

## LRS/BRS Regularization – Online Form Submissions PROCEDURE @ HMDA

- ❖ Go to [www.hmda.gov.in](http://www.hmda.gov.in)
- ❖ Click on WEB LINK “**SubmitLRS/BRS Application Online**”
- ❖ First time visitor, click on ‘Register Citizen’ and complete the registration by furnishing basic details / profile
- ❖ Given MOBILE NUMBER will be used as USER ID / LOGIN ID
- ❖ Citizen receives 4 digit PASS KEY on given MOBILE NUMBER thru SMS in about 5-10 minutes.
- ❖ Registered Citizen may login to submit LRS / BRS requests ONLINE by using the earlier specified mobile no as user/login id and the SMS received Pass Key
- ❖ Every registered citizen is allowed to submit multiple LRS /BRS forms pertaining to his regularization requests ONLY
- ❖ Citizen is advised to ‘Change Password’ on ‘First Login’ and subsequently as per wish
- ❖ After login, while filling the LRS / BRS form, the citizen is required to give PLOT details viz., District, Mandal, Village, Plot No, Survey No., Plot Area, Building Height, Current Market Value etc.
- ❖ The documents as mentioned in G.O. M.S. No 151 & 152 of MA&UD dated 02.11.2015 are to be uploaded as scanned PDFs
- ❖ If the citizen has earlier applied for LRS/BRS in 2007, and the same are in PENDING STATE by clearing all the DUES by citizen, the respective file details are required to be furnished.
- ❖ The application must be submitted within 15 minutes by duly filling the required data once started.
- ❖ In case of Internet and/or power Interruptions, the form will have to be submitted again.
- ❖ Required documents shall be uploaded to enable FORM verification by HMDA officer(s).
- ❖ Payment shall be paid on submission of the form either after login or from Home Page by clicking the button ‘Pay Now’
- ❖ The submitted applications would be routed to HMDA officers’ only on full payment of the initial processing charges both for LRS & BRS
- ❖ The application status may be viewed by login to the software using registered mobile number and respective password
- ❖ If any difficulty, a mail may be sent to [lrsbrs@hmda.gov.in](mailto:lrsbrs@hmda.gov.in) or use the details as given in ‘Contact Us’ page

