

FORM 'A'
[See rule 3 (2)]

APPLICATION FOR REGISTRATION OF PROJECT

To

The Real Estate Regulatory Authority

Sir,

I/We hereby apply for the grant of registration of my/our project to be set up at

_____ Taluk _____ District _____ State _____.

1. The requisite particulars are as under:-

- (i) Status of the applicant, whether individual / company / proprietorship firm / societies / partnership firm / competent authority;
- (ii) In case of individual –
 - (a) Name
 - (b) Father's Name
 - (c) Occupation
 - (d) Permanent address
 - (e) Photograph

OR

In case of firm / societies / trust / companies / limited liability partnership / competent authority -

- (a) Name
 - (b) Address
 - (c) Copy of registration certificate
 - (d) Main objects
 - (e) Name, photograph and address of chairman of the governing body / partners / directors etc.
- (iii) PAN No. _____ ;
 - (iv) Name and address of the bank or banker with which account in terms of section 4 (2)(1)(D) of the Act will be maintained _____;
 - (v) Details of project land held by the applicant _____;
 - (vi) Details of Approval obtained from Various Competent Authorities for commencing the Project_____;

- (vii) Brief details of the projects launched by the promoter in the last 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 etc.
_____;
- (viii) Agency to take up external development works _____ Local Authority (exact Authority or any agreement to the Authority) / Self Development;
- (ix) Registration fee by way of a demand draft dated _____ drawn on _____ bearing no. _____ for an amount of Rs. _____/- calculated as per sub-rule (3) of rule 3;
- (x) Any other information the applicant may like to furnish.

2. I/we enclose the following documents in triplicate, namely:-

- (i) authenticated copy of the PAN card of the promoter;
- (ii) **audited balance sheet of the promoter for the preceding financial year;**
- (iii) copy of the legal title deed reflecting the title of the promoter to the land on which development is proposed to be developed along with legally valid documents with authentication of such title, if such land is owned by another person;
- (iv) the details of encumbrances on the land on which development is proposed including any rights, title, interest or name of any party in or over such land along with details;
- (v) where the promoter is not the owner of the land on which development is proposed details of the consent of the owner of the land along with a copy of the collaboration agreement, development agreement, joint development agreement or any other agreement, as the case may be, entered into between the promoter and such owner and copies of title and other documents reflecting the title of such owner on the land proposed to be developed;

(A) Authenticated copy of the building permit and sanctioned plan from the competent authority in accordance with the laws applicable for the project, and where the project is proposed to be developed in phases, an authenticated copy of the planning

permission, building permit / building sanction plan, partial completion certificate for each of such phases;

- (vi) the sanctioned plan, layout plan and specifications of the proposed project or the phase thereof, and the whole project as sanctioned by the competent authority;
 - (vii) the plan of development works to be executed in the proposed project and the proposed facilities to be provided thereof including fire-fighting facilities, drinking water facilities, solid and liquid waste management, emergency evacuation services, use of renewable energy;
 - (viii) the 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 end points of the project;
 - (ix) proforma of the allotment letter, agreement for sale, and the conveyance deed proposed to be signed with the allottees;
 - (x) the number, type and the carpet area of apartments for sale in the project exclusive of the area of balcony, verandah, open terrace and other common areas, if any, details of which have to be furnished separately;
 - (xi) the number and areas of covered parking available in the project;
 - (xii) the number of open parking areas available in the project;
 - (xiii) Details of Undivided Shares pertaining to the project;
 - (xiv) the names, addresses, phone numbers, email ids and registration details of real estate agents, if any, for the proposed project;
 - (xv) the names, addresses, phone numbers, email ids and registration details of the contractors, architects, structural engineers, site engineers, project management consultants, HAVC consultants and Geo Technical Engineers, if any and other professionals or key persons, if any associated with the development of the proposed project;
 - (xvi) a declaration in FORM 'B'.
3. I/We solemnly affirm and declare that the particulars given in herein are correct to my /our knowledge and belief.

Dated:

Place:

Yours faithfully,
Signature and seal of the applicant(s)

FORM 'B'
[See rule 3(4)]

**DECLARATION, SUPPORTED BY AN AFFIDAVIT, WHICH SHALL BE
SIGNED BY THE PROMOTER OR ANY PERSON AUTHORIZED BY
THE PROMOTER**

Affidavit cum Declaration

Affidavit cum Declaration of Mr./Ms. _____ promoter of the proposed project _____;

I, _____ promoter of the proposed project do hereby solemnly declare, undertake and state as under:

1. That I / promoter have / has a legal title to the land on which the development of the project is proposed

OR

Have entered into joint development agreement /collaboration agreement /development agreement or any other agreement with _____ who possess a legal title to the land on which the development of the proposed project is to be carried out

AND

a legally valid authentication of title of such land along with an authenticated copy of the agreement between such owner and promoter for development of the project is enclosed herewith.

2. That the said land is free from all encumbrances.

OR

Possess such encumbrances as _____ including details of any rights, title, interest or name of any party in or over such land, along with details.

3. That the time period within which the project shall be completed by me/promoter is _____.
4. That seventy per cent of the amounts realised by me/promoter for the real estate project from the allottees, from time to time, shall be deposited in a separate account to be maintained in a scheduled bank to cover the cost of construction and the land cost and shall be used only for that purpose.
5. That the amounts from the separate account, to cover the cost of the project, shall be withdrawn only after due certification by an engineer, architect and a chartered accountant in practice that the withdrawal is in proportion to the percentage of completion of the project.
6. That I / promoter shall get the accounts audited within six months after the end of every financial year by a chartered accountant in practice, and shall produce a statement of accounts duly certified and signed by such chartered accountant to the Authority and it shall be verified during the audit that the amounts collected for a particular project have been utilised for the project and the withdrawals have been made in compliance with the proportion to the percentage of completion of the project.
7. That I / promoter shall take all the pending approvals on time, from the competent authorities.
8. That I / promoter have / has furnished such other documents as have been prescribed by the rules and regulations made under the Act.
9. That I / promoter shall not discriminate against any allottee at the time of allotment of any apartment, plot or building, as the case may be, on any grounds.

Deponent

Verification

The contents of my above Affidavit cum Declaration are true and correct and nothing material has been concealed by me therefrom.

Verified by me at _____ on this ____ day of _____.

Deponent

FORM 'C'

[See rule 6(1)]

REGISTRATION CERTIFICATE OF PROJECT

This registration is granted under section 5 of the Act to the following project under project registration number _____:

(Specify Details of Project including the project address);

1. (in the case of an individual) Mr./Ms. _____ son of
Mr./Ms. _____ Taluk _____ District _____
_____ State _____;

OR

(in the case of a firm / society / company / competent authority)
_____ firm / society / company / competent authority
_____ having its registered office / principal place of business
at _____.

2. This registration is granted subject to the following conditions, namely:-
- (i) The promoter shall enter into an agreement for sale with the allottees as provided in 'Annexure A';
 - (ii) The promoter shall execute and register a conveyance deed in favour of the allottee or the association of the allottees, as the case may be, of the apartment or the common areas as per section 17;

- (iii) The promoter shall deposit seventy percent of the amounts realised by the promoter in a separate account to be maintained in a schedule bank to cover the cost of construction and the land cost to be used only for that purpose as per sub-clause (D) of clause (1) of sub-section (2) of section 4;
 - (iv) The registration shall be valid for a period of _____ years commencing from _____ and ending with _____ unless renewed by the Real Estate Regulatory Authority in accordance with section 6 read with rule 7 of the Act;
 - (v) The promoter shall comply with the provisions of the Act and the rules and regulations made thereunder;
 - (vi) The promoter shall not contravene the provisions of any other law for the time being in force in the area where the project is being developed.
3. If the above mentioned conditions are not fulfilled by the promoter, the regulatory authority may take necessary action against the promoter including revoking the registration granted herein, as per the Act and the rules and regulations made there under.

Dated:

Place:

Signature and seal of the Authorized Officer
Real Estate Regulatory Authority

FORM 'D'

[See rule 6(2), rule 7(4); rule 8]

**INTIMATION OF
REJECTION OF APPLICATION FOR REGISTRATION OF
PROJECT / REJECTION OF APPLICATION FOR EXTENSION OF
REGISTRATION OF PROJECT / REVOCATION OF
REGISTRATION OF PROJECT**

From:

The Real Estate Regulatory Authority,

To

Application/Registration No.: _____

Dated: _____

You are hereby informed that your application for registration of your project is rejected.

OR

You are hereby informed that your application for extension of the registration of your project is rejected.

OR

You are hereby informed that the registration granted to your project is hereby revoked.

for the reasons set out:-

Place:

Dated:

Signature and seal of the Authorized Officer

Real Estate Regulatory Authority

FORM 'E'

APPLICATION FOR EXTENSION OF REGISTRATION OF PROJECT [See rule 7(1)]

From:

To

The Real Estate Regulatory Authority,

Sir,

I/We hereby apply for renewal of registration of the following project:

registered with the regulatory authority vide project registration certificate bearing No. _____, which expires on _____.

As required I/we submit the following documents and information, namely:-

- (i) A demand Draft No. _____ dated _____ for rupees _____ in favour of _____ drawn on _____ bank as extension fee as provided under sub-rule (2) of rule 7;
- (ii) Authenticated Plan of the project showing the stage of development works undertaken till date;

- (iii) Explanatory note regarding the state of development works in the project and reason for not completing the development works in the project within the period declared in the declaration submitted in Form 'B' at the time of making application for the registration of the project
- (iv) Authenticated copy of the permission/approval from the competent authority which is valid for a period which is longer than the proposed term of extension of the registration sought from the regulatory authority;
- (v) The original project registration certificate; and
- (vi) Any other information as may be specified

Place:

Dated:

Yours faithfully,
Signature and seal of the applicant(s)

FORM 'F'

[See rule 7(4)]

CERTIFICATE FOR EXTENSION OF REGISTRATION OF PROJECT

This extension of registration is granted under section 6 of the Act, to the following project:

_____, registered with the regulatory authority vide project registration certificate bearing No. _____ of

1. (in the case of an individual) Mr./Ms. _____ son of
Mr./Ms. _____ Taluk _____ District _____
_____ State _____;

OR

(in the case of a firm / society / company / competent authority)
_____ firm / society / company / competent authority
_____ having its registered office/principal place of business at
_____.

2. This renewal of registration is granted subject to the following conditions, namely:-
- (i) The promoter shall execute and register a conveyance deed in favour of the allottee or the association of the allottees, as the case may be, of the apartment or the common areas as per section 17;

- (ii) The promoter shall deposit seventy percent of the amounts realised by the promoter in a separate account to be maintained in a schedule bank to cover the cost of construction and the land cost to be used only for that purpose as per sub-clause (D) of clause (1) of sub-section (2) of section 4;

- (iii) The registration shall be valid for a period of _____ years commencing from _____ and ending with _____ unless renewed by the Real Estate Regulatory Authority in accordance with section 6 of the Act read with rule 7

- (iv) The promoter shall comply with the provisions of the Act and the rules and regulations made thereunder;

- (v) The promoter shall not contravene the provisions of any other law for the time being in force in the area where the project is being developed;

- (vi) If the above mentioned conditions are not fulfilled by the promoter, the regulatory authority may take necessary action against the promoter including revoking the registration granted herein, as per the Act and the rules and regulations made thereunder.

Dated:

Place:

Signature and seal of the Authorized Officer

Real Estate Regulatory Authority

FORM 'G'

[See rule 11(1)]

APPLICATION FOR REGISTRATION OF REAL ESTATE AGENT

To

The Real Estate Regulatory Authority

Sir,

I/We apply for the grant of registration as a real estate agent to facilitate the sale or purchase of any plot, apartment or building, as the case may be, in real estate projects registered in the _____ State of Tamil Nadu in terms of the Act and the rules and regulations made thereunder,

1. (in the case of an individual) Mr./Ms. _____ son of Mr./Ms. _____ Taluk _____ District _____ State _____;

OR

(in the case of a firm / society / company) _____ firm / society / company

_____ having its registered office / principal place of business at

_____.

2. The requisite particulars are as under:-

(i) Status of the applicant, whether individual / company / proprietorship firm / societies / partnership firm / limited liability partnership;

(ii) In case of individual –

(a) Name

- (b) Father's Name
 - (c) Occupation
 - (d) Permanent address
 - (e) Photograph
- OR

In case of firm / societies / companies -

- (a) Name
- (b) Address
- (c) Copy of registration certificate
- (d) Major activities
- (e) Name, photograph and address of partners / directors etc.

(iii) particulars of registration including the bye-laws, memorandum of association, articles of association etc. as the case may be;

(iv) authenticated copy of the address proof of the place of business;

(v) Details of registration in any other State or Union territory;

(vi) Any other information the applicant may like to furnish.

3. I/we enclose the following documents along with, namely:-

(i) Demand Draft No. _____ dated _____ for a sum of Rs.

_____, in favour of _____, drawn on _____ bank as registration fee as per sub-rule (2) of rule 11;

(ii) authenticated copy of the PAN card of the real estate agent; and

(iii) authenticated copy of the registration as a real estate agent in any other State or Union territory, if applicable;

4. I/we solemnly affirm and declare that the particulars given herein are correct to my/ our knowledge and belief.

Dated:

Place:

Yours faithfully,

Signature and seal of the applicant(s)

FORM 'H'

[See rule 12(1)]

REGISTRATION CERTIFICATE OF REAL ESTATE AGENT

1. This registration is granted under section 9 of the Act with registration certificate bearing No. _____ to -

(in the case of an individual) Mr./Ms.
_____son of
Mr./Ms. _____ Taluk _____ District _____

____ State _____;

OR

(in the case of a firm / society / company) _____ firm / society /
company
_____ having its registered office / principal place of
business at
_____.

to act as a real estate agent to facilitate the sale or purchase of any plot, apartment or building, as the case may be, in real estate projects registered in the _____ State of Tamil Nadu in terms of the Act and the rules and regulations made thereunder,

2. This registration is granted subject to the following conditions, namely:-
- (i) The real estate agent shall not facilitate the sale or purchase of any plot, apartment or building, as the case may be, in a real estate project or part of

it, being sold by the promoter which is required but not registered with the regulatory authority;

- (ii) The real estate agent shall maintain and preserve such books of account, records and documents as provided under rule 15;
 - (iii) The real estate agent shall not involve himself in any unfair trade practices as specified under clause (c) of section 10 of the Act.
 - (iv) The real estate agent shall provide assistance to enable the allottee and promoter to exercise their respective rights and fulfil their respective obligations at the time of booking and sale of any plot, apartment or building, as the case may be.
 - (v) The real estate agent shall comply with the provisions of the Act and the rules and regulations made thereunder;
 - (vi) The real estate agent shall not contravene the provisions of any other law for the time being in force in the area where the project is being developed;
 - (vii) The real estate agent shall discharge such other functions as may be specified by the regulatory authority by regulations;
3. The registration is valid for a period of five years commencing from _____ and ending with _____ unless renewed by the regulatory authority in accordance with the provisions of the Act or the rules and regulations made thereunder.
4. If the above mentioned conditions are not fulfilled by the real estate agent, the regulatory authority may take necessary action against the real estate agent including revoking the registration granted herein, as per the Act and the rules and regulations made thereunder.

Dated:

Place:

Signature and seal of the Authorized Officer

Real Estate Regulatory Authority

FORM 'I'

[See rule 12(2), 13(4), 14]

INTIMATION OF

REJECTION OF APPLICATION FOR REGISTRATION OF REAL ESTATE AGENT / REJECTION OF APPLICATION FOR RENEWAL OF REGISTRATION OF REAL ESTATE AGENT / REVOCATION OF REGISTRATION OF REAL ESTATE AGENT

From:

The Real Estate Regulatory Authority,

To

Application / Registration No.: _____

Dated: _____

You are hereby informed that your application for registration as real estate agent is rejected.

OR

You are hereby informed that your application for the renewal of the registration as real estate agent is rejected.

OR

You are hereby informed that the registration granted to you as real estate agent is hereby revoked.

for the reasons set out:-

Place:

Dated:

Signature and seal of the Authorized Officer
Real Estate Regulatory Authority

FORM 'J'

[See rule 13(1)]

APPLICATION FOR RENEWAL OF REGISTRATION OF REAL ESTATE AGENT

From:

To

The Real Estate Regulatory Authority,

Sir,

I/we beg to apply for renewal of my/our registration as a real estate agent under registration certificate bearing No. _____, which expires on _____.

As required I/we submit the following documents and information, namely:-

- (i) A demand draft no. _____ dated _____ for rupees _____ in favour of _____ drawn on _____

bank as renewal fee;

- (ii) The original registration certificate; and
 - (iii) Status of the applicant, whether individual / company / proprietorship firm / societies / partnership firm / limited liability partnership;
 - (iv) In case of individual –
 - (a) Name
 - (b) Father's Name

 - (c) Occupation

 - (d) Permanent address
 - (e) Photograph
- OR

In case of firm / societies / companies -

- (a) Name
 - (b) Address
 - (c) Copy of registration certificate
 - (d) Major activities
 - (e) Name, photograph and address of partners / directors
-
- (v) particulars of registration including the bye-laws, memorandum of association, articles of association etc. as the case may be;
 - (vi) authenticated copy of the address proof of the place of business;
 - (vii) Details of registration in any other State or Union territory;
 - (viii) Any other information as specified by regulations.

Dated:

Place:

Yours faithfully,

Signature and seal of the applicant(s)

FORM 'K'

[See rule 13 (4)]

RENEWAL OF REGISTRATION OF REAL ESTATE AGENT

1. This renewal of registration is granted under section 9 of the Act to

(in the case of an individual) Mr./Ms. _____ son
of

Mr./Ms. _____ Taluk _____ District _____

_____ State _____;

OR

(in the case of a firm / society / company) _____ firm / society /
company

_____ having its registered office/ principal
place of business at

_____.

in continuation of registration certificate bearing No. _____,
of

_____.

2. This renewal of registration is granted subject to the following conditions,
namely:-

(i) The real estate agent shall not facilitate the sale or purchase of any plot,
apartment or building, as the case may be, in a real estate project or part
of it, being sold by the promoter which is required but not registered with
the regulatory authority;

(ii) The real estate agent shall maintain and preserve such books of account,
records and documents as provided under rule 15;

- (iii) The real estate agent shall not involve himself in any unfair trade practices as specified under clause (c) of section 10 of the Act.,
 - (iv) The real estate agent shall facilitate the possession of all documents, as the allottee is entitled to, at the time of booking of any plot, apartment or building, as the case may be.
 - (v) The real estate agent shall provide assistance to enable the allottee and promoter to exercise their respective rights and fulfil their respective obligations at the time of booking and sale of any plot, apartment or building, as the case may be.
 - (vi) The real estate agent shall comply with the provisions of the Act and the rules and regulations made thereunder;
 - (vii) The real estate agent shall not contravene the provisions of any other law for the time being in force in the area where the project is being developed;
 - (viii) The real estate agent shall discharge such other functions as may be specified by the regulatory authority by regulations;
3. The registration is valid for a period of five years commencing from _____ and ending with _____ unless renewed by the regulatory authority in accordance with the provisions of the Act or the rules and regulations made thereunder.
4. If the above mentioned conditions are not fulfilled by the real estate agent, the regulatory authority may take necessary action against the real estate agent including revoking the registration granted herein, as per the Act and the rules and regulations made thereunder.

Dated:

Place:

Signature and seal of the Authorized Officer

Real Estate Regulatory Authority

FORM 'L'

[See rule 29(2)]

APPEAL TO APPELLATE TRIBUNAL

Appeal under section 44 of the Act

Every appeal shall be filed in English and in case it is in some other Indian language, it shall be accompanied by a copy translated in English and shall be fairly and legibly type-written, lithographed or printed in double spacing on one side of standard petition paper with an inner margin of about four centimetres width on top and with a right margin on 2.5 cm, and left margin of 5 cm, duly paginated, indexed and stitched together in paper book form.

For use of Appellate Tribunal's office:

Date of filing: _____

Date of receipt by post: _____

Registration No.: _____

Signature: _____

Registrar: _____

IN THE REAL ESTATE APPELLATE TRIBUNAL (Name of place)

Between

_____ Appellant(s)

And

_____ Respondent(s)

Details of appeal:

1. Particulars of the appellants:

- (i) Name of the appellant:
- (ii) Address of the existing office / residence of the appellant:
- (iii) Address for service of all notices:
- 2. Particulars of the respondents:
 - (i) Name(s) of respondent:
 - (ii) Office address of the respondent:
 - (iii) Address for service of all notices:
- 3. Jurisdiction of the Appellate Tribunal:
The appellant declares that the subject matter of the appeal falls within the jurisdiction of the Appellate Tribunal.
- 4. Limitation:
The appellant declares that the appeal is within the limitation specified in sub-section (2) of section 44

OR

If the appeal is filed after the expiry of the limitation period specified under sub-section (2) of section 44 specify reasons for delay

-
- 5. Facts of the case:
(give a concise statement of facts and grounds of appeal against the specific order of regulatory authority or the adjudicating officer, as the case may be passed under section(s) _____ of the Act.
 - 6. Relief(s) sought:
In view of the facts mentioned in paragraph 5 above, the appellant prays for the following relief(s) _____

[Specify below the relief(s) sought explaining the grounds of relief(s) and the legal provisions (if any) relied upon]
 - 7. Interim order, if prayed for:
Pending final decision on the appeal the appellant seeks issue of the following interim order:

[Give here the nature of the interim order prayed for with reasons]
 - 8. Matter not pending with any other court, etc.:
The appellant further declares that the matter regarding which this appeal has been made is not pending before any court of law or any other authority or any other tribunal(s).

9. Particulars of bank draft in respect of the fee in terms of sub-rule (1) of rule 29:
 - (i) Amount
 - (ii) Name of the bank on which drawn
 - (iii) Demand draft number

10. List of enclosures:
 - (i) An attested true copy of the order against which the appeal is filed
 - (ii) Copies of the documents relied upon by the appellant and referred to in the appeal
 - (iii) An index of the documents

Verification

I _____ (name in full block letters) son / daughter of _____ the appellant do hereby verify that the contents of paragraphs [1 to 10] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Place:

Date:

Signature of the appellant(s)

FORM 'M'

[See rule 37(1)]

COMPLAINT TO REGULATORY AUTHORITY

Complaint under section 31 of the Act

For use of Regulatory Authority(s) office:

Date of filing: _____

Date of receipt by post: _____

Complaint No.: _____

Signature: _____

Registrar: _____

IN THE REGULATORY AUTHORITIES OFFICE (Name of place)

Between

_____ Complainant(s)

And

Respondent(s) Details of claim:

1. Particulars of the complainant(s):
 - (i) Name of the complainant:
 - (ii) Address of the existing office / residence of the complainant:
 - (iii) Address for service of all notices:

2. Particulars of the respondents:
 - (i) Name(s) of respondent:
 - (ii) Office address of the respondent:
 - (iii) Address for service of all notices:

3. Jurisdiction of the regulatory authority:

The complainant declares that the subject matter of the claim falls within the jurisdiction of the regulatory authority.

4. Facts of the case:

[give a concise statement of facts and grounds for complaint]

5. Relief(s) sought:

In view of the facts mentioned in paragraph 4 above, the complainant prays for the following relief(s) _____

[Specify below the relief(s) claimed explaining the grounds of relief(s) and the legal provisions (if any) relied upon]

6. Interim order, if prayed for:

Pending final decision on the complaint the complainant seeks issue of the following interim order:

[Give here the nature of the interim order prayed for with reasons]

7. Complain not pending with any other court, etc.:

The complainant further declares that the matter regarding which this complaint has been made is not pending before any court of law or any other authority or any other tribunal(s).

8. Particulars of bank draft in respect of the fee in terms of sub-rule (1) of rule 37:

- (i) Amount
- (ii) Name of the bank on which drawn
- (iii) Demand draft number

9. List of enclosures:

[Specify the details of enclosures with the complaint]

Verification

I _____ (name in full block letters) son / daughter of _____ the complainant do hereby verify that the contents of paragraphs [1 to 9] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Place:

Date:

Signature of the complainant(s)

FORM 'N'

[See rule 38(1)]

APPLICATION TO ADJUDICATING OFFICER

Claim for compensation under section 31 read with section 71 of the Act. For use of Adjudicating Officers office:

Date of filing: _____

Date of receipt by post: _____

Application No.: _____

Signature: _____

Authorized Officer: _____

IN THE ADJUDICATING OFFICERS OFFICE (Name of place)

Between

_____ **appellant(s)**

And

Respondent(s) Details of claim:

1. Particulars of the **appellant(s)**
 - (i) Name of the **appellant**:

- (ii) Address of the existing office / residence of the appellant:
- (iii) Address for service of all notices:
- (iv) Details of allottees apartment, plot or building
- 2. Particulars of the respondents:
 - (i) Name(s) of respondent:
 - (ii) Office address of the respondent:
 - (iii) Address for service of all notices:
 - (iv) Registration no. and address of project:
- 3. Jurisdiction of the Adjudicating Officer:

The **appellant** declares that the subject matter of the claim falls within the jurisdiction of the adjudicating officer.
- 4. Facts of the case:

[give a concise statement of facts and grounds of claim against the promoter]
- 5. Compensation(s) sought:

In view of the facts mentioned in paragraph 4 above, the **appellant** prays for the following compensation(s)

- [Specify below the compensation(s) claimed explaining the grounds of claim(s) and the legal provisions (if any) relied upon]
- 6. Claim not pending with any other court, etc.:

The applicant further declares that the matter regarding which this appeal has been made is not pending before any court of law or any other authority or any other tribunal(s).
- 7. Particulars of bank draft in respect of the fee in terms of sub-rule (1) of rule 37:
 - (i) Amount
 - (ii) Name of the bank on which drawn
 - (iii) Demand draft number
- 8. List of enclosures:

[Specify the details of enclosures with the application]

Verification

I _____ (name in full block letters) son / daughter of _____ the **appellant** do hereby verify that the contents of paragraphs [1 to 8] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Place:

Date:

Signature of the **appellant** (s)

FORM 'O'**[See rule 39]****ANNUAL STATEMENT OF ACCOUNTS****Receipts and Payments Account**

For the year ended _____

(In Rupees)

| A/c Code | Receipts | Current year | Previous Year | A/c Code | Payments | Current year | Previous year |
|----------|---|--------------|---------------|----------|-----------------------------|--------------|---------------|
| | | As on | As on | | | As on | As on |
| 1. | To Balance Brought down: | | | 13. | By Chairperson and Members: | | |
| 1.1. | To Bank | | | 13.1. | By Pay and Allowances | | |
| 1.2. | To Cash in hand | | | 13.2. | By Other benefits | | |
| 2. | To Fee, Charges and Fine: | | | 13.3. | By Travelling expenses: | | |
| 2.1. | To Fees | | | 13.3.1 | By Overseas | | |
| 2.2. | To Charges | | | 13.3.2 | By Domestic | | |
| 2.3. | To Fines | | | 14. | By Officers: | | |
| 2.4. | To Others (specify) | | | 14.1. | By Pay and Allowances | | |
| 3. | To Grants: | | | 14.2. | By Retirement benefits | | |
| 3.1. | To Accounts with Government | | | 14.3. | By Other benefits | | |
| 3.2. | To Others (specify) | | | 14.4. | By Travelling expenses: | | |
| 4. | To Gifts | | | 14.4.1 | By Overseas | | |
| 5. | To Seminars and Conferences | | | 14.4.2 | By Domestic | | |
| 6. | To Sale of Publications | | | 15. | By Staff: | | |
| 7. | To Income on investments and Deposits : | | | 15.1. | By Pay and Allowances | | |
| 7.1. | To Income on investments | | | 15.2. | By Retirement benefits | | |
| 7.2. | To Income on Deposits | | | 15.3. | By Other benefits | | |
| 8. | To Loans: | | | 15.4. | By Travelling expenses: | | |
| 8.1. | To Government | | | 15.4.1. | By Overseas | | |

| | | | | | | | |
|-----------------------|---|--|--|-------------------------|---------------------------------------|--|--|
| 8.2. | To Others (specify) | | | 15.4. 2 | By Domestic | | |
| 9. | To Sale of Assets | | | 16. | By Hire of Conveyance | | |
| 10. | To Sale on Investments | | | 17. | By Wages | | |
| 11. | To Recoveries from pay bills | | | 18. | By Overtime | | |
| 11.1 | To Loans and Advances Principal Amount | | | 19. | By Honorarium | | |
| 11.2 | To Interest on Loans and Advances | | | 20. | By Other office expenses | | |
| 11.3 | To Miscellaneous | | | 21. | By Expenditure on Research | | |
| 51 | To others (specify) | | | 22. | By Consultation expenses | | |
| | | | | 23. | By Seminars and conferences | | |
| | | | | 24. | By Publications of Authority | | |
| | | | | 25. | By Rent and Taxes | | |
| | | | | 26. | By Interest on Loans | | |
| | | | | 27. | By Promotional Expenses | | |
| | | | | 28. | By Membership fee | | |
| | | | | 29. | By Subscription | | |
| | | | | 30. | By Purchase of Fixed Assets (specify) | | |
| | | | | 31. | By Investments and Deposits | | |
| | | | | 31.1 | By Investments | | |
| | | | | 31.2 | By Deposits | | |
| | | | | 32. | By Security Deposits | | |
| | | | | 33. | By Loans and Advances to: | | |
| | | | | 33.1 | By Employees: | | |
| | | | | 33.1.1. | By Bearing Interest | | |
| | | | | 33.1.2. | By Not bearing Interest | | |
| | | | | 33.2. | By Suppliers/contractors | | |
| | | | | 33.3. | By others (specify) | | |
| | | | | 34. | By Repayment of loan | | |
| | | | | 35. | By Others | | |
| | | | | 35.1. | By Leave Salary and Pension | | |
| | | | | 35.2. | Contribution | | |
| | | | | 35.3. | By Audit Fee | | |
| | | | | 35.4. | By Misc: | | |
| | | | | 36. | By Balance carried down: | | |
| | | | | 36.1 | By Bank | | |
| | | | | 36.2 | By Cash in hand | | |
| | Total | | | | Total | | |
| Member(s) (Signature) | | | | Chairperson (Signature) | | | |

| | | | | |
|--|--|--|--|--|
| Secretary (Signature) Officer In-charge(Finance and Accounts) | | | | |
|--|--|--|--|--|

Income and Expenditure Account

For the 1st April _____ to 31st March _____

(In Rupees)

| A/c Code | Expenditure | Current Year As on | Previous Year As on | A/c Code | Income | Current Year As on | Previous Year As on |
|----------|----------------------------|--------------------|---------------------|----------|-----------------------------|--------------------|---------------------|
| 13 | To Chairperson and Members | | | 2 | By Fee, Charges and Fine | | |
| 13.1 | To Pay and Allowances | | | 2.1 | By Fee | | |
| 13.2 | To Other benefits | | | 2.2 | By Charges | | |
| 13.3 | To Travelling Expenses | | | 2.3 | By Fines | | |
| 13.3.1. | To Overseas | | | 2.4 | By Others (specify) | | |
| 13.3.2 | To Domestic | | | 3 | By Grants | | |
| 14 | To Officers | | | 3.1 | By Account with Government | | |
| 14.1 | To Pay and Allowances | | | 3.2 | By Others (Specify) | | |
| 14.2 | To retirement Benefits | | | 4 | By Gifts | | |
| 14.3 | To Other Benefits | | | 5 | By Seminars and Conferences | | |
| 14.4 | To Traveling Expenses | | | 6 | By Sale of Publications | | |

| | | | | | | | |
|--------|------------------------|--|--|------|---------------------------------------|--|--|
| 14.4.1 | To Overseas | | | 7 | By Income on investments and Deposits | | |
| 14.4.2 | To Domestic | | | 7.1 | By Income on Investments | | |
| 15 | To Staff | | | 7.2 | By Income on Deposits | | |
| 15.1 | To Pay and Allowances | | | 11.2 | By Interest on Loan and Advances | | |
| 15.2 | To Retirement Benefits | | | 12 | By Miscellaneous Income | | |
| 15.3 | To Other Benefits | | | 12.1 | By Gain on Sales of Assets | | |
| 15.4 | To Traveling expenses | | | | By Excess of expenditure over income | | |

| | | | | | | | |
|---|---|--|--|--|---------------------------------------|--|--|
| 15.4.1 | To Overseas | | | | (Transferred to Capital Fund Account) | | |
| 15.4.2 | To Domestic | | | | | | |
| 16 | To hire of Conveyance | | | | | | |
| 17 | To Wages | | | | | | |
| 18 | To Overtime | | | | | | |
| 19 | To Honorarium | | | | | | |
| 20 | To Other office expenses | | | | | | |
| 21 | To expenditure on Research | | | | | | |
| 22 | To Consultation expenses | | | | | | |
| 23 | To Seminars and conferences | | | | | | |
| 24 | To Publications of Real Estate Regulatory Authority | | | | | | |
| 25 | To Rent and Taxes | | | | | | |
| 26 | To Interest on loans | | | | | | |
| 27 | To Promotional Expenses | | | | | | |
| 28 | To membership fee | | | | | | |
| 29 | To Subscription | | | | | | |
| 35 | To Others | | | | | | |
| 35.1 | To Leave Salary and Pension | | | | | | |
| 35.2 | Contribution | | | | | | |
| 35.3 | To Audit Fee | | | | | | |
| 35.4 | To Misc. | | | | | | |
| 37 | To Depreciation | | | | | | |
| 48 | To Loss on sale of assets | | | | | | |
| 49 | To Bad Debts written off | | | | | | |
| 50 | To Provision for bad & doubtful debts | | | | | | |
| | To Excess of income over Expenditure | | | | | | |
| | (Transferred to capital Fund Account) | | | | | | |
| | Total | | | | Total | | |
| Member(s) (Signature) Secretary (Signature) | | | | | Chairperson (Signature) | | |

| | | | | |
|--|--|--|--|--|
| Officer In-Charge (Finance and Accounts) | | | | |
|--|--|--|--|--|

Balance Sheet as on 31st (Month)(Year)-----

(In Rupees)

| A/c Code | Liabilities | Current Year As on | Previous Year As on | A/c Code | Assets | Current Year As on | Previous Year As on |
|----------|--|--------------------|---------------------|----------|------------------------------|--------------------|---------------------|
| 40 | Funds | | | 43 | Fixed Assets | | |
| 40.1 | Capital Fund | | | 43.1 | Gross Block at Cost | | |
| . | Add Excess of Income over Expenditure/ Less excess of Expenditure over Income | | | | Less Cumulative depreciation | | |
| 40.2 | Other Funds (Specify) | | | 42.2 | Net Block | | |
| 41 | Reserves | | | 44 | Capital Work- in-progress | | |
| 8 | Loans | | | 31 | Investments & Deposits | | |
| 8.1 | Government | | | 31.1 | Investment | | |
| 8.2 | Others | | | 31.2 | Deposits | | |
| 42 | Current Liabilities and provisions | | | 33 | Loans and Advances | | |
| | | | | 3.1 | Account with Government | | |
| | | | | 45 | Sundry Debtors | | |
| | | | | 36 | Cash and Bank Balances | | |
| | | | | 46 | Other Current Assets | | |
| | Total | | | | Total | | |
| | Accounting | | | | | | |

| | | | | | | | |
|--|--------------------------|--|--|--|--|-------------------------|--|
| | Policies and Notes to | | | | | | |
| Member(s) (Signature) | | | | | | Chairperson (Signature) | |
| Secretary (Signature) | | | | | | | |
| Officer In-Charge (Finance and Accounts) | | | | | | | |

II. Return on number of cases filed before the regulatory authority and the adjudicating officer for settlement of disputes and adjudicated upon.

| SI. No. | No. of Cases pending in the last quarter by the regulatory authority | No. of Cases received during the quarter by the regulatory authority | No. of Cases disposed of by the regulatory Authority |
|---------|--|--|--|
| | | | |

| SI. No. | No. of Cases pending in the last quarter with the adjudicating officer | No. of Cases received during the quarter by the adjudicating officer | No. of Cases disposed of by the adjudicating officer |
|---------|--|--|--|
| | | | |

III. Statement on the periodical survey conducted by the regulatory authority to monitor the compliance of the provisions of the Act by the promoters, allottees and real estate agents.

JJJ.

| SI. No. | Survey conducted during the quarter with details | Observation of Authority | Remedial steps taken |
|---------|--|--------------------------|----------------------|
| | | | |

IV. Statement on steps taken to mitigate any non-compliance of the provisions of the and the rules and regulations made thereunder by the promoters, allottees and real estate agents

| SI. No. | Subject | Steps taken | Results achieved |
|---------|---------|-------------|------------------|
| | | | |

V. Statements on penalty imposed by the regulatory authority for contraventions of the Act and directions of the regulatory authority and adjudicating officer.

| SI. No. | Name of the promoter | Details of the directions issued | Penalty imposed | Whether paid |
|---------|----------------------|----------------------------------|-----------------|--------------|
| | | | | |

| SI. No. | Name of the allottee | Details of the directions issued | Penalty imposed | Whether paid |
|---------|----------------------|----------------------------------|-----------------|--------------|
| | | | | |

| SI. No. | Name of the real estate agent | Details of the directions issued | Penalty imposed | Whether paid |
|---------|-------------------------------|----------------------------------|-----------------|--------------|
| | | | | |