3. Acceptance of the Terms & Conditions is mandatory before proceeding.

Step 4: Earnest Money Deposit (EMD) Payment

1. After accepting the Terms & Conditions, the applicant may proceed with the online EMD payment.
2. On successful payment, the system will generate a payment acknowledgement/receipt.
3. The applicant's application will be considered complete only after successful EMD payment.

STEPS TO FOLLOWED BY OFFICE

Step 5: EMD Payment Report and Priority Generation

1. The registration, document upload, and EMD payment window will remain open for **10 days**.
2. After the closure of the 10-day period, the system will reconcile all successful EMD payments received by MHADA.
3. Based on the reconciled payments, an EMD Payment Report will be generated.
4. The system will generate the applicant priority for each plot based on the payment received to the MHADA.

Step 6: Document Verification

1. MHADA officials will verify the documents submitted by applicants.
2. Applicants whose documents are found to be valid will be considered eligible for further processing.
3. In case of discrepancies, applicants will be processed as per MHADA's verification guidelines.

Step 7: Issue of Provisional Offer Letter (POL)

1. Upon successful document verification, MHADA will issue the **Provisional Offer Letter (POL)** to the eligible applicants according to the generated priority.
2. The POL will be issued only to applicants who satisfy all eligibility criteria and whose documents are successfully verified.

Step 8: Next FCFS Cycle

1. After completion of the allocation process for the current cycle, the remaining available plots will be offered in the next FCFS cycle.
2. A fresh **10-day application window** will be opened for:
    - New Applicant Registration
    - Document Upload
    - EMD Payment
3. After the closure of the application window, the system will again:
    - Reconcile EMD payments
    - Generate the priority list
    - Conduct document verification
    - Issue POLs to eligible applicants
4. This process will continue in repeated cycles until all available plots are allotted.

Process Flow

1. Applicant Registration
2. Document Upload
3. Accept & Save Terms & Conditions PDF
4. EMD Payment
5. 15-Day Application Window Closes (for first cycle only)
6. EMD Reconciliation
7. Priority Generation
8. Document Verification
9. POL Issuance to Eligible Applicants
10. Remaining Plots Open for Next 10-Day FCFS Cycle (For second & Third Cycles)
11. Repeat the Process Until All Plots Are Allotted.

The Applicant should submit information for e-registration as mention below.

- Applicant's Aadhar card

- Applicant's Pan Card
- Bank account details
- Authorization letter from Company / Registered Society/Trust/ Partnership firm etc. to Applicant.
- Mobile Number linked with Aadhar Card.
- E-Mail ID.
- For Company/Society/Trust/ Partnership firm etc. registration certificate & resolution

9 Applicant should give details of own savings / current / joint account like bank name, branch and number, IFSC number of the bank. Another person's bank account details to the applicant can't be done. Doing so will invalidate the application. Also NRI Account itself won't work.

10 While filling the application form during the FCFS, if the company or co-operative society is the applicant, then the company or co-operative society Provide the details of Savings / Current / Joint Account of the company or Co-operative Societies. (Bank account details of individual members will not be accepted.)

11 The EMD will be refunded to all those ineligible / unsuccessful applicants without any interest after the Final list publication of eligible/ successful applicants is done. i.e. within maximum 07 working days. In case of cancellation of the FCFS, the EMDs of the applicants shall be refunded within 15 days of the date of cancellation of the FCFS.

a. Online application fee for participation in FCFS process shall be Rs.5900/- non refundable (application cost Rs.5000/- + GST @ 18% Rs.900/-)

b. FCFS processing fee for participation in FCFS process shall be Rs.1180/- non refundable (Processing Fee Rs.1000/- + GST @ 18% Rs.180/-)

3. Application Submission Instructions

a. Online Application Submission

1 The Applicant shall submit his Application online through https://eauction.mhada.gov.in/MumbaiBoardFcfsPlot Portal.

2 To view- Advertising Notice, Detailed Time Schedule, Booklet and its supporting documents, kindly visit following MHADA website https://mhada.gov.in

3 The Application submitted, shall comprise of the following two sections:

a. Online Application Fee, Processing Fee, EMD, Eligibility Criteria.

b. The Applicant shall include the following documents:

Table: Documents Required			
Sr. No	**Document Type**	**Document Format**	**Online Submission**
1.	Online Application Fee & Processing Fee	Online Payment	Yes
2.	Earnest Money Deposit (EMD)	Online Payment.	Yes
3.	Eligibility Criteria	The documents as per eligibility criteria shall be prepared in accordance with the requirements specified in Section 2 of this booklet.	Yes

c. The Applicant should ensure that all the required documents, as mentioned in this Booklet, are submitted along with the application and in the prescribed format only.

d. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the application submitted by the Applicant.

e. It shall be the sole responsibility of the Applicant to ensure that all the documents required for the eligibility of the Application are uploaded on the portal well within time and MHADB shall not entertain any representation from any Applicant, who fails to upload the requisite documents within the stipulated time and date on account of any technical issues related to low internet connectivity, size of the files to be uploaded etc. Therefore, the Applicants are notified that they must read the instructions / information given on the homepage of the FCFS portal and must understand all the nuances of technology well in advance.

4. MHADB will not accept delivery of the Application and any other supporting documents, in any manner other than that specified in this Booklet. Applications delivered in any other manner shall be

treated as defective, invalid and rejected. Under no circumstances any physical documents will be accepted after submission of Application unless requested for in writing by MHADB.

5. It is required that all the Applications submitted in response to this Booklet should be unconditional in all respects, failing which MHADB reserves the right to reject the Application.

6 It shall be the responsibility of the Applicant to re-check that each page of the requisite document uploaded as a part of the Application is stamped and duly signed by an authorized signatory.

b. Eligibility Criteria

The Applicant shall fulfil all of the eligibility criteria mentioned in this booklet independently, as on date of submission of Application.

4. ALLOTMENT

1 The Plots will be allotted on lease as per the provision of Maharashtra Housing and Area Development Act, 1976 read with Maharashtra Housing and area Development (Disposal of Land) Rules 1981 and the Maharashtra Housing & Area Development (Disposal of Land) Regulation 1982, as in force and time to time amendment.

2 The Plots shall be offered on long Lease of 90 years. The first Lease agreement shall be executed with the successful Applicant for 30 years and shall be renewed by two renewals of 30 years each thereafter. However, the MHADA reserves the right to enhance the additional yearly lease rent as may be determined by the Authority after expiry of 30 years and it will be binding on leasee to pay the revised lease rent

   a) Any Conditional Application shall not be considered.
   b) If the allotment made in favour of successful Applicant is for any reason cancelled under the provision of this regulation, then the next eligible Applicant, in the priority list will be offered and allotted the plot on payment of offset price.

3 The allottee of the plot will have to develop the plot for the reserved intended purpose only.

Online FCFS Schedule

1st Cycle

SN	Information	Details
1.	FCFS Advertisement date	20.08.2026
2.	Date for downloading the Booklet	20.08.2026 by 11.00 AM
3.	Registration of FCFS start and continue	20.08.2026 by 11.00 AM
4.	Start date of Plot Booking (with online application, upload of relevant documents and EMD Payment) through FCFS	25.08.2026 by 11.00 AM
5.	Last date of Plot Booking (with online application, upload of relevant documents and EMD Payment) through FCFS	05.09.2026 by 05.30 PM
6.	Downloading the submitted documents and scrutiny and publication of eligible/ not eligible applicants list with the sequence of booking in FCFS (This process will be done by this office)	15.09.2026 by 05.00 PM

2nd Cycle (For Remaining Plots & Newly Added Plots)

SN	Information	Details
1.	Start date of Plot Booking (with online application, upload of relevant documents and EMD Payment) through FCFS	20.09.2026 by 11.00 AM
2.	Last date of Plot Booking (with online application, upload of relevant documents and EMD Payment) through FCFS	30.09.2026 by 05.30 PM
3.	Downloading the submitted documents and scrutiny and publication of eligible/ not eligible applicants list with the sequence of booking in FCFS (This process will be done by this office)	10.10.2026 by 05.00 PM

3rd Cycle (For Remaining Plots & Newly Added Plots)

SN	Information	Details
1.	**Start date of Plot Booking (with online application, upload of relevant documents and EMD Payment) through FCFS**	**15.10.2026 by 11.00 AM**
2.	**Last date of Plot Booking (with online application, upload of relevant documents and EMD Payment) through FCFS**	**25.10.2026 by 05.30 PM**
3.	**Downloading the submitted documents and scrutiny and publication of eligible/ not eligible applicants list with the sequence of booking in FCFS (This process will be done by this office)**	**05.11.2026 by 05.00 PM**

5. EARNEST MONEY:

Each application must be accompanied by an Earnest Money Deposit, as mention in the list Annexed -1. The EMD (Earnest Money Deposit) can be paid through net banking form. If the successful Applicant refuses or otherwise fails to accept the allotment of amenity plots so decided finally, an amount of EMD will be forfeited. In respect of all other ineligible Applicants, the full amount of ËMD will be refunded without any interest.

6. LEASE RENT:

Annual Lease Rent and terms and conditions of Lease shall be applicable as per the prevailing policy and MHADA Authority resolutions as and when.

7. It is necessary for the applicant to go through carefully the relevant provision of the Maharashtra Housing and area Development (Disposal of Land) Rules 1981 and Maharashtra Housing and Area Development (Disposal Of Land) Regulations 1982 as in force and time to time amendment. The term and condition of the same including the term and condition of lease deed will be binding on the allottee.

8. The applicant are advised to visit the site and see the plot before apply for the same. The MHADA will not carry out any development work on the plot. The plot will allotted on “as is where is basis”.

9. Successful Applicant have to take necessary permission license approval etc. for the intended use of the plot. The board cannot be held responsible for any kind of financial or other liabilities arising out of failure to obtain necessary licenses, approvals or permits.

10. For any variation in the area as per actual measurement on the site, the premium value will be adjusted with such a derived rate.

11. Contemplated Manner of Development of Plot and Mode of Payment of Offset Amount etc.

As per contention of MHADA, the various plot reserved /earmarked for amenities in its residential complex can be developed under relevant DCPR 2034 for concerned amenity plot.

1) The successful Applicant will have to deposit 25% of his Application amount with MHADA within 45 days from the date of offer letter. If 45th day happens to be the holiday, then last day for depositing 25% amount shall be the next working day.

2) Then he will have to deposit remaining 75% of the Application amount within 60 days from the date end of 25% amounts date of offer letter from MHADA. The extension of 90 days can be consider, provided the Applicant is ready to pay interest at the rate of interest (as per the prevailing policy of MHADA) on balance 75% amount. In case of failure of the Applicant to pay balance 75% amount within original/extended time limit, allotment will be cancelled and EMD will be forfeited.

3) The successful Applicant shall be entitled to obtain regular building proposal approval (C.C.) only after executing lease deed, taking possession of plot etc. NOC for this purpose will be issued only after receipt of 100% premium/Application amount and other dues.

4). There are chances in case of some plots, there is a discrepancy between the area in the geodesy and the area of the actual site. Hence, the base selling price may also change. In such cases the successful Applicants will be issued Provisional Offer Letter after making changes. That is, for the reduced/ increased area, as per the Application amount mentioned in booklet/ FCFS portal per sq.m. The successful Applicants will be issued by adjusting the selling price in proportion to the price.