

**Checklist for filing application for obtaining Completion Report of the Project (Building)**

S.No.	Particulars
1	Form-4A (Architect's Certificate)
2	Form-4B (Structural Stability Certificate issued by registered Structural Engineer)
3	Form-7 (Annual Report on Statement of Accounts)
4	Site Photos
5	Copy of Form-C (TNRERA Registration Certificate) and Form-F if any issued
6	Latest Quarterly Progress Report (QPR) as per prescribed format
7	Effecting Water Supply, Sewerage Facilities, Power Supply, functioning of Lifts and provision of Common Amenities (Furnish a declaration as per the format given below)
8	Copy of Completion Certificate issued by the Competent Authority
9	Fees: Rs.5000/- Name: Tamil Nadu Real Estate Regulatory Authority (TNRERA) A/c. No: 6543057988 A/c Type: CA (Current Account) Bank: Indian Bank, CMDA Branch, Chennai - 600008 IFSC Code: IDIB000I010

**FORM-4A**  
**ARCHITECT 'S CERTIFICATE**  
**(To be furnished on completion of building)**

Date:

To

\_\_\_\_\_(Name & Address of Promoter)

**Subject:** Certificate of Completion of Construction Work of \_\_\_\_\_ Building/ \_\_\_\_\_ Block of the Building of the Project (TNRERA Registration Number \_\_\_\_\_) situated on the Land bearing Survey no./Plot no./Door No. \_\_\_\_\_ demarcated by its boundaries (latitude and longitude of the end points) \_\_\_\_\_ to the North to the South \_\_\_\_\_ to the East \_\_\_\_\_ to the West of Division \_\_\_\_\_ Village \_\_\_\_\_ Taluk \_\_\_\_\_ District PIN \_\_\_\_\_ measuring \_\_\_\_\_ sq.mts. area being developed by (Promoter's Name) \_\_\_\_\_

Sir,

I/We \_\_\_\_\_ have undertaken the assignment as Architect/Engineer for certifying the completion of Construction Work of \_\_\_\_\_ Building/Block/Tower \_\_\_\_\_ of the Building situated on the plot No./Survey no./ Door no \_\_\_\_\_ of Division \_\_\_\_\_ Village \_\_\_\_\_ Taluk \_\_\_\_\_ District \_\_\_\_\_ PIN \_\_\_\_\_ measuring \_\_\_\_\_ sq.mts. area, being developed by (Promoter's Name)

2. Following technical professionals have been appointed by Owner/Promoter: (as applicable)

- (i) M/s/Thiru/Tmt. \_\_\_\_\_ as Architect/Engineer
- (ii) M/s/Thiru/Tmt. \_\_\_\_\_ as Structural Consultant
- (iii) M/s/Thiru/Tmt. \_\_\_\_\_ as MEP Consultant
- (iv) M/s/Thiru/Tmt. \_\_\_\_\_ as Site Supervisor/Clerk of Works

3. Based on the detailed inspection of the building and structural safety certificate issued by the Structural Engineer and to the best of my/our knowledge, I/We hereby certify that \_\_\_\_\_ Building/Block of the Building has been completed in all aspects as per the planning permission issued by the competent authority and building permission issued by the local body concerned. The \_\_\_\_\_ Building/Block of the Building is granted Completion Certificate bearing number \_\_\_\_\_ dated \_\_\_\_\_ by \_\_\_\_\_ (Competent Authority).

*Yours Faithfully,*

Signature & Name (IN BLOCK LETTERS) of Architect with (CA No. ....)

## FORM-4B

**STRUCTURAL STABILITY CERTIFICATE BY  
REGISTERED STRUCTURAL ENGINEER  
(To be furnished on completion of building)**

Date:

I/We ..... have undertaken assignment as Structural Engineer for the detailed design and construction of the building/block/Tower..... of the building comprising of ..... floors situated in the land bearing Survey Number/s ...../Door No. ...., ..... Village.

It is certified that the building has been designed as a RCC structure to withstand the dead load, imposed load and wind load/earthquake loads ensuring structural safety and serviceability as per the norms and guidelines prescribed in applicable relevant standards and Codes of Bureau of Indian Standards.

Further after the detailed inspection of the building, it is certified that the constructed building is structurally safe and sound for the purpose for which it is constructed.

Yours faithfully,

Signature, Name and Seal  
of the Registered Structural Engineer

**Format of declaration on company letterhead duly signed by promoter with seal while filing application for Completion Report**

To:

Tamil Nadu Real Estate Regulatory Authority (TNRERA),  
No.1A, 1st Floor,  
Gandhi Irwin Bridge Road, Egmore,  
Chennai – 600008.

Dear Sir,

Sub: Completion of Registered Project Vide Reg No.....  
Dated.....comprised in S.No.....Village.....  
Taluk.....District.....Measuring.....sq.mts area being  
developed by M/s / Thiru / Tmt.....

**DECLARATION**

We hereby declare that we have obtained water & sewer connection from ..... and electricity connection from TANGEDCO for the subject mentioned project and **all the lifts are functional**. The details of the above are mentioned as below.

**1.Water Supply** - The project has existing ..... nos. of bore wells with yield of..... ltrs per day which has been connected to a sump which has a capacity of ..... litres and Metro Water / Local Body (approximately ..... ltrs per day) has been connected to a sump which has a capacity of .....litres and both are **functional presently with sufficient water** that is required for the project. **(Total water requirement is ..... ltrs per day for this project, it is sufficient).**

**2.Sewerage** - The project sewer lines has been connected to the..... main sewer line and is **functional presently**.

(OR/AND)

The sewage and sullage will be treated in the Sewage Treatment Plant (STP) provided with a capacity of..... KLD within the premises and treated waste of..... KLD will be used for secondary purpose such as flushing, landscaping etc.. Complying with **prescribed standards is functional presently**

(OR/AND)

We have provided septic tank which has a capacity of..... and disposable through tanker lorry once full.

**3.Electricity** - The project has one transformer of..... KVA, one RMU has been installed with a capacity of..... KVA, residential..... phase meters and .....commercial (common) .....amps..... phase meter and **functional**.

**4.Lifts** - The project has ..... passenger / commercial lifts which can accommodate ..... persons **the lifts are functional**.

**5.Common Amenities** - .....Provided.

**VERIFICATION**

Verified at ....., on this the ..... day of .....20.... that the contents of the above declaration are true to the best of my knowledge and belief and that it conceals nothing and that no part of it is false. I understand that if any information furnished by me is found to be false, this Authority can take punitive action against me.