

Tenant Verification Registration Process

This document provides a step-by-step process for Tenant Verification in the Chandigarh Police Integrated Citizen & Police Management System.

Step 1: User Registration

A new user creates an account by entering Email ID, Mobile Number, New Password, Confirm Password and CAPTCHA. After filling the details, the user clicks 'Send OTP' to verify the registered mobile number.

Step 2: User Login

After registration, the user logs in using either OTP or Username & Password. The login page also provides Register, Reset Password and Return to Home options.

Step 3: Enter Premises & Owner Details

Enter the premises and owner/landlord details. The Tenant Verification form provides sections for Premises Details, Owner/Landlord Details and Owner/Landlord Address. Complete the required information and click Next to continue.

Step 4: Enter Tenant Personal Details

Enter the tenant's personal information, including Name, Father's/Husband's Name, Gender, Mobile No., Occupation and other applicable personal details shown in the Tenant Personal Details section. Complete the required fields and proceed.

Step 5: Enter Tenant Address Details

Provide the tenant's Present Address Details and Permanent Address Details. The form includes address information such as State, District, Sector/Town/Locality, Land Mark, House/Property No. and Pin Code, as applicable. Verify the information before proceeding.

Step 6: Enter Family Members Details

Provide the applicable family member information in the Family Members section. The screen includes fields for Name, Gender, Age, Relation and Mobile No. Use the Add option to enter additional family members where required.

Step 7: Upload Documents

Upload the mandatory supporting documents in the prescribed format. The displayed document section includes Tenant's Photo, Front Side of Tenant's ID, Back Side of Tenant's ID, Front Side of Owner's ID, Back Side of Owner's ID and Residential Proof of Owner. Complete the required uploads and proceed to submission.

Step 8: Request Submission

Submit the completed Tenant Verification request. After successful submission, the system displays a confirmation message that the request has been registered successfully and provides an Application No. Save this number for future tracking.

Overall Workflow

- User Registration
- User Login
- Enter Premises & Owner Details
- Enter Tenant Personal Details
- Enter Tenant Address Details
- Enter Family Members Details
- Upload Required Documents
- Submit Request
- Save Generated Application Number