Form-I

Application for registration of real estate project at--------------

(Name of ULB/Panchayat)

To

For office use only

Application Serial No.---------------

Date----------------

Fees Paid: INR----------

The Chairperson

Odisha Real Estate Regulatory Authority

Bhubaneswar

Sir,

I hereby apply for the grant of registration of the real estate project, ----------- (Name) to be set up over

|  |  |  |
| --- | --- | --- |
| Plot No. | Khata No. | Mouza |
|  |  |  |
|  |  |  |
|  |  |  |

(Add more rows if required)

of --------------Tahasil in ------------- district of Odisha.

1. Authorized Signatory’s\* Details:

(\*Person signing this application is the Authorized Signatory)

1. Name of the Authorized Signatory:------------------------------------
2. Status of the Authorized Signatory: -----------------------------------
3. Promoter’s Details:
4. Entity (Individual/Partnership firm/

Company/Society/Competent Authority):-----------------------------

1. Name of the Promoter:----------------------------------------------------
2. Registration Number (If a company/Society):-------------------------
3. PAN of the Promoter-------------------------------------------------------
4. Registered Address of the Promoter:---------------------------------------
5. Telephone and Mobile number--------------------------------------
6. Email Address--------------------------------------------------------------
7. Details of the Board of Directors/Managing Committee/Partners

|  |  |  |
| --- | --- | --- |
| Sl | Name | Position held |
|  |  |  |
|  |  |  |
|  |  |  |

(Add more rows if required)

(Photographs of all the Directors/Members of Managing Committee/Partners as the case may be to be pasted mentioning name below their respective photos)

Photograph

Photograph

Photograph

|  |  |  |
| --- | --- | --- |
| Name | Name | Name |

1. Basic Information about last 5 projects: Submitted

(To be submitted in Annexure-1 to this form)

1. Details of the Project to be registered: Submitted

(To be submitted in Annexure-2 to this form)

1. Documents to be attached: (As per Annexure-4)

I solemnly affirm and declare that the particulars given herein are correct to the best of my knowledge and belief and I attach all necessary documents and certificates in support of the application.

Yours faithfully

Date:

Place:

Self-attested passport size photograph of the authorized signatory to be pasted here.

(Signature of the Authorized Signatory)

Name:

Annexure-1

(Section-4(2) (b) of the Act)

(Brief Details of the Projects, launched by the promoter in the last five years, whether completed or being developed)

Basic Information of projects in the last five years

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Name & Address of the project | Project Registration Number if any | Type of Project | Type of Land (Ownership/Joint Venture) | Status of the Project (Completed/Ongoing) | If ongoing, delayed or on time | Cases Pending (Yes/No) | Details of cases, if any | Payments pending (Yes/No) |
|  |  |  |  |  |  |  |  |  |  |

Annexure-2

(Details of the project to be registered)

1. Name of the Project:
2. Type of Project (Residential/Commercial/Mixed/Plotted Scheme):
3. Address of the Project:
4. Land Details of the Project:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mouza | Khata No.(Hal) | Plot No. (Hal) | Area of Plot in sq. metres | Classification | Title Holder |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

(Add more rows if required)

1. Details of encumbrances, if any, in respect of each plot:
2. Date of commencement of the Project:
3. Scheduled date of completion of the project:
4. Reasons for delay, if any (ongoing project):
5. Category and no. of Units to be developed:

|  |  |
| --- | --- |
| Category | No. of units |
| Plots |  |
| Residential |  |
| Commercial |  |
| Mixed  |  |
| Others |  |

1. Details of each Category:

|  |
| --- |
| 1. PLOTS
 |
| Plot No. | Dimensions (length X Width) | Area in sq. metres |
|  |  |  |
|  |  |  |

(Add more rows if required)

|  |
| --- |
| 1. RESIDENTIAL FLATS/HOUSE
 |
| Flat No/ House No. | Area in square metres |
| Carpet Area  | Balcony Area | Exclusive Open Terrace Area |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Add more rows if required)

|  |
| --- |
| 1. COMMERCIAL UNITS
 |
| House Number | Dimensions (Length X Width) | Carpet Area in sq. metres |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(Add more rows if required)

N.B. In case of Mixed project type use Table-B and Table-C above

1. Types of garages and Parking

|  |  |  |
| --- | --- | --- |
| Category | No. of units | Area in sq. metres |
| Garages |  |  |
| Covered Parking |  |  |
| Open Parking |  |  |

1. Facilities to be provided:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Particulars of Facility | Yes or No | Brief description of facility |
| 1 | Drinking Water Facility |  |  |
| 2 | Fire Fighting Facility |  |  |
| 3 | Emergency Evacuation Services |  |  |
| 4 | Use of Renewable Energy |  |  |
| 5 | Lift Facility |  |  |
| 6 | Market Complex |  |  |
| 7 | Community Hall |  |  |
| 8 | Gymnasium |  |  |
| 9 | Swimming Pool |  |  |
| 10 | Play Ground |  |  |
| 11 | Park/Garden |  |  |
| 12 | Others (Please Specify) |  |  |

(Add more rows if required)

1. Bank Particulars of the Project:
2. Name of Bank and Branch:
3. Address of bank:
4. Telephone number and Mobile number:
5. Account Number:
6. IFSC:
7. Particulars of Contractor/Engineer/Architect/Other Technical Persons

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Address with mobile number and email address | Registration number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Add more rows if required)

1. Real Estate Agents associated with the project:

|  |  |  |
| --- | --- | --- |
| Name | Address with mobile number and email address | Registration number |
|  |  |  |
|  |  |  |

(Add more rows if required)

1. Funds Details (if an ongoing project):
2. Payments Collected from allottees:
3. Payments outstanding against allottees
4. Investment made in the project as on date:
5. Balance funds available with Promoter as on date:

(Signature of the Authorized Signatory)

Annexure-4

(List of Documents to be enclosed)

|  |  |  |
| --- | --- | --- |
| Sl No. | Description of Document | Tick as applicable |
| 1 | Authenticated copy of PAN of promoter |  |
| 2 | Authenticated copy of incorporation certificate or registration certificate as the case may be. In case of Partnership Firm, authenticated copy of the registered deed to be enclosed. |  |
| 3 | Income Tax return of the Promoter for immediate preceding three financial years. |  |
| 4 | Annual report including (i) Audited P/L/account, (ii) Balance sheet (iii) Cash Flow Statement, (iv) Directors’ report and (v) Auditor’s report for immediate three preceding financial years.  |  |
| 5 | Legal title deed in favour of Promoter if not owner of the Plots |  |
| 6 | A cancelled cheque relating to Project Specific Bank Account |  |
| 7 | A declaration supported by an affidavit as per clause-l of sub-section-2 of section-4 of the Act |  |
| 8 | Authenticated copy of the ROR or legal title deed of all plots included in the project |  |
| 9 | Encumbrance Certificate in respect of plots |  |
| 10 | Sanctioned building Plan and/or modified building plan |  |
| 11 | Sanctioned layout plan and/or modified layout plan |  |
| 12 | Authenticated copy of commencement certificate (or letter of approval of Building Plan by local authority) |  |
| 13 | Project Area map demarcated on the cadastral sheet showing Latitude and longitudes of each bend point |  |
| 14 | Copy of allotment letter- format |  |
| 15 | Copy of agreement for sale -format |  |
| 16 | Copy of conveyance deed -format |  |
| 17  | Original authorization letter in case Authorized Signatory is not promoter himself |  |
| 18 | Present status report of the project (ongoing only) certified by an architect, an engineer and chartered accountant (Rule 4(2)c) |  |
| 19 | Promoter’s undertaking to deposit 70% of the balance funds in a separate bank account (Rule 4(5)) |  |
| 20 | If Drinking Water is to be supplied by the PHED or sourced from ground water, then consent letter of PHED or NOC from Central Ground Water Commission, as the case may be,. |  |
| 21 | Letter of consent for power supply from the concerned Utility Company . |  |
| 22 | NOC in respect of fire safety from DG (Fire services), Government of Odisha |  |
| 23 | NOC from Airport Authority, if applicable |  |
| 24 | NOC from Archeological Survey of India, if applicable |  |

CHECK LIST

(Please check if you have enclosed following documents)

|  |  |  |
| --- | --- | --- |
| Sl | Description | Tick as applicable |
| 1 | Application Form-I |  |
| 2 | Annexure-1 to Form-I |  |
| 3 | Annexure-2 to Form-I |  |
| 4 | Annexure-4 to Form-I |  |
| 5 | Photographs of all Directors/Members/Partners and applicant as required in Form-I |  |
| 6 | Authenticated Copy of registration or incorporation certificate or registered deed |  |
| 7 | Annual Report for immediate last 3 years |  |
| 8 | Copy of Income Tax Return for immediate last three preceding financial years |  |
| 9 | Annual report including (i) Audited P/L/account, (ii) Balance sheet (iii) Cash Flow Statement, (iv) Directors’ report and (v) Auditor’s report for immediate three preceding financial years. |  |
| 10 | Authenticated copy of PAN Card of the Promoter |  |
| 11 | Authenticated copy of the ROR or legal title deed of all plots included in the project |  |
| 12 | Encumbrance Certificate in respect of plots |  |
| 13 | Legal title deed in favour of Promoter if not owner of the Plots |  |
| 14 | A cancelled cheque relating to Project Specific Bank Account |  |
| 15 | A declaration supported by an affidavit Form-A as per clause-l of sub-section-2 of section-4 of the Act |  |
| 16 | Project Area map demarcated on the cadastral sheet showing Latitude and longitudes of each bend point |  |
| 17 | Original authorization letter in case applicant is not promoter himself |  |
| 18 | Copy of allotment letter format |  |
| 19 | Copy of agreement for sale format |  |
| 20 | Copy of conveyance deed format |  |
| 21 | Bank Draft towards registration fee |  |
| 22 | Sanctioned building Plan and/or modified building plan |  |
| 23 | Sanctioned layout plan and/or modified layout plan\* |  |
| 24 | Present Status Report of the project if ongoing\*\* |  |
| 25 | Promoter’s undertaking to deposit 70% of balance funds in case of ongoing projects |  |
| 26 | If Drinking Water is to be supplied by the PHED or sourced from ground water, then consent letter of PHED or NOC from Central Ground Water Commission, as the case may be,. |  |
| 27 | Letter of consent for power supply from the concerned Utility Company . |  |
| 28 | NOC in respect of fire safety from DG (Fire services), Government of Odisha |  |
| 29 | NOC from Airport Authority, if applicable |  |

\* Please submit layout plan as per ORERA’s guidelines (enclosed)

\*\* Present status report of the ongoing project should reflect construction stage, funds collected from the allottees/purchasers till date and expenditure incurred till date jointly signed by Chartered Accountant, Architect, Construction Engineer and Promoter.