Checklist for Post Registration - Plots

Note*: Maximum size limit for documents – 10 MB

Checklist for Post Registration – Plots (Project Details)

Sl. No	Field Name	Description	
1.	Project Name	Name of the project which is given at the time of registration	
2.	RERA Registration No.	Registration number given after the project was registered	
3.	Project type	Types of the project, ex: Residential/ Plotted/Commercial/Mixed	
4.	Project status	Status of the project, ex: Completed/Ongoing/New project	
5.	Prospectus or brochure	Pictures and information about the project	
6.	Advertisement copy	Ads given in paper	
7.	Website/URL	Website address of the project	
8.	Agent Registration Number	Registration number of the agent	

Checklist for Post Registration – Plots (Promoter Details – Individual)

Sl. No	Field Name	Description	
1.	Name of Authorized Signatory*		
2.	Mobile/Contact Number*		
3.	Email Address*		
4.	Permanent Residential Address*		
5.	Certificate of Authorization*		
6.	PAN Card*		
7.	Current Residential Address*		
8.	Official Address*		
9.	Name of Promoter*		
10.	Promoter Photograph*		
11.	Photo ID Proof*		
12.	Mobile/Contact Number*		
13.	Email Address*		
14.	Present Residential Address*		
15.	Permanent Address*		
16.	Official Address*		

Checklist for Post Registration – Plots (Promoter Details – Company)

Sl. No	Field Name	Description	
1.	Number of the Directors*		
2.	Organization Structure*	Upload	
3.	Designation of HOD*		
4.	Name of HOD*		
5.	Mobile/Contact No.*		
6.	Email Address*		
7.	Photograph*	Upload	
8.	Director Identification Number (DIN)*		
9.	Photo ID Proof*	Upload	
10.	Present Residential Address*		
11.	Permanent Residential Address*		
12.	Official Address*		
13.	Name of the Director*		
14.	Mobile/Contact No.*		
15.	Email Address*		
16.	Director's Photograph*		
17.	DIN*		
18.	Photo ID Proof*		
19.	Present Residential Address*		
20.	Permanent Residential Address*		
21.	Official Address*		

Checklist for Post Registration – Plots (Promoter Details – Partnership)

Sl. No	Field Name	Description	
1.	Number of Partners*		
2.	Name of the Partner*		
3.	Mobile/Contact No.*		
4.	Email Address*		
5.	Photograph*		
6.	Photo ID Proof*		
7.	PAN Card*		
8.	Present Residential Address*		
9.	Permanent Residential Address*		
10.	Official Address*		
11.	Name of Authorized Signatory*		
12.	Certificate of Authorization*		
13.	Name of the Promoter*		
14.	Photograph*		
15.	Photo ID proof*		
16.	Mobile/Contact Number*		
17.	Email Address*		
18.	Present Residential Address*		
19.	Permanent Address*		
20.	Official Address*		

Checklist for Post Registration – Plots (Promoter Details – Societies)

Sl. No	Field Name	Description	
1.	Name of the Society*		
2.	Mobile/Contact Number*		
3.	Email Address*		
4.	Registration Certificate*		
5.	Number of Members*		
6.	Details of Members (Excel)*		
7.	Society Address*		
8.	Name of the President / HOD*		
9.	Mobile/Contact No*		
10.	Photograph*		
11.	Photo ID Proof*		
12.	Telephone Number*		
13.	Email Address*		
14.	PAN Card*		
15.	Present Residential Address*		
16.	Permanent Address*		
17.	Official Address*		
18.	Name of the Secretary/Treasurer*		
19.	Mobile/Contact No.*		
20.	Photograph*		
21.	Photo ID Proof*		
22.	Telephone Number*		
23.	Email Address*		
24.	PAN Card*		
25.	Present Residential Address*		
26.	Permanent Residential Address*		
27.	Official Address*		

Checklist for Post Registration – Plots (Promoter Details – Development/Public/Government Authority)

Sl. No	Field Name	Description	
1.	Name of the Authorized Signatory*		
2.	Certificate of Authorization*		
3.	Mobile/Contact Number*		
4.	PAN Card*		
5.	Email Address*		
6.	Current Residential Address*		
7.	Permanent Residential Address*		
8.	Official Address*		
9.	Name of the Authority*		
10.	Mobile/Contact No.*		
11.	Email Address*		
12.	Authority Address*		
13.	Name of President/HOD*		
14.	Mobile/Contact No.*		
15.	Photograph*		
16.	Photo ID proof*		
17.	Telephone number*		
18.	Email Address*		
19.	PAN Card*		
20.	Present Residential Address*		
21.	Permanent Address*		
22.	Official Address*		
23.	Name of the Secretary*		
24.	Mobile/Contact Number*		
25.	Photograph*		
26.	Photo ID Proof*		
27.	Telephone Number*		
28.	Email Address*		
29.	PAN Card*		
30.	Present Residential Address*		
31.	Permanent Address*		
32.	Official Address*		

Checklist for Post Registration – Plots (Saleable Unit)

Sl. No	Field Name	Description	
1.	No. of Towers	No. of Towers	
2.	Tower Name	Tower Name	
3.	No. of Floors	No. of Floors	
4.	No. of Units	No. of Units	
5.	Floor Number	Floor Number	
6.	Type of Inventory	1/2/3 bhk	
7.	No. of Basement	No. of Basement	
8.	No. of Stilts	No. of Stilts	
9.	No. of Slab of Super Structure	No. of Slab of Super Structure	
10.	Carpet Area		
11.	Exclusive Common Area Allotted	Exclusive Common Area Allotted	
12.	Common Area allotted to Association	Common Area allotted to Association	
13.	Undivided Share	Undivided Share	
14.	No. of Parking Lots	No. of Parking Lots	

Checklist for Post Registration – Plots (Project Schedule – Civil Works)

Sl. No	Field Name	Description	
1.	Sub-structure 1. Ground Clearance 2. Earth excavation 3. Foundation	Type of Project Work	
2.	Super-structure 1. Frame structures(Floor wise)	Type of Project Work	
3.	Masonry Works 1. Masonry Works	Type of Project Work	
4.	Finishing /Interior Works 1. Water supply and Sanitary work 2. Electrification 3. Joinery fixing (Doors, windows ventilators) 4. Plastering (Internal and External) 5. Painting (Internal and External) 6. Flooring Work - Common areas - parking - units 7. Fittings and fixtures	Type of Project Work	

Check List for Post Registration – Plots (Project Schedule – Internal Infrastructure)

Sl. No	Field Name	Description	
1.	Internal Roads &Footpaths	Status of common areas	
2.	Water Supply(Drinking water)	Status of common areas	
3.	Sewers & Drainage system	Status of common areas	
4.	Parks & Tree planting	Status of common areas	
5.	Street Lighting	Status of common areas	
6.	Provision for community buildings and for treatment and disposal of sewage and sullage water	Status of common areas	
7.	Solid waste management and disposal	Status of common areas	
8.	Water conservation	Status of common areas	
9.	Energy management	Status of common areas	
10.	Fire protection and fire safety requirements	Status of common areas	
11.	Education/Health/	Status of common areas	

Check List for Post Registration – Plots (Project Schedule - External Infrastructure)

Sl. No	Field Name	Description	
1.	Internal Roads &Footpaths	Status of common areas	
2.	Water Supply	Status of common areas	
3.	Sewers & Drainage system	Status of common areas	
4.	Electricity supply transformer and substation	Status of common areas	
5.	Solid waste management and disposal	Status of common areas	
6.	Emergency Evacuation services	Status of common areas	
7.	Storm water drains	Status of common areas	
8.	Use of renewable energy (Solar/ Wind)	Status of common areas	
9.	Water conservation/rain water harvesting/recharge of ground water	Status of common areas	
10.	Fire protection and fire safety requirements	Status of common areas	

Check List for Post Registration – Plots (Project Schedule – Common Areas)

Sl. No	Field Name	Description	
1.	Staircases	Status of common areas	
2.	Lifts	Status of common areas	
3.	Staircases and Lift lobbies, corridor	Status of common areas	
4.	Fire escapes	Status of common areas	
5.	Common entrance and exit for the building / common portico/	Status of common areas	
6.	Foyer/verandah	Status of common areas	
7.	Basement	Status of common areas	
8.	Terrace	Status of common areas	
9.	Outer Wall	Status of common areas	
10.	Open parking areas and common storage spaces	Status of common areas	
11.	Provision for lodging of management staff and security staff	Status of common areas	
12.	Water conservation and renewable energy	Status of common areas	
13.	Water tanks, sumps and other electrical equipments & motors	Status of common areas	
14.	Fans	Status of common areas	

Check List for Post Registration – Plots (Plot Details)

Sl. No	Field Name	Description	
1.	Total number of Plots	Number of plots	
2.	1. Plot. No 2. Plot Type 3. Plot Size 4. Plot Area 5. Phase 6. Stage 7. North Dimension 8. South Dimension 9. East Dimension 10. West Dimension 11. North Schedule Dimension 12. South Schedule Dimension 13. East Schedule Dimension 14. West Schedule Dimension	Download the Excel Sheet and fill all the details	

Check List for Post Registration – Plots (Land Cost – Plot Land Cost Details)

Sl. No	Field Name	Description	
1	Own Land of Promoter/JDA with Land owner (* Note)	Choose either of the two option. A **Note** to be added: "The cost of purchase as per Sale Deed or cost as per the present Guidance Value whichever is applicable"	
2	Land Cost (Project)	Auto fill	
3	Number of Promoters*	If JDA with land owner, fill the details	
4	Number of Landowners*	No.	
5	JDA Agreement*	Attachment	

Check List for Post Registration – Plots (Land Cost – JDA Details)

Sl. No	Field Name	Description	
1.	Percentage of share	Promoter Percentage of share	
2.	No of Units of share	No of Units of share for Promoter	
3.	Registration Number		
4.	Name of the Land Owner	Name of the land owner	
5.	Mobile Number	Mobile number of land owner	
6.	Address	Address of land owner	
7.	Email ID	E mail id of land owner	
8.	Percentage of share	Percentage of landowner share	

Check List for Post Registration – Plots (TDR Cost)

Sl. No	Field Name	Description	
1.	TDR sanction area (in sq. m)	Sanctioned area of TDR	
2.	Sanctioning Authority	Name of Sanctioning Authority	
3.	TDR purchase amount	Amount spent on TDR	
4.	TDR purchase deed/sale deed	Sale deed/Purchase deed	
5.	Amount withdrawn from the bank for the purpose of TDR	Cost for TDR	
6.	Date	Date on which amount was withdrawn for TDR	
7.	Certificate from CA	Signed certificate from CA	

Check List for Post Registration – Plots (Approval Cost)

Sl. No	Field Name	Description	
1.	Plan Approval	Cost for getting the plan approved	
2.	NOC 1. CC 2. KSPCB 3. WSSB 4. ESCOM etc.	Cost of different types (drop down) of NOCs to be captured.	
3.	Stamp Duty and Registration Fees	Stamp duty paid for the documents	
4.	Transfer charges	Amount paid for transfer charges	
5.	Registration charges (if any)	Amount paid for registration	
6.	Taxes	Amount paid for taxes	
7.	Total cost for approvals	Total cost spent on above documents	
8.	Amount withdrawn from the bank for the purpose of approvals	Total cost for all the approvals	

Sl. No	Field Name	Description	
9.	Date	Date on which the amount was withdrawn	
10.	Certificate from CA	Signed certificate from CA	

Check List for Post Registration – Plots (Construction Cost)

Sl. No	Field Name	Description	
1.	Estimated cost of construction as certified by engineer	Cost of Construction as per Engineer	
2.	On-site expenditure 1. Salaries of Workers 2. Consultants fees 3. Site overheads 4. Cost of services (Water, Electricity, Sewage)	Cost of on-site expenditure to be captured separately for each classification	
3.	Payment to the competent Authority 1. Taxes 2. Cess 3. Fees 4. charges 5. Premiums	Cost of payment to competent authority to be captured separately for each classification	
4.	Principal sum and interest payable to Financial Institutions 1. Scheduled Banks 2. Non-banking financial institutions (NBFC) 3. Money Lenders on construction funding or money borrowed for construction	Cost of principal sum and interest to be captured separately for each classification	
5.	Outgoing payments(water, electricity)	water , electricity bill etc	
6.	Total estimate cost of costruction as declared at the time of registration	Cost entered at the time of registration	

Check List for Post Registration – Plots (Civil Works)

Sl. No	Field Name	Description	
1.	Project Work	All the applicable civil works will be listed	
2.	Actual From date and To date	If the project is completed enable both from and to date, if not only from date	

Check List for Post Registration – Plots (Bank Details)

Sl. No	Field Name	Description	
1.	Designated Bank Account	Autofill	
2.	Percentage of completion of project %	If the project is 100% complete, then final approval documents are mandatory	
3.	Total advance amount collected from prospective purchasers (in INR)	Amount taken from prospective purchasers	
4.	Amount withdrawn from the bank for the purpose of Civil works (INR)	Amount withdrawn for Civil works from bank	
5.	Certificate issued by CA	Signed certificate by CA	
6.	Certificate issued by structural engineer	Signed certificate by structural engineer	
7.	Certificate issued by architect	Signed certificate by architect	
8.	Quarterly Financial Report	Signed certificate by CA	

Check List for Post Registration – Plots (Tower Details)

Sl. No	Field Name	Description	
1.	Tower/Block Name	Tower/Block Name	
2.	Percentage of Completion	Percentage of Completion	
3.	Photograph	Photograph	
4.	Floor Number	Floor Number	
5.	Percentage of Completion	Percentage of Completion	
6.	Type of Apartment	Type of Apartment	
7.	Total Number of Plots	Total Number of Plots	
8.	No. of Plots Booked	No. of Plots Booked	
9.	No. of Plots Remaining	No. of Plots Remaining	

Check List for Post Registration – Plots (Infrastructure, Amenities & Common Areas)

Sl. No	Field Name	Description	
1.	Applicable Internal Infrastructure	All the internal infrastructure which were marked applicable at the time of post registration should show	
2.	Percentage completed	Percentage of the work done	

Check List for Post Registration – Plots (Status of Approval and NOC's)

Sl. No	Field Name	Description	
1.	Commencement Certificate	Status of NOC	
2.	KSPCB	Status of NOC	
3.	Airport Authority	Status of NOC	
4.	BWSSB	Status of NOC	
5.	BESCOM	Status of NOC	
6.	BSNL	Status of NOC	
7.	BMRCL	Status of NOC	
8.	BUAC	Status of NOC	
9.	Lift Inspector	Status of NOC	
10.	Coastal Regulatory Authority	Status of NOC	

Sl. No			
11.	Fire Force	Status of NOC	
12.	Partial Occupancy Certificate	Status of NOC	

Check List for Post Registration – Plots (Litigation Details)

Sl. No	Field Name	Description	
1.	Type of Case	Criminal/Civil/ Others	
2.	Name of the Court/Authority		
3.	Case No.		
4.	Whether any preventive order issued?	Yes/No	
5.	(Injunction/ Interim Order/ Final Order/ Stay order)	Yes/No	
6.	Preventive Order (Injunction/ Interim/Final order/ Stay order)	Injunction/ Interim/Final order/ Stay order copy	
7.	Present Status	Pending/Disposed	

Check List for Post Registration – Plots (Modification Plan)

Sl. No	Field Name	Description	
1.	Any modifications in the final as – built sanctioned layout plan	Yes/No	
2.	If Yes, written consent of at least two third of Allottees	Yes/No	
3.	If Yes, Issued by Authority	Name of the Issuing Authority	
4.	If Yes, Upload Document	Upload approval copy	
5.	Modified Plan	Upload modified copy	
6.	Any modifications in the final as – built sanctioned layout plan	Yes/No	
7.	If Yes, written consent of at least two third of Allottees	Yes/No	

Check List for Post Registration – Plots (Association of Allottees)

Sl. No	Field Name	Description	
1.	Is any Association formed?	Yes/No	
2.	If Yes, Name of the Association	Association name	
3.	Registration Document	Association registration number	

Check List for Post Registration – Plots (Construction Cost Details)

Check List for Post Registration – Plots (Construction Worker's Welfare Fund Registration)

Sl. No	Field Name	Description	
1.	Applicable?	Yes/No	
2.	Registration Number	Registration Number	
3.	Registration Document	Registration Document	

Sl. No	Field Name	Description	
1.	Estimated cost of construction as certified by engineer	Cost of Construction as per Engineer	
2.	On-site expenditure 1. Salaries of Workers 2. Consultants fees 3. Site overheads 4. Cost of services (Water, Electricity, Sewage)	Cost of on-site expenditure to be captured separately for each classification	
3.	Payment to the competent Authority 1. Taxes 2. Cess 3. Fees 4. charges 5. Premiums	Cost of payment to competent authority to be captured separately for each classification	
4.	Principal sum and interest payable to Financial Institutions 1. Scheduled Banks 2. Non-banking financial institutions (NBFC) 3. Money Lenders on construction funding or money borrowed for construction	Cost of principal sum and interest to be captured separately for each classification	
5.	Outgoing payments(water, electricity)	Water , electricity bill etc.	

Check List for Post Registration – Plots (Project Summary)

Sl. No	Field Name	Description	
1.	Land Cost	Cost of land	
2.	Construction Cost		
3.	Cost of Approvals, NOCs, Licenses and others	Cost of approvals	
4.	Total Project Coast as declared at the time of registration	Estimated land, approval and construction cost	
5.	Amount Collected from Allottes (in INR) A	Amount taken from allottees	
6.	Amount utilized for construction (in INR) B	Amount utilized for construction	
7.	Amount Utilized for Approvals and others (in INR) C	Amount spent on approvals	
8.	Balance Amount (in INR) D=A-(B+C)	Balance amount	

Check List for Post Registration – Plots (Final Approval)

Sl. No	Field Name	Description	
1.	Completion Certificates	Final Approvals	
2.	Occupancy Certificate	Final Approvals	
3.	Registered Agreement of Sale	Final Approvals	
4.	Registered Conveyance Deed of Carpet area	Final Approvals	
5.	Registered Conveyance Deed of Common Area and undivided share to be registered to the registered association	Final Approvals	
6.	Insurance	yes /no	