

CHECKLIST FOR REALESTATE PROJECT (Under section 4 of the Act)

Sl. No.	ITEMS
1	Authenticated copy of the PAN card of the promoter.
2	Audited balance sheet of the promoter for the preceding financial year and income tax returns of the promoter for three preceding financial years.
3	Copy of the legal title deed reflecting the title of the promoter to the land on which development is proposed to developed along with legally valid documents with authentication of such title, if such land is owned by another person.
4	The details of encumbrances on the land on which development is proposed including any right, title, interest or name of any party in or over such land along with details.
5	Where the promoter is not the owner of the land on which development is proposed details of the consent of the owner of the land with copy of the collaboration agreement, development agreement, joint development agreement or any other agreement, as the case may be, entered into between the promoter and such owner and copies of titles and other documents reflecting the title of such owner on the land proposed to be developed.
6	An authenticated copy of the approvals and commencement certificate from the competent authority obtained in accordance with the laws as may be applicable for real estate project mentioned in the application and where the project is proposed to be developed in phases, an authenticated copy of the approvals and commencement certificate from the competent authority for each of such phases
7	The sanctioned plan, layout plan and specifications of the proposed project or the phase thereof and the whole project as sanctioned by the competent authority.
8	The plan of development works to be executed in proposed project and the proposed facilities to be provided thereof including fire-fighting facilities, drinking water facilities, emergency evacuation services, use of renewable energy.
9	The location details of the project, with clear demarcation of land dedicated for the project along with its boundaries including the latitude and longitude of the end points of the project.
10	Performa of the allotment letter, agreement for sale, and the conveyance deed proposed to be signed with allottees.
11	The number, type and the carpet area of apartments for sale in the project along with area of the exclusive balcony or verandah areas and the exclusive open terrace areas apartment with apartment if any.
12	The number and area of garage for sale in the project
13	The number of open parking areas available in real estate project.
14	The names and address of his real estate agent, if any for proposed project
15	The names and addresses of the contractors, architect, structural engineer. if any and other persons concerned with the development of the proposed project
16	A declaration in FORM 'B'.
17	Art 3.1.7 name, Photograph, Contact details and address of the promoter if it is and individual and the name, photograph, contact details and address of the chairman, partners, directors, as the case may be, and the authorized person in case of other entities.
18	Art 3.3, the promoter shall pay a registration fee at the time of application for registration by way of a demand draft or a bankers cheque drawn on any scheduled bank or through online payment mode.
19	Art 4.2.2, the total amount of money collected from the allottees and the total amount of money used for development of the project including the total amount of balance money lying with the promoter.
20	Art 4.4, in case of plotted development, the promoter shall disclose if area of the plot being sold to allottees.
21	KHATIYAN
22	Plot Area, Floor Area, Built up Area, project Cost, Bank Details.