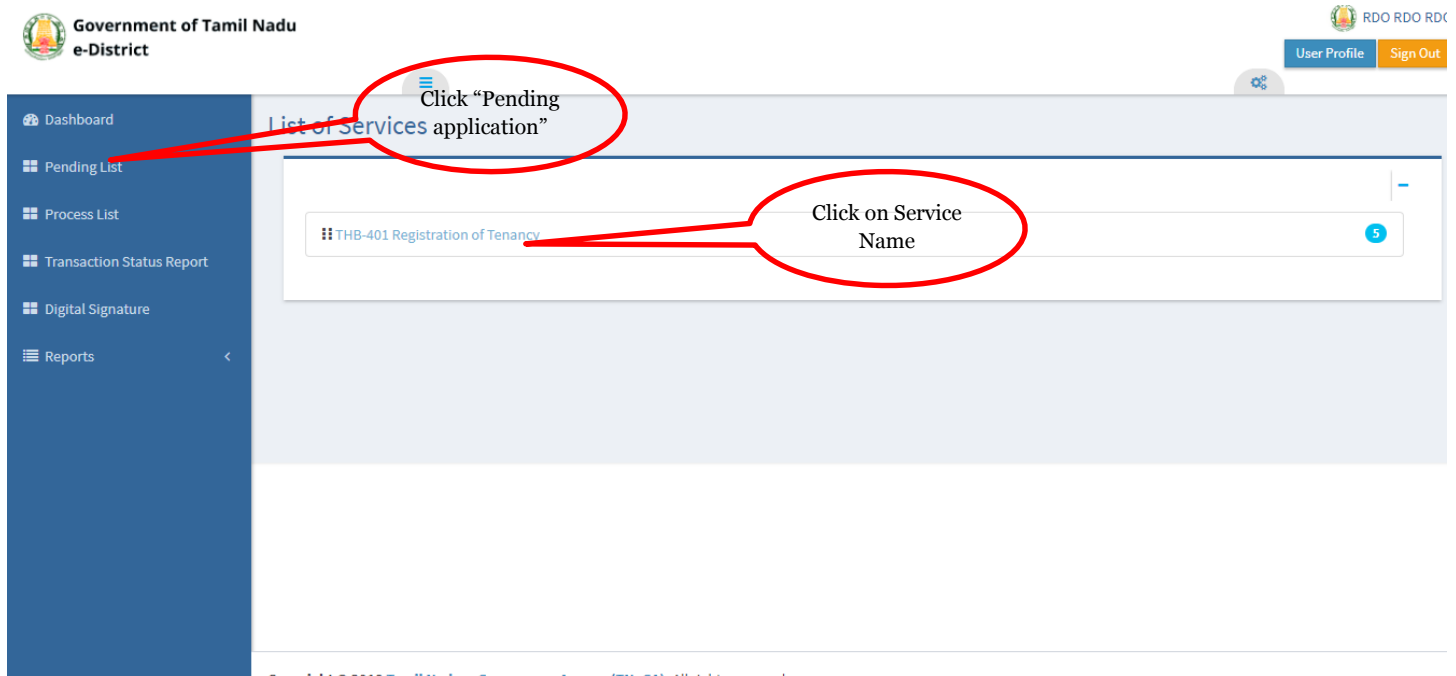
STEP 3: Pending Application will list Pending Applications and Schedule Verification. Select Pending applications option and list of application will be listed as below,
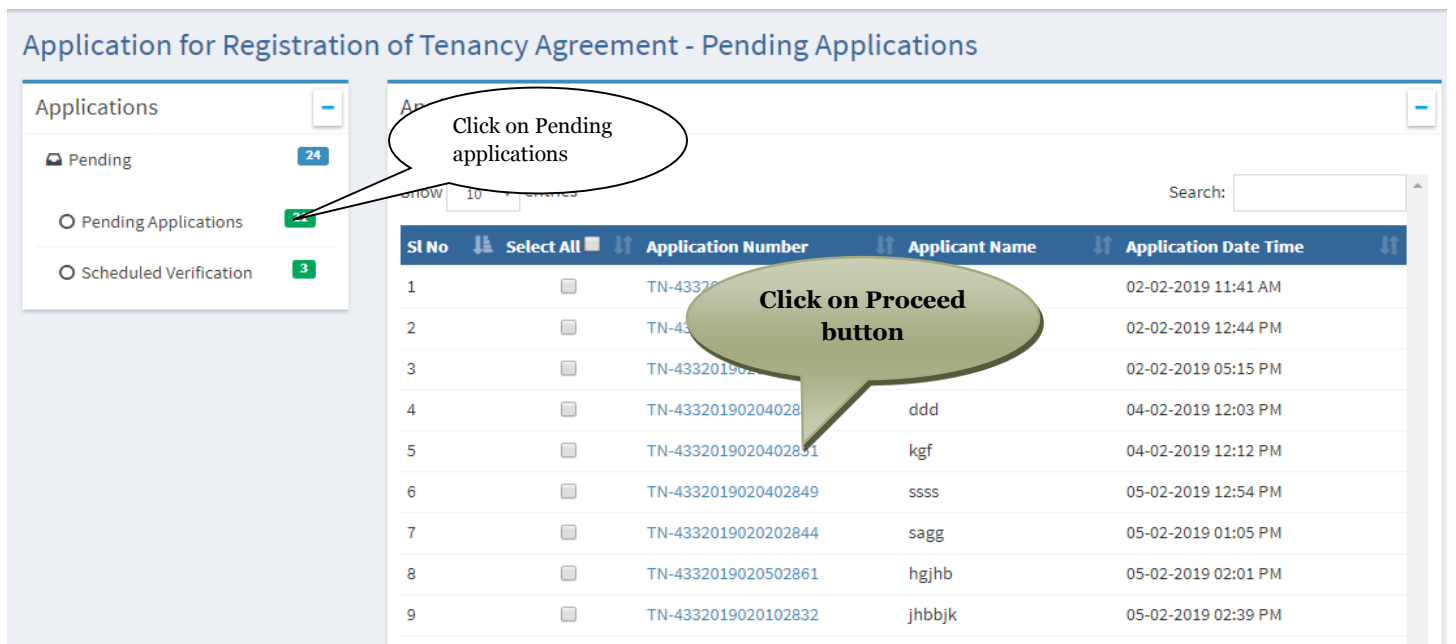
STEP 4: Select the application number to process from the Pending Application as below,

Application for Registration of Tenancy Agreement - Pending Applications

Applications —

📭 **Pending** `24`

⭕ Pending Applications `21`

⭕ Scheduled Verification `3`

Application List —

Show `10` ▼ entries

Select the application number

Search:

Sl No	Select All ☐	Application Number		Application Date Time
1	☐	TN-4332019020202843	saggggrreee	02-02-2019 11:41 AM
2	☐	TN-4332019020202845	gfv	02-02-2019 12:44 PM
3	☐	TN-4332019020202847	jb	02-02-2019 05:15 PM
4	☐	TN-4332019020402850	ddd	04-02-2019 12:03 PM
5	☐	TN-4332019020402851	kgf	04-02-2019 12:12 PM
6	☐	TN-4332019020402849	ssss	05-02-2019 12:54 PM
7	☐	TN-4332019020202844	sagg	05-02-2019 01:05 PM
8	☐	TN-4332019020502861	hgjhb	05-02-2019 02:01 PM
9	☐	TN-4332019020102832	jhbbjk	05-02-2019 02:39 PM

Once application is open it will show *Supporting Documents, Objection Received, Application form and Action to be taken* as below screen.

Transaction Details —

Transaction No :
TN-4332019020602871

Date Of Submission :
06-02-19 12:34 PM

Applicant Name :
raja

Mobile Number :
9952671088

Objection

Documents
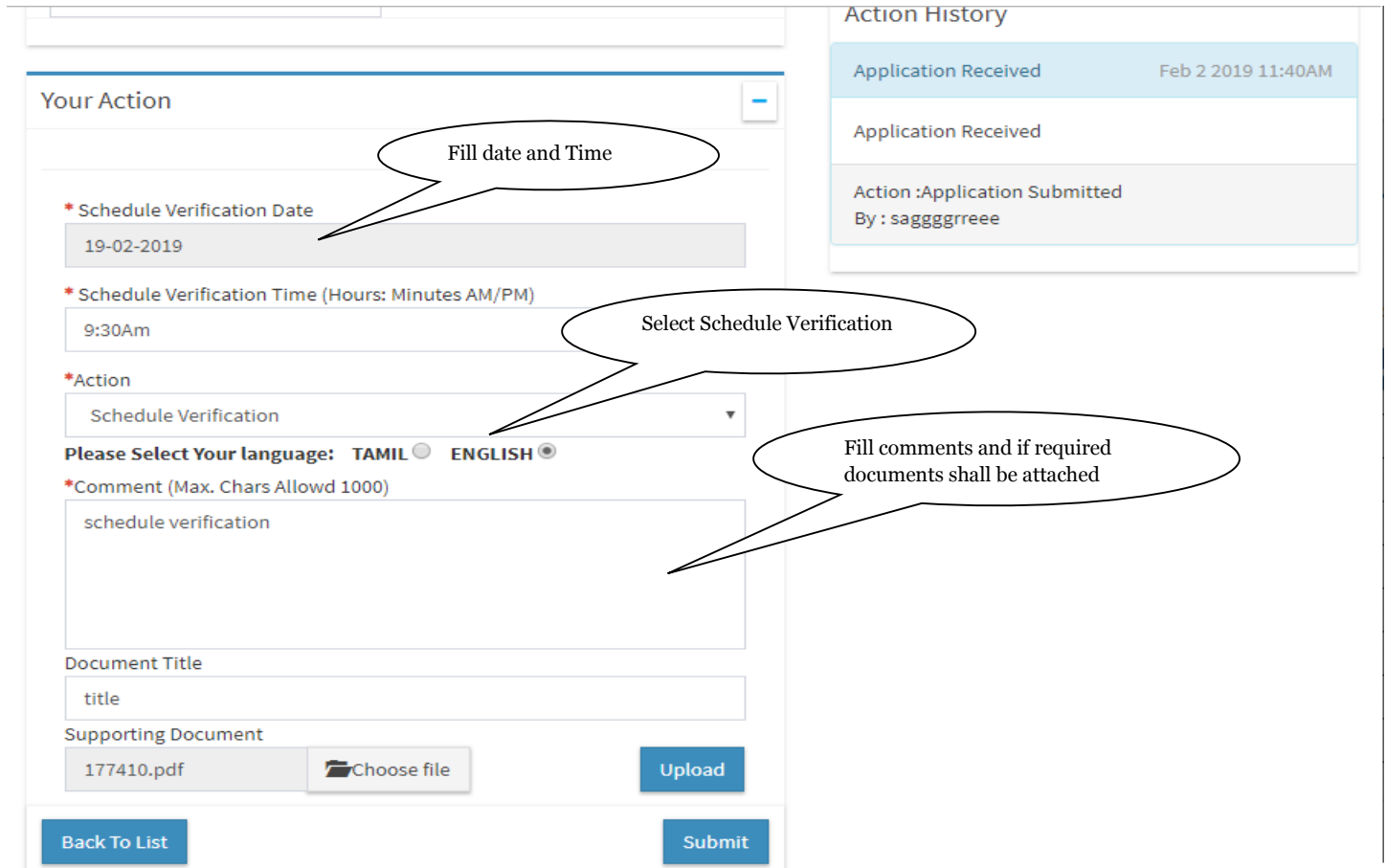
Click here to view Attached documents

📄 Supporting Doc

⊕ PAN card/Aadhaar Card/Driving Licence/Passport/Vot

Click here to view input form

Application Form

STEP 4: Fill the Verification Date & Time and select action as "Schedule Verification" with comments and Click on **Submit** button.

Action History

Application Received	Feb 2 2019 11:40AM
Application Received	

Action :Application Submitted
By : saggggrreee

Your Action

Fill date and Time

* Schedule Verification Date

19-02-2019

* Schedule Verification Time (Hours: Minutes AM/PM)

9:30Am

Select Schedule Verification

*Action

Schedule Verification ▼

Please Select Your language: TAMIL ○ ENGLISH ◉

Fill comments and if required documents shall be attached

*Comment (Max. Chars Allowd 1000)

schedule verification

Document Title

title

Supporting Document

177410.pdf 📁 Choose file   Upload

Back To List   Submit

👉 **Note** – The above section will show the Schedule Verification/Approve/Reject/Return actions. All the action stages will notified to the concerned applicant via SMS. Incase of Rejection particular application will become invalid and if return applicant shall correct the application and same shall be resubmitted.

Once application got submitted a success message will be shown as below. Same application will be moved to schedule verification section.

Application for Registration of Tenancy Agreement - Pending Applications

Applications	−
📭 Pending	24
○ Pending Applications	20
○ Scheduled Verification	4

Application List   −

✔ Success
Action Successfull

Show [10 ▼] entries   Search: [ ]

Sl No	Select All ☐	Application Number	Applicant Name	Application Date Time
1	☐	TN-4332019020202845	gfv	02-02-2019 12:44 PM
2	☐	TN-4332019020202847	jb	02-02-2019 05:15 PM
3	☐	TN-4332019020402850	ddd	04-02-2019 12:03 PM
4	☐	TN-4332019020402851	kgf	04-02-2019 12:12 PM
5	☐	TN-4332019020402849	ssss	05-02-2019 12:54 PM
6	☐	TN-4332019020202844	sagg	05-02-2019 01:05 PM

STEP 5: Select Scheduled Verification section and click on any application number.

Application for Registration of Tenancy Agreement - Scheduled Verification

Applications	−
📭 Pending	
○ Pending Appl...	20
○ Scheduled Verification	4

Select Scheduled Verification

Application List   −

Search: [ ]

Sl No	Select All ☐	Application Number	Applicant Name	Application Date Time
1	☑	TN-4332019020202843	saggggrreee	02-02-2019 11:41 AM
2	☐	TN-4332019020502858	raja	05-02-2019 01:13 PM
3	☐	TN-4332019020502859	mhjbkj	05-02-2019 01:23 PM
4	☐	TN-4332019020502860	raja	05-02-2019 01:56 PM

Showing 1 to 4 of 4 entries   Previous [1] Next

STEP 6: Fill the Checklist and Select the action as either Approve or Reject with comments and then click on submit button. If application is approved then application will be moved to Digital Signature section incase of rejection status will be sent to applicant.

Your Action   —

* Any Objection Received from Public Hearing

NO ▼

* Name of Tahsildar Accompanying

Aravinth

* Does the site have accessibility to public road?

NO ▼

* Does the building located in commercial/ residential area?

NO ▼

* Present condition of the proposed building / shed

building

* Whether latest tax receipt enclosed from local body

NO ▼

* Does the Premise previously licensed?

NO ▼

*Action

Approve ▼

Please Select Your language: TAMIL ◯ ENGLISH ◉

*Comment (Max. Chars Allowd 1000)

approved the application.

Document Title

Supporting Document

📁 Choose file | Upload |

| Back To List | | Submit |

Application Form

title

Action History

Pending Applications	Feb 19 2019 4:30PM

schedule verification
Schedule Verification Date : 19-02-2019
Schedule Verification Time (Hours: Minutes AM/PM) :
9:30Am

Action :Schedule Verification
By : RDO RDO RDO(Revenue Department Officer)

Application Received	Feb 2 2019 11:40AM

Application Received

Action :Application Submitted
By : saggggrreee

10.3 Digitally Signature

STEP 1: Download the ZIP file from the below drive link and unzip it

https://drive.google.com/open?id=1fZq7awvDV2kahTkN6ZQ2vhjotT18Fm17

STEP 2: Copy the DigitalSignature folder and past it C drive (C:\)
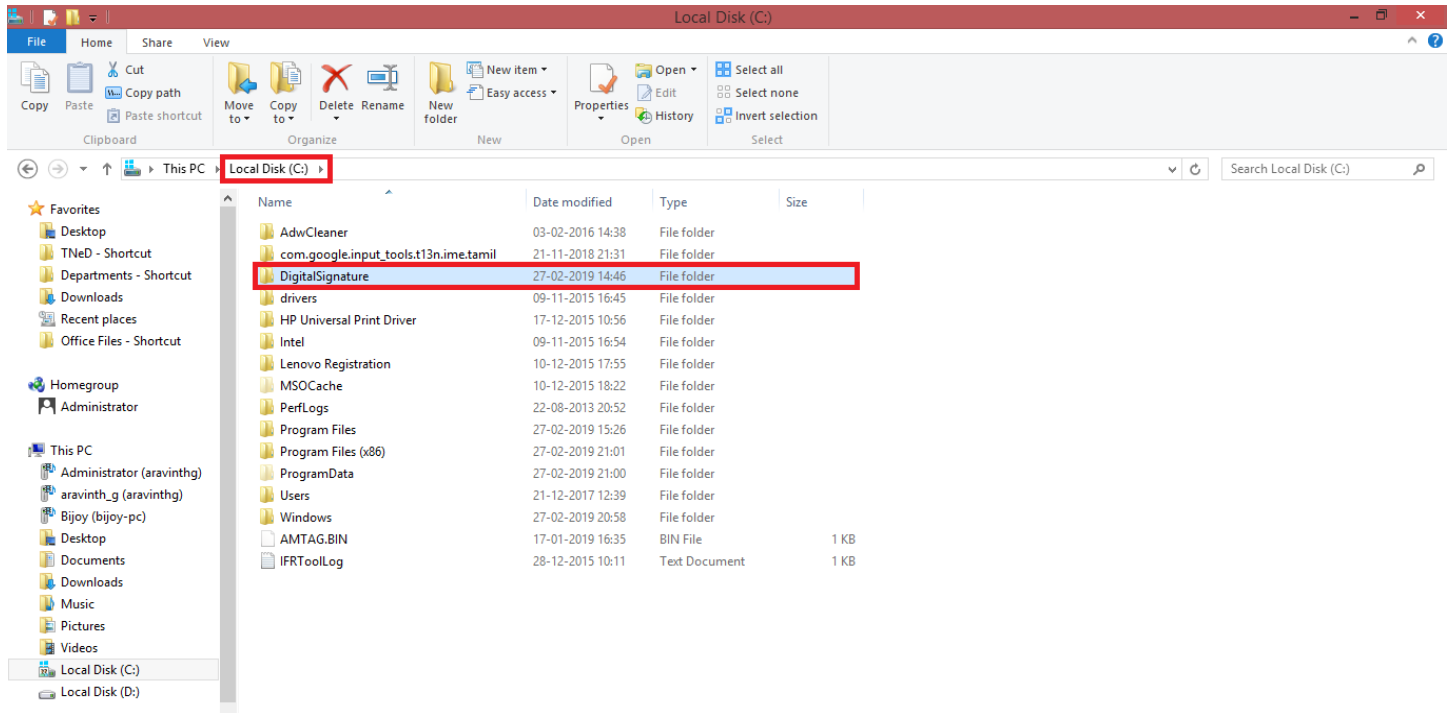
STEP 3: Open DigitalSignature folder and right click on digikey file and then select Merge option.
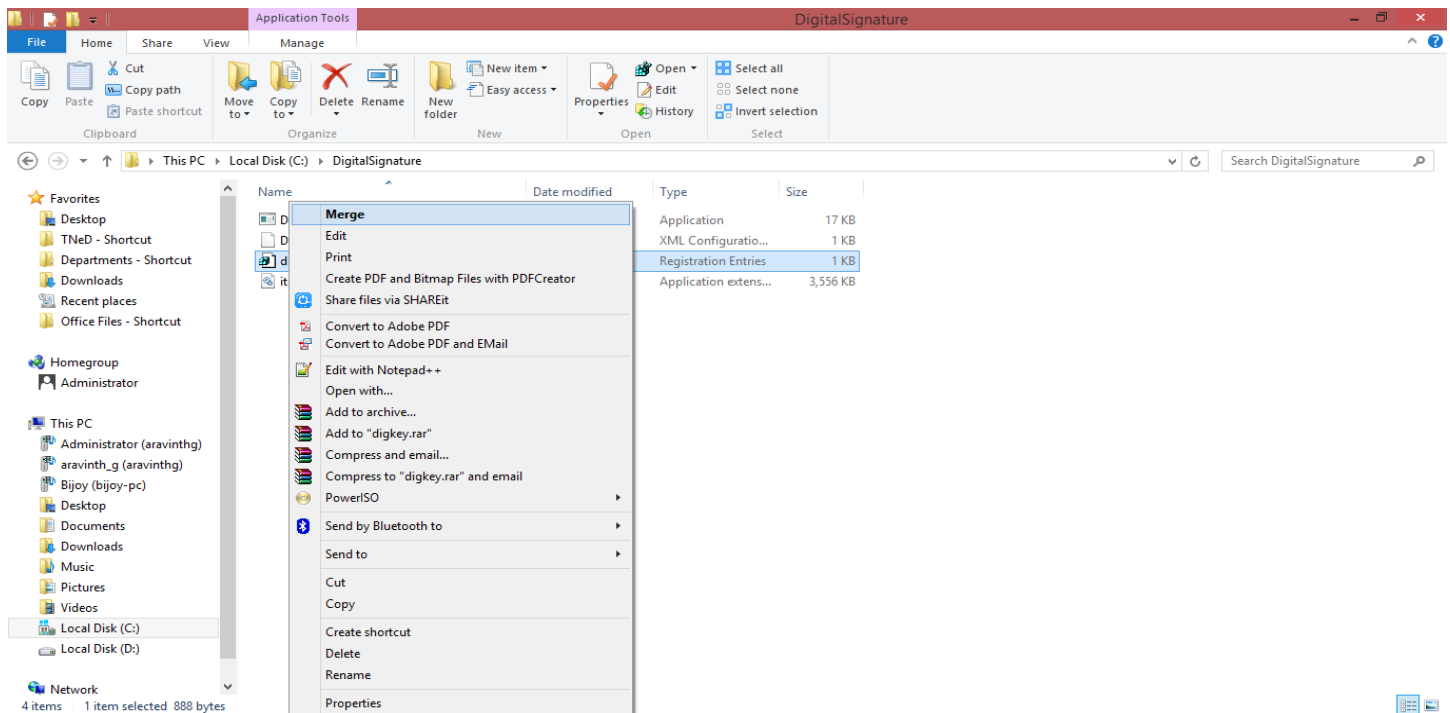
STEP 4: Open Officer Portal and click on Digital Signature section and select the application number

STEP 2: Select the application number and popup will be opened as below with "**Open DigitalSignature**" button,

STEP 3: Enter the DSC Pin and lick on Login button

Once it is signed "Document Signed Successfully" message will be shown as below,

10.4 Processed Application List

STEP 1: Click on "**Processed Application List**" and then click on "**Application for Registration of Tenancy Agreement**" services.

Government of Tamil Nadu
e-District

RDO RDO RDO
User Profile | Sign Out

- Dashboard
- Pending List
- Process List
- Transaction Status Report
- Digital Signature
- Reports

List of Services

THB-401 Registration of Tenancy   58

STEP 2: Processed applications will be shown as below with Applicant Name and Action Taken date & time.

Government of Tamil Nadu
e-District

RDO RDO RDO
User Profile | Sign Out

- Dashboard
- Pending List
- Process List
- Transaction Status Report
- Digital Signature
- Reports

THB-401 Registration of Tenancy

Application List

Show 5 entries   Search:

Sl No	All	Application Number	Applicant Name	Action Date Time	Workaction
1	☐	TN-4332019011102727		11-01-2019 01:45 PM	RDO RDO RDO
2	☐	TN-4332019012102760		21-01-2019 10:30 AM	RDO RDO RDO
3	☐	TN-4332019010802715		08-01-2019 06:08 PM	RDO RDO RDO
4	☐	TN-4332019010902717		09-01-2019 12:13 PM	RDO RDO RDO
5	☐	TN-4332019011002720		10-01-2019 03:35 PM	RDO RDO RDO

Showing 1 to 5 of 58 entries   Previous 1 2 3 4 5 … 12 Next

10.5 Transaction Status Report

STEP 1: Select the report filters either Month/Date.

STEP 2: Report will be generated as below with list of application submitted within the Division along with the Application Name, Transaction Date and current stages. It can be saved in PDF, WORD, EXCEL, XML Formats.

11. Disclaimer

User manual is prepared as per the existing application; however actual screen shots may vary for few cases