

CHECKLIST – BUILDING

Sl. No.	Particulars	Pages	
		From	To
1	Form 'A' (duly filled)		
2	In case of Individual:		
	a) Name		
	b) Father's Name		
	c) Occupation		
	d) Permanent Address		
	e) Mobile Number & Email ID		
	f) Photograph		
3	In case of Firm:		
	a) Name of the Firm		
	b) Address with Contact No. and Email ID		
	c) Registration Certificate – Copy to be enclosed		
	d) Main objectives of the Company		
	e) Mobile Number & Email ID		
	f) Name, Photographs and Address of Chairman of the Governing Body / Partners / Directors, etc.,		
3a	Details of Land Owner only in case of Joint Venture:		
	a) Name		
	b) Father's Name		
	c) Occupation		
	d) Permanent Address		
	e) Mobile Number & Email ID		
	f) Photograph		
4	PAN No. and Copy of PAN CARD		
5	Copy of Patta and Sale Deed / PLR. If the applicant now applied for registration is different from the Planning Permit obtained applicant, link document should be furnished along with document flow chart		
6	Copy of EC (From the date of PP Approval to 15 days prior to the date of submission to TNRERA)		
7	I. Details of Approval		
	a) Copy of Planning Permission Approval Letter		
	b) Copy of Planning Permit		
	c) Copy of one set of Approved Plans with Local Body seal		
	d) Copy of Building Permit / Approval Letter from Village Panchayat		
	II. Copy of NOC and Clearance if applicable		
	a) DFRS – (Fire Service)		
	b) AAI – (Airport)		
	c) IAF – Indian Air force		
	d) PWD / WRD		

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		From	To																																																																																																							
	e) Traffic Police																																																																																																									
	f) Swimming Pool																																																																																																									
	g) ASI																																																																																																									
	h) Revenue Department																																																																																																									
	i) EIA																																																																																																									
8	Form 'B' – in Rs.20/- stamp paper duly signed by the promoter a) Project Completion Date - b) Validity of Planning Permit -																																																																																																									
9	Total Project Cost – [Land Cost (Market Value) + Development (Infrastructure) + Building Construction + Fees Charges paid]																																																																																																									
10	Audited Balance Sheet of the promoter for the preceding financial year																																																																																																									
11	Structural Stability Certificate with design calculations with words structurally is safe and sound (Original with Seal & Sign)																																																																																																									
12	Geo Technical Report – Soil Test (Original with Seal & Sign)																																																																																																									
13	<p>Number, type and the carpet area of apartments for sale in the project along with the area of the exclusively balcony / verandah / open terrace areas for sale, UDS and No. of Car Parking in the following format</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="10">Carpet Area Statement</th> <th colspan="2">Date:</th> </tr> <tr> <th>Sl.No.</th> <th>Block</th> <th>Floor</th> <th>Flat No.</th> <th>Type</th> <th>RERA Carpet Area (sec 2(K)) (sq.m)</th> <th>Exclusive Balcony (sq.m)</th> <th>Exclusive Verandah/Utility/Service/Open Terrace (sq.m)</th> <th>Proportionate Common Area (sq.m)</th> <th>Total Area (sq.m)</th> <th>UDS land Area (sq.m)</th> <th colspan="2">Car Parking (Nos.)</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <th>Covered</th> <th>Open</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="10" style="text-align: right;">TOTAL</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Area statement signed by Architect or Project Engineer</p>	Carpet Area Statement										Date:		Sl.No.	Block	Floor	Flat No.	Type	RERA Carpet Area (sec 2(K)) (sq.m)	Exclusive Balcony (sq.m)	Exclusive Verandah/Utility/Service/Open Terrace (sq.m)	Proportionate Common Area (sq.m)	Total Area (sq.m)	UDS land Area (sq.m)	Car Parking (Nos.)													Covered	Open																																																					TOTAL														
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14	Original Certificate from the Bank as per the Format to be enclosed (Sec.4(2)(1)(D) of the Act.) (Format available in TNRERA website)																																																																																																									
15	Project Address (S.No./R.S.No./T.S.No./Door No.)																																																																																																									
16	Registration Applied for (Specify the Blocks) – clearly to be mentioned in the site plan																																																																																																									
17	Usage of the Building:																																																																																																									
18	Extent of the Land in Sq.m. (Extent for which FSI permitted)																																																																																																									

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19	Total Floor Area in sq.m. for which registration is required, Abstract for each category, i.e., Residential / LIG / Other than LIG /Commercial																						
	Registration Fee: i) Residential – upto 60 sq.m - Rs.10/- per sq.m ii) Residential – more than 60 sq.m - Rs.20/- per sq.m iii) Other category of buildings - Rs.25/- per sq.m iv) Commercial - Rs.50/- per sq.m v) Layout (for saleable area) - Rs.5/- per sq.m																						
	Calculation sheet of Registration Fee to be attached																						
20	Registration fee remitted and mode of payment UTR No./Reference No.																						
21	Brief detail of the projects launched in the past five years, whether already completed or being developed, as the case may be, including the current status of the said projects, any delay in its completion, details of cases pending, details of type of land and payments pending																						
	<table border="1"> <thead> <tr> <th>Site Address</th> <th>Project Detail</th> <th>Current Status of the Project</th> <th>Case Pending</th> <th>Payment Pending</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Site Address	Project Detail	Current Status of the Project	Case Pending	Payment Pending																	
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22	Plan of development works: a) Water Supply – Piped or Ground water b) Sewage Disposal – Sewage or STP c) Solid Waste Disposal (Garbage) d) Renewable Energy – Solar Energy e) Fire Fighting (for MSB) – As per NBC f) Emergency Evacuation Services (for MSB) – As per NBC																						
23	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 endpoints of the project (Google image with site location)																						
	Latitude - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Longitude - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																						
24	Proforma of allotment letter, prescribed by the promoter, if any, Sale Agreement and Construction Agreement (Format available in TNRERA website)																						

Sl. No.	Particulars						Pages	
							From	To
25	S.No.	Details	Contractor Detail	Architect /LS	Structural Engineer	Remarks		
	1.	Name						
	2.	Firm Name						
	3.	Registration details						
	4.	Certified in PP application						
26	Details of facilities – Amenities/ Infrastructures / (Swimming Pool / Parks), etc., as given in the broucher. Each pages to be self attested by the promoter							
27	Stage of Construction and Site Photographs with date							
28	Showcause Notice if issued if any and if so, copy of notice to be enclosed							
29	CD with all the above details in PDF format							