

The Service Guide

Rent agreements, at your door

Charges · Documents · Timelines · The clause checklist we use

What this guide contains

- **1 · What the government actually charges**
Stamp duty under Article 36A, the registration fee and document handling charges — with the formula and a worked example.
- **2 · Every document you will be asked for**
The standard list, plus what changes for companies, NRIs, multiple owners and commercial premises.
- **3 · How the three steps run**
Drafting, doorstep biometrics and registration — what happens on each, and how long each realistically takes.
- **4 · The clause checklist**
The six clauses that decide how a tenancy ends. Read your last agreement against this list.
- **5 · Where we work and how to reach us**
Areas covered across the Mumbai Metropolitan Region and the only contact details we use.

Get your exact figure today

Send us the rent, deposit and tenure on WhatsApp. Government charges and our all-inclusive fee come back the same working day.

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SECTION ONE

What the government actually charges

Two different things are added together in any quote you receive. One part is set by the Government of Maharashtra and is identical wherever you register. The other is the service fee for drafting, the doorstep visit and portal submission. You should always be able to see the split.

CHARGE	SET BY	AMOUNT
Stamp duty	Article 36A, Maharashtra Stamp Act	0.25% of taxable value
	Term above 60 months	0.50% of taxable value
Registration fee	Government of Maharashtra	Rs. 1,000 urban / Rs. 500 rural
Document handling	Government of Maharashtra	Rs. 300 for e-registration
Service fee	RentODoc	Quoted upfront, all-inclusive

THE FORMULA

How the taxable value is built

Article 36A charges duty on a value made from three parts: the total rent payable across the whole term, plus any non-refundable deposit or premium, plus ten per cent of the interest-free refundable deposit for each year of the term. That last part is why a large security deposit still moves your duty even though you get it back.

WORKED EXAMPLE	RS. 25,000/MONTH, 11 MONTHS, RS. 1,00,000 DEPOSIT
Total rent (25,000 x 11)	Rs. 2,75,000
Deposit component (10% x 1,00,000 x 11/12)	Rs. 9,167
Taxable value	Rs. 2,84,167
Stamp duty at 0.25%	Rs. 710
Registration fee (municipal corporation area)	Rs. 1,000
Document handling charges	Rs. 300
Total to government	Rs. 2,010

The sixty-month line

Up to and including 60 months the rate is 0.25%. Above 60 months it doubles to 0.50%. A 59-month term with a renewal clause is frequently cheaper than a 61-month one for exactly the same occupancy. Ask us before you sign.

**SECTION TWO**

Every document you will be asked for

The single biggest cause of a delayed appointment is a missing document discovered on the day. Build your list before you book. Clear phone photographs are perfectly acceptable.

- **Aadhaar card — all four parties**

Licensor, licensee and both witnesses. Front and back, clear colour scan or photograph.

- **PAN card — licensor and licensee**

Where a party genuinely does not hold a PAN, a Form 60 declaration covers it. Tell us in advance.

- **Property address proof**

A recent electricity bill, property tax receipt or Index-II establishing the address and ownership.

- **Agreement particulars**

Monthly rent, refundable deposit, any non-refundable amount, tenure in months, start date, built-up area, lock-in period and notice period.

- **Two witnesses**

Any two adults with Aadhaar. If you do not have witnesses, our executive can arrange them — say so when you book.

WHERE IT GETS MORE INVOLVED

Companies, NRIs and multiple owners

- **Company or LLP as a party**

Certificate of incorporation, company PAN, board resolution or authority letter naming the signatory, and that signatory's own Aadhaar and PAN. The signatory completes the biometric on the company's behalf.

- **NRI licensor**

Passport photo page and current visa or OCI card. Usually a registered Power of Attorney if a representative in India will sign. Tell us early — it changes the sequence, not the outcome.

- **Multiple co-owners or co-tenants**

Every person named on the title is a party and completes their own Aadhaar authentication. The appointment can be split across two visits if that is easier.

- **Commercial premises**

GST certificate where the licensee is registered, and a society or association NOC — many buildings require one before a commercial licence is registered.

**SECTION THREE**

How the three steps run

STEP	WHAT HAPPENS	WHEN
1 • Drafting	You send the particulars; we prepare the draft	Same working day
2 • Biometrics	Executive visits with the approved device	Day 1-2, at your slot
3 • Registration	Submitted on the portal; PDF emailed	Typically 5-6 working days

SECTION FOUR

The clause checklist

Most disputes do not come from bad faith. They come from a template that never mentioned the thing you both agreed on. Read your last agreement against these six.

- **Lock-in period**
Not just the length — what actually happens to the deposit and the balance rent if either side breaks it early.
- **Notice period**
Whether it is mutual, whether it can be served inside the lock-in, and whether rent in lieu of notice is allowed.
- **Escalation**
The percentage, the anniversary it applies on, and the base amount it is calculated on. Vagueness here compounds.
- **Maintenance and utilities**
Society maintenance, property tax, electricity, water and internet named individually, not lumped into 'outgoings'.
- **Fixture inventory**
A schedule of what is in the premises and what condition it is in. The cheapest deposit insurance either side can buy.
- **Deposit refund mechanics**
How many days after handover, what may be deducted, and who reads the meter. Specific beats reasonable.



SECTION FIVE

Where we work

Our executives cover the following areas daily. Outside this list, ask anyway — if we cannot reach you we will say so straight away rather than taking a booking we cannot honour.

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|---------------|--------------|-------------------|-------------|
| ● Thane West | ● Thane East | ● Ghodbunder Road | ● Mulund |
| ● Bhandup | ● Powai | ● Andheri | ● Borivali |
| ● Navi Mumbai | ● Vashi | ● Airoli | ● Kharghar |
| ● Kalyan | ● Dombivli | ● Mira Road | ● Bhayandar |
| ● Vasai | ● Virar | ● Mumbai City | ● Dadar |

How to reach us

● **WhatsApp — +91 98705 48275**

The fastest route by a distance. Send your particulars and a real person replies, usually within minutes during working hours.

● **Office landline — 022 4151 3020**

Monday to Saturday, working hours, if you would rather talk it through.

● **Email — rentodoc@gmail.com**

Best for scanned documents, company paperwork, or anything you want a written trail for.

● **Main office**

Shop 4, Garden Court Building, Vasant Leela, Ghodbunder Road, Waghbil, Thane 400615. Second office at Shop 109, Swastik Plaza, Thane.

A word on impostors

The only contact details we use are the ones printed here and on www.rentodoc.com. If somebody contacts you claiming to be from RentODoc from a different number and asks for money or documents, verify with us on 022 4151 3020 first. We will never ask you to transfer government charges to a personal account.