

## CHECK LIST – BUILDINGS

SL.NO.	PARTICULARS
1.	Form 'A' (duly filled)
2.	In case of Individual:
	a) Name
	b) Father's Name
	c) Occupation
	d) Permanent Address
	e) 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) Name, Photographs and Address of Chairman of the Governing Body / Partners / Directors, etc., The name and designation of photo affixed should be mentioned below the photos.
4.	PAN No. and Copy of PAN CARD
5.	Original Certificate from any Nationalised or Scheduled Bank as per the Format to be enclosed (Sec.4(2)(1)(D) of the Act.) (Format available in TNRERA website)
6.	Project Address (S.No./RS No./TS No./Door No.)
6A.	Registration Applied for (Specify the Blocks) – clearly to be mentioned in the site plan
7.	Usage of the Building:
8.	Extent of the Land in sq.m. (Extent for which FSI permitted)
9.	Details of Approval / NOC / Consent obtained from various Competent Authorities
	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
	e) Copy of Environment Clearance (as applicable)
10.	Total Floor Area in sq.m. for which registration is required, Abstract for each category, i.e., Residential / LIG / Other than LIG / Commercial
11.	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
12.	Calculation sheet of Registration Fee to be attached
13.	Registration fee remitted and mode of payment UTR No./Reference No.
14.	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
15.	Plan of development works: a) Water Supply b) Sewage Disposal c) Solid Waste Disposal (Garbage) d) Renewable Energy e) Fire Fighting (for MSB) f) Emergency Evacuation Services (for MSB)

16.	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)																																																																																																										
17.	Proforma of allotment letter, prescribed by the promoter, if any, Sale Agreement and Construction Agreement																																																																																																										
18.	<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="11">Carpet Area Statement</th> <th colspan="2">Date:</th> </tr> <tr> <th rowspan="2">Sl.No.</th> <th rowspan="2">Block</th> <th rowspan="2">Floor</th> <th rowspan="2">Flat No.</th> <th rowspan="2">Type</th> <th rowspan="2">RERA Carpet Area (sec 2(k)) (sq.m)</th> <th rowspan="2">Exclusive Balcony (sq.m)</th> <th rowspan="2">Exclusive Verandah/Utility/ Service/Open Terrace (sq.m)</th> <th rowspan="2">Proportionate Common Area (sq.m)</th> <th rowspan="2">Total Area (sq.m)</th> <th rowspan="2">UDS land Area (sq.m)</th> <th colspan="2">Car Parking (Nos.)</th> </tr> <tr> <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> </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="11" style="text-align: right;">TOTAL</td> <td> </td> <td> </td> </tr> </tbody> </table>	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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20.	<p>a) Name of the Architect M.C.A.No.</p> <p>b) Name of the License Surveyor L.S.No.</p> <p>c) Name of the Structural Engineer Registration No. of Structural Engineer</p> <p>d) Name of the Contractor, if any</p>																																																																																																										
21.	Audited Balance Sheet of the promoter for the preceding financial year																																																																																																										
22.	Copy of Patta / PLR / Sale Deed. If the applicant now applied for registration is different from the Planning Permit obtained applicant, link document should be furnished.																																																																																																										
23.	Copy of EC (From the date of PP Approval to 15 days before the date of submission to TNRERA)																																																																																																										
24.	<p>Form 'B' – in Rs .20/- stamp paper duly signed by the promoter</p> <p>a) Validity of Planning Permit -</p> <p>b) Project Completion Date -</p>																																																																																																										
25.	CD with all the above details in PDF format																																																																																																										