

CHECK LIST / SCRUTINY SHEET

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

District:

Sl. No	Part	Folder name	Indexing			
			Description of the document (Firm/Company/Individual Profile)		Page no.	Remarks
1	1	A	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.			
2	2	B	Description of the document (LAND)		Page no.	Remarks
			1. Jamabandi			
			2. Sale Deed			
			3. Power of Attorney			
			4. Development agreement			
			5. Building construction NOC			
			6. Planning Permit			
			7. Details of Real Estate Agent			
			8. Non encumbrance certificate			
			9. Trace map			
			10. Non litigation certificate in Form-50.			
			Any Other			
			Description of the document		Page No.	Remarks
			11. Phases of the project if any.			
			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)(d)(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.

			Description of the document (PLAN & Statutory Clearances)	Page no.	Remarks
5	5	E	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		

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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	Page No.	Remarks
25.		
26.		
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	Page No.	Remarks
4.		
5.		
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.		

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5. Causes of delay if any for ongoing project

Any Other

Description of the document	Page No.	Remarks
6.		
7.		

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