

Checklist for registration of Real Estate Projects

Registration Checklist for Project Registration - Incase Promoter is other than Individual

Sno	Criteria	Requirement
PROMOTER PROFILE		
1	Promoter Details - Other than Individual	a) Name of organisation, type of organisation, Main objects of organisation, Registered address, Address for communication, contact details of authorized signatory who will sign form B, weblink of the promoter b) Company Registration Certificate c) Details of Parent Entity/Entities if applicable (Name, Main Objects, Registered address, years of experience in Punjab, years of experience in other states) d) Chairman, Partner, Director or other Authorized Signatory Details (Name, Designation, PAN no., Aadhar No., Address, Mobile No. Email e) Photograph(s) of Promoter, Chairman, Partner, Director or other Authorized Signatory as applicable f) Authenticated copy of the PAN card of the promoter/partnership firm/company
2	Financial Details	a) Audited annual P&L statement for the last three financial years OR Incase the enterprise has been in existence for less than 3 years, the audited annual P&L statements for the years in existence. b) Audited annual balance sheet for the last three financial years OR Incase the enterprise has been in existence for less than 3 years, the audited annual balance sheets for the years in existence. c) Audited cash flow statement for the last three financial years OR Incase the enterprise has been in existence for less than 3 years, the audited annual cash flow statement for the years in existence. d) Annual Director and Auditor's report for the last three financial years OR Incase annual report not available, only auditor report is required OR Incase the enterprise has been in existence for less than 3 years, the Director and auditor's report for the years in existence
3	Track Record of Promoter	a) Number of years of experience of the promoter in real estate development in the State of Punjab b) Number of years of experience of the Promoter in real estate development in the other States or UTs c) Number of Completed projects in last 5 years and area constructed under such projects d) Total number of ongoing projects and area constructed under such projects
4	Projects launched in the last 5 years (if any)	Following details of the projects launched in the last 5 years is required in the following format: a) Project Name b) Project Type c) Current status of the project d) Area Constructed under each project e) Project Start Date f) Original Proposed date of completion g) Actual date of completion h) Delay in completion of those projects (if any) i) Details of type of land j) Details of cases pending k) Pending payments towards government or any statutory authority OR Incase the enterprise has been in existence for less than 5 years, the above details are required for all the projects launched till date.
PROJECT DETAILS		
5	Form A as defined in the Rules	Filled copy of Form A
6	Form B as defined in the Rules	Filled copy of Form B
7	Project Name & Address	Name, Address and website of the project for which the registration is sought

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8	Communication Details of Authorized Person	Specify the following details of the authorized person for communication: i) Name ii) Address iii) Email ID iv) Mobile Number
9	Project Amenities	A note explaining the salient features of the proposed project including access to the project, design for electric supply including street lighting, water supply arrangements and site for disposal and treatment of storm and drainage water, any other facilities and amenities or public health services proposed to be provided in the project.
10	Project Specifications	Specifications of the proposed project including details about the following: (in case of group housing) i) Structure ii) Flooring iii) Wall Finishing iv) Sanitary Fittings v) Electrical Fittings vi) Kitchen
11	Project Facts	List down the following project facts: i) Project Status (Ongoing/Complete) ii) Project Start Date iii) Original date of project completion iv) Proposed date of project completion v) Reason for delay if any?
12	Registration Fee	a) Demand Draft for the sum calculated as per schedule - I b) Self declaration from the applicant certifying the Potential zone under which the project falls c) Copy of Demand Draft to be annexed in the file
13	Plan for development works in the project	Detail plan of development works (internal) to be undertaken in the project
14	Litigation Details	Litigation details (if any) related to the project to be provided: a) Case Title b) Case Number c) Name of Authority/Forum where case is pending OR Declaration that no litigation is pending against the project
15	Documents to be signed with allottees	a) Proforma agreement for sale as prescribed in the Rules b) Proforma of allotment letter c) Proforma for Conveyance deed
PROJECT LAND DETAILS		
16	Location Details	Following area details of the land to be provided: i) Total area of land proposed to be developed ii) Area of land under various categories (Residential - Group Housing, Residential - Plotted, Commercial and Industrial) iii) Name of Village(s) under which the land falls iv) Khasra Number and area of land under each khasra number v) Total open area under land proposed to be developed vi) Total covered area under land proposed to be developed vii) Latitude and Longitude of start point of proposed project viii) Latitude and Longitude of end point of proposed project
17	Legal Title Deed of the promoter for the land	a) Authenticated copy of title deed i.e. Sale deed, gift deed, exchange, inheritance, court decree etc. through which the land is acquired. b) Latest copy of jamabandi certificate depicting any of documents as above
Consent details of owner in case builder is not	a) Consent details of land owner	

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18	Consent details of owner lease holder is not owner of land	b) Copy of collaboration agreement, joint agreement or any other agreement entered into between promoter and owner(s)
		c) Copies of title and other documents reflecting title of the owner(s) of land
19	Encumbrance details of the land	Details of charge created on the land or building in any manner by the promoter or any other authority.
		OR
		Non encumbrance certificate through an advocate with experience of 10 years
		OR
		Non encumbrance certificate through an advocate with experience of 10 years or from the the revenue authority not below rank of
		Tehsildar
20	Land Title Search Report	Land title search report from an advocate having experience of at least ten years
21	Approved Project Plans (Copy of the documents sanctioned by competent authority)	a) Sanctioned building plan
		b) Layout plan
		c) Authenticated copy of the site plan or site map showing the location of the project land along with names of revenue estates, khasra numbers and area of each parcel of the project land
PROJECT APPROVAL DETAILS		
22	Approvals and commencement certificate for the project (Mega Project)	For the commencement for Mega Project, Agreement between Promoter and the concerned development authority shall be required
23	Approvals and commencement certificate for the project (Other Projects)	a) Letter of Intent from the statutory authority
		b) CLU certificate
		c) License of competent authority
24	Details of other Approvals, Permissions, Clearances, Modifications, Amendments, Revisions or Legal Documents	The following details of any other approvals related to the project along with the relevant document(s) are to be provided:
		i) Document Type
		ii) Name of document (Occupancy certificate, completion certificate etc.)
		iii) Status(Applied/To be applied/Received/Revised)
		iv) Planned date of application/expected date of receipt
25	Certifications regarding the project	a) Architect's Certificate as per Form 1 of General Regulations, 2017
		b) Engineer's Certificate as per Form 2 of General Regulations, 2017
		c) Chartered Accountant's Certificate as per Form 3 of General Regulations, 2017
		d) Architect's Certificate as per Form 4 of General Regulations, 2017
SPECIAL BANK ACCOUNT DETAILS		
26	Name, Address and bank account number of the account maintained for project as per sub-clause D of clause(l) of subsection 2 of section 4 of the Act	Bank name, Branch name, address of the bank, the account number and IFSC Code of the account maintained by the promoter specifically for the project.
		Cancelled Cheque of the account
PROJECT UPDATES (Also to be submitted on a quarterly basis)		
27	Construction Details	The following construction details need to be provided for construction status of each building/tower/block in the project:
		i) Building/Tower /Block Name
		ii) Number of floors/plots proposed
		iii) Number of floors/plots currently sanction
		iv) Number of floors/plots constructed
		v) Photographs of each of the floors constructed
		vi) Floor Plan of each of the associated floors.

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28	Apartment/Plot inventory details	The following inventory details need to be provided for construction status of each building/tower/block in the project: i) Building/Tower /Block Name ii) Type of Apartment /Shop/ Plot iii) Carpet Area of Such Apartment/Shop/ Plot in (sqr mtrs) iv) Exclusive open Terrace area of each type of unit (in sqr mtrs) if any v) Area of the Exclusive Balcony or Verandah of each type of unit (in sqr mtrs) if any vi) Number of Such Apartment/Shop/Plot available for Sale vii) Number of Such Apartment/Shop/Plot already sold
29	Parking Details	The following details about the available parking need to be provided: i) Type of Parking (Garages/Covered/Open/Stilt/Basement) ii) Number of such Parking space available for Sale iii) Total Area of Such Parking Space iv) Number of such Parking Space Booked or Sold
30	Internal Infrastructure status	a) Status of Construction of Internal Infrastructure and Common Areas b) Photograph of Construction status of Internal Infrastructure and common areas
31	Proposed Facilities	Following details of the proposed facilities including fire fighting facilities, drinking water, emergency evacuation services, use of renewable energy etc. i) Whether Proposed? ii) Details
32	External development works	A table showcasing whether the following external development works for the project would be self developed or developed by the local authority: a) External roads & road systems landscaping b) Water supply systems c) Sewarage & Drainage systems d) Electricity supply transformer & sub-station e) Solid waste management & disposal f) Any other work performed in the periphery of the project for its benefit (If any)
33	Project Documents	a) Copy of project advertisements b) Copy of project prospectus OR Self-declaration by applicant in case any of the above are not being used for the project.
34	Form 5 of General Regulations	Duly signed Form 5 of General Regulations, 2017
35	Details of real estate agents (if any)	A table showcasing the following: i) Associated Consultant Type ii) Name of Professional iii) RERA ID in case of Agent iv) Name of Promoter and Year of Establishment v) Name and Profile of Key Projects Completed vi) Address for Official Communication vii) Mobile Number viii) Email ID
36	Details of Contractors, architects, structural engineer (if any)	A table showcasing the following: i) Associated Consultant Type ii) Name of Professional iii) Name of Promoter and Year of Establishment iv) Name and Profile of Key Projects Completed v) Address for Official Communication vi) Mobile Number vii) Email ID