

CHECK LIST / SCRUTINY SHEET

Promoter name and Address:**Name and Location of the Project:**

District:

Sl. No	Part	Folder name	Indexing																																													
1	1	A	<table><thead><tr><th>Description of the document (Firm/Company/Individual Profile)</th><th>Page no.</th><th>Remarks</th></tr></thead><tbody><tr><td>1. PAN Card of Firm/ Company/ Society/ Individual</td><td></td><td></td></tr><tr><td>2. PAN Card of Partners/ Directors</td><td></td><td></td></tr><tr><td>3. Registration Certificate of the Entity</td><td></td><td></td></tr><tr><td>4. Address of the Project Location with Dag. Patta number/Boundary of the plot with latitude & longitude.</td><td></td><td></td></tr><tr><td>5. Photo copy of the bank draft</td><td></td><td></td></tr><tr><td>6. Fee Calculation breakup</td><td></td><td></td></tr><tr><td>7. Authorized signatory Letter</td><td></td><td></td></tr><tr><td>8. MOA/Deed of Partnership</td><td></td><td></td></tr><tr><td colspan="3">Any Other</td></tr><tr><td>Description of the document</td><td>Page No.</td><td>Remarks</td></tr><tr><td>9.</td><td></td><td></td></tr><tr><td>10.</td><td></td><td></td></tr></tbody></table>	Description of the document (Firm/Company/Individual Profile)	Page no.	Remarks	1. PAN Card of Firm/ Company/ Society/ Individual			2. PAN Card of Partners/ Directors			3. Registration Certificate of the Entity			4. Address of the Project Location with Dag. Patta number/Boundary of the plot with latitude & longitude.			5. Photo copy of the bank draft			6. Fee Calculation breakup			7. Authorized signatory Letter			8. MOA/Deed of Partnership			Any Other			Description of the document	Page No.	Remarks	9.			10.								
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3	3	C	Description of the document (NOCs)	Page no.	Remarks
			1. Cost Estimation of the project		
			2. Approvals/ NOCs from various agencies for connecting external services.		
			3. Cost of Apartment.		
			4. Cost of Land.		
			5. Cost of Infrastructure and other structure & External Development works.		
4	4	D	Description of the document (FINANCIAL)	Page no.	Remarks
			1. Bank Manager's Certificate(Section 4(2)(l)(d))		
			2. Audited Balance sheet of preceding last three years		
			3. Income tax returns of preceding last three years		
			4. Cash flow Statement (for ongoing project)		
			Any Other		
			Description of the document	Page No.	Remarks
			5.		
			6.		

5	5	E	Description of the document (PLAN & Statutory Clearances) 1. Layout Plan 2. Demarcation Plan 3. Zoning Plan 4. Building Plan 5. Site Plan 6. Floor Plan 7. Apartment Plans 8. Elevation Section 9. Detail of Permissible FAR 10. Detail of covered area achieved FAR 11. Roads And Pavement Plan 12. Electricity Supply Plan	Page no.	Remarks
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			13. Water Supply Plan 14. Sewerage And Garbage Disposal System 15. Storm Water Drainage 16. Street Lighting Plan 17. Parking Plan 18. Rain Water Harvesting 19. No. of Trees to be Planted 20. Biodegradable Solid Waste Management 21. Fire NOC/ Recommendation 22. Commencement Certificate 23. Details of carpet area statement 24. Parking---Covered/Open Any Other Description of the document 25. 26.		
6	6	F	Description (DOCUMENTS) 1. Draft Allotment Letter 2. Draft Agreement for Sale (Annexure-A of Rule 9) 3. Draft Conveyance Deed Any Other Description of the document 4. 5.	Page no.	Remarks
7	7	G	Description (DETAIL OF THE PROJECTS UNDERTAKEN BY THE PROMOTER DURING LAST FIVE YEARS) 1. Description (Details of projects undertaken by the promoter during the last five years) 2. Up to date status of the project. 3. Occupancy certificate for completed project. 4. Details of cases pending if any.	Page No.	Remarks

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5. Causes of delay if any for ongoing project.

Any Other

Description of the document	Page No.	Remarks
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6.

7.

8	8	H	Description of the document (Specification of Project)	Page No.	Remarks
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1.

2.

			Any Other		
			Description of the document	Page No.	Remarks
			3.		
			4.		
9	9	I	Description of the document	Page no.	Remarks
			1. Form B (Affidavit Rule 3(4))		
			2 Architect/ Contractor/ Structural Engineer		
			3 Details of agency to take up External development works		
			4. Details of Plan of Development works (Fire Fighting, Rainwater Harvesting, Renewable Energy)		
			5. Locational map with Latitude and Longitude		
			Any Other		
			Description of the document	Page No.	Remarks
			6.		
			7.		

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Page No.

1. Area of land –

2. Proposed use –
*Residential/Commercial/Resi-
Commercial*

3. Registration Fee paid-

4. Planning permit No. -		
5. Planning permit No. mentioned in Building construction NOC -		
6. Building construction NOC No. -		
7. Validity of NOC -		
8. No. of Block -		
9. No. of units against each block -		

Signature of the Applicant

(Name in block letter)