



No. K-RERA/T3/102/2020

dated: 14/01/2020

**ORDER**

In exercise of the powers conferred under section 37 of the Real Estate (Regulation and Development) Act 2016 and in order to structure the scrutiny of applications for registration of ongoing real estate projects, the Kerala Real Estate Regulatory Authority here by issues the following directions to the promoters of on-going real estate projects, which require registration before the Authority.

- (1) Duly filled "**CHECKLIST FOR FILING APPLICATION**" as per Annexure I to this order shall be placed above the application for registration.
- (2) Duly filled application in Form A1, Declaration supported by Affidavit in Form B and all other enclosures shall be placed in the same order as mentioned in the "**CHECKLIST FOR FILING APPLICATION**".
- (3) The starred (\*) items in the "**CHECKLIST FOR FILING APPLICATION**" shall be submitted in the **respective formats attached** to this order.
- (4) Copies of all documents required to be furnished shall be attested by the Promoter or his authorised signatory. All enclosures mandated as per serial no: 71 of the Application and all items starred in the "**CHECKLIST FOR FILING APPLICATION**" shall be **duly signed** by the Promoter / Authorised signatory.
- (5) Application in Form A1, Declaration supported by affidavit in Form B and details to be furnished as per serial no: 61 to 63, 66, 71 to 76 and 80 to 82 shall be submitted in legible **typed form**.
- (6) The **proforma of agreement** for sale to be enclosed as per serial no: 71 of Application form shall be as per Annexure A of the Kerala Real Estate (Regulation and Development) Rules, 2018.
- (7) The **Declaration supported by an Affidavit** as required under serial no: 84 of Application form shall be as per Form B of the Kerala Real Estate (Regulation and Development) Rules, 2018
- (8) The **demand draft** remitting the fee shall be kept in a separate cover and submitted along with the application.

  
**CHAIRMAN**

## Annexure I

## CHECKLIST FOR FILING APPLICATION FOR REGISTRATION OF **ONGOING** REAL ESTATE PROJECT

NAME OF PROJECT : \_\_\_\_\_  
 LOCATION OF PROJECT : \_\_\_\_\_  
 NAME OF PROMOTER : \_\_\_\_\_

	Particulars	Please see Item No: in the Application form	Page no From - To
1	Duly filled <b>Application Form A1</b> (for Ongoing Projects)	—	
2	<b>Affidavit in Form B</b> [shall be strictly as prescribed in Kerala Real Estate (Regulation and Development) Rules 2018]	—	
3	In case of ' <b>authorised signatory</b> ':  (a) <b>Letter of individual promotor</b> authorising such person [OR]  (b) <b>Resolution of the entity</b> authorising such person	—	
4	<b>Brief Details of Enterprise</b> Details of enterprise* Copy of registration certificate	<b>61</b>	
5	Other details including <b>Name, Photograph etc of promoter(s)</b> (of directors/partners etc. in the case of firms):*	<b>62</b>	
6	<b>Brief details of the projects</b> launched by the <b>promoter in the past five years</b> including commencement date, date of completion delay in completion (if any), details of cases or payments pending etc.*	<b>63</b>	
7	Authenticated copy of the <b>PAN Card</b>	<b>64</b>	
8	<b>Audited Balance sheet</b> of the promoter for the preceding financial year and <b>income tax returns</b> for three preceding financial years.	<b>65</b>	
9	Detailed <b>description of Land</b> *	<b>66</b>	
10	Self-attested copy(ies) of the <b>Building Permit</b> including copy of the building permit(s) for previous or subsequent phases if any.	<b>67</b>	
11	Self-attested copy(ies) of the <b>Sanctioned Plan/Layout approval</b> including copy of the approvals for previous or subsequent phases if any.	<b>68</b>	

Sl. No:	Particulars	Please see Item No: in the Application form	Page no From - To
12	Self-attested copy(ies) of <b>Plan of development works to be executed</b> in the proposed project and the plan of proposed facilities to be provided thereof including facilities like firefighting, drinking water facilities, evacuation services, use of renewable energy, detailed floor plans, site plan and other plans.	<b>69</b>	
13	<b>Location details</b> of the project, with clear demarcation of land with boundaries including Latitude and Longitudes of end points.*	<b>70</b>	
14	The <b>proforma of the allotment letter, agreement for sale and conveyance deed</b> proposed to be signed with the allottees: <i>[proforma for agreement for sale shall strictly be as provided in Annexure A of Kerala Real Estate (Regulation and Development) Rules 2018]</i>	<b>71</b>	
15	<b>Area Statements etc:</b> Total floor area, common area, a detailed statement showing the number of dwelling units proposed to be constructed on each floor, type, carpet area of apartments, area of exclusive balcony or verandah for each units, exclusive open terrace areas for each units(if any), share of common area of each dwelling unit etc.*	<b>72</b>	
16	Number and area if <b>garage (parking spaces) for sale</b> in the project.*	<b>73</b>	
17	The name and address of <b>real estate agents</b> (if any) proposed to be engaged for the project.*	<b>74</b>	
18	The name and address of <b>architect/engineer/structural engineers/contractor(s) and other key person(s)</b> to be engaged for the project including their name, address, year of establishment & details of key projects completed.*	<b>75</b>	
19	The <b>Facilities</b> to be made available to the allottees.*	<b>76</b>	
20	<b>Nature of Promoters Title to the Land</b> & copy of title deed:	<b>77</b>	
21	Self-attested copy of <b>land records</b> :	<b>78</b>	
22	Self-attested copy of <b>legally valid authorisation/ agreement issued by Land Owner(s)</b> to carry out the proposed real estate project (if applicable)	<b>79</b>	

Sl. No:	Particulars	Please see Item No: in the Application form	Page no From - To
23	<b>Nature of Encumbrances</b> including <b>details of any mortgages</b> on the Land including the right, title interest/claim of any other person in over such land:*	<b>80</b>	
24	Detailed <b>Technical specification</b> to be adopted in the project. Detailed estimate of expenditure for construction and the source from which such expenditure is sought to be financed.*	<b>81</b>	
25	Detailed <b>estimate of expenditure</b> for construction and the source from which such expenditure is sought to be financed.*	<b>82</b>	
26	Copy of the <b>front page of Pass Book</b> of the account exclusively opened for this particular project in a Scheduled bank:	<b>83</b>	
27	The <b>Demand Draft</b> for remitting the <b>registration fee</b> .	Please enclose in a separate cover and submit along with Application	

**\* Details may be submitted in the formats attached herein**

(Name & Signature of Promoter/ Authorized signatory)

**FORMAT FOR FURNISHING DETAILS REQUIRED AS PER SERIAL NO: 61 OF APPLICATION FORM A1**

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*(enter name of project and location as caption)*

**BRIEF DETAILS OF THE ENTERPRISE (PROMOTER)**

Name: \_\_\_\_\_

Registered address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of enterprise: \_\_\_\_\_  
*(proprietorship/society/partnership/company/competent authority etc.)*

Particulars of registration: \_\_\_\_\_  
\_\_\_\_\_

Brief Details of Parent entity:  
*(in case of newly incorporated or registered entity)*

Name : \_\_\_\_\_

Registered address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of enterprise : \_\_\_\_\_

Brief Description of the promoter:

*(Enter here a brief description)*

**WEB LINK DETAILS:**

*(Name & Signature of Promoter/Authorized signatory)*

**FORMAT FOR FURNISHING DETAILS REQUIRED AS PER SERIAL NO: 62 OF APPLICATION FORM A1**

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*(enter name of project and location as caption)*

**OTHER DETAILS OF THE ENTERPRISE (PROMOTER)**

Insert Photograph of the Promoters and specify the Name, address, contact details of the Promoter  
Beneath the photograph

*(in the case other than individual, furnish the above details for the Chairman, partners, directors etc. as the case may be and that of the authorized persons)*

*(Name & Signature of Promoter/Authorized signatory)*

FORMAT FOR FURNISHING DETAILS REQUIRED AS PER SERIAL NO: **63** OF APPLICATION FORM A1

(enter name of project and location as caption)

## BRIEF DETAILS OF THE PROJECT LAUNCHED BY THE PROMOTER IN THE PAST FIVE YEARS

[illegible]

(Name & Signature of Promoter/Authorized signatory)

**FORMAT FOR FURNISHING DETAILS REQUIRED AS PER SERIAL NO: 66 OF APPLICATION FORM A1**

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*(enter name of project and location as caption)*

**DETAILED DESCRIPTION OF LAND**

LOCATION OF LAND

District : \_\_\_\_\_

Taluk : \_\_\_\_\_

Name of LSGI : \_\_\_\_\_

REVENUE PARTICULARS :

Sy No/Resurvey No (with subdivisions) with Block No / Name of Village:

Total area of land : \_\_\_\_\_ sq. meters

NATURE OF RIGHT :

CLASSIFICATION OF LAND:

PATTA NO:/ THANDAPER DETAILS:

BOUNDARIES OF PLOT:

NATURE OF PROMOTERS TITLE TO THE LAND:

OTHER RELEVANT INFORMATION :

*(Name & Signature of Promoter/Authorized signatory)*



FORMAT FOR FURNISHING DETAILS REQUIRED AS PER SERIAL NO: **70** OF APPLICATION FORM A1

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*(enter name of project and location as caption)*

## LOCATION DETAIL OF THE PROJECT

*(include the site plan showing clear demarcation of land with boundaries, including latitude and longitude of end points.)*

*(Name & Signature of Promoter/Authorized signatory)*

[illegible]

10

FORMAT FOR FURNISHING DETAILS REQUIRED AS PER SERIAL NO: **73** OF APPLICATION FORM A1

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*(enter name of project and location as caption)*

**GARAGES/ PARKING SPACES**

Description		
PARKING	Total Area (in sq.m)	Number
Open parking space <i>(These will be treated as Common area)</i>		
Garages or covered parking space		
Total parking space in the project		

*(Name & Signature of Promoter/Authorized signatory)*

**FORMAT FOR FURNISHING DETAILS REQUIRED AS PER SERIAL NO: 74 OF APPLICATION FORM A1**

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*(enter name of project and location as caption)*

**REAL ESTATE AGENTS**

(Engaged/ Proposed to be engaged for the project)

Name of registered agent :

K-RERA Registration number of agent :

Address of Agent :

*(Name & Signature of Promoter/Authorized signatory)*

**FORMAT FOR FURNISHING DETAILS REQUIRED AS PER SERIAL NO: 75 OF APPLICATION FORM A1**

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*(enter name of project and location as caption)*

**DETAILS OF ARCHITECT, ENGINEER, CONTRACTORS etc.  
ENGAGED FOR THE REAL ESTATE PROJECT**

The following are engaged for this real estate project under clause (k) of subsection (2) of section 4 of the Real Estate Regulation & promotion) Act 2016

**ARCHITECT**

Name :

Registration Number  
from Council of Architects :

Address of firm :

Year of establishment :

Names & Details of key projects completed:

**ENGINEER**

Name :

Registration Details :

Address of firm :

Year of establishment :

Names & Details of key projects completed:

*(Name & Signature of Promoter/Authorized signatory)*

## STRUCTURAL ENGINEER

Name :

Registration Details :

Address of firm :

Year of establishment :

Names & Details of key projects completed:

## CONTRACTORS

Name :

Address of firm :

Year of establishment :

Names & Details of key projects completed:

## OTHER KEY PERSON(S)

Name :

Address :

Year of establishment :

Names & Details of key projects completed:

(Name & Signature of Promoter/Authorized signatory)

**FORMAT FOR FURNISHING DETAILS REQUIRED AS PER SERIAL NO: 76 OF APPLICATION FORM A1**

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\_\_\_\_\_  
(enter name of project and location as caption)

**FACILITIES TO BE MADE AVAILABLE TO THE ALLOTTEES**

**The following are the facilities/amenities to be made available to the allottees of this project**

*(Enter the list and details of facilities/amenities to be made available to the allottees of this project)*

*(Name & Signature of Promoter/Authorized signatory)*

**FORMAT FOR FURNISHING DETAILS REQUIRED AS PER SERIAL NO: 80 OF APPLICATION FORM A1**

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*(enter name of project and location as caption)*

**NATURE OF ENCUMBRANCES**

**The following are the details of encumbrances pertaining to the land for the project.**

*(Enter details of encumbrances pertaining to the land for the project)*

**The following are the details of any mortgages on the land including the right, title interest, claim of any other person in/over such land:**

*(Enter here all details of mortgages on the land including the right, title interest, claim of any other person in/over such land)*

***The latest Encumbrance certificate pertaining to the whole project site is enclosed.***

*(Name & Signature of Promoter/Authorized signatory)*



**FORMAT FOR FURNISHING DETAILS REQUIRED AS PER SERIAL NO: 81 OF APPLICATION FORM A1**

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*(enter name of project and location as caption)*

## **DETAILED TECHNICAL SPECIFICATIONS**

**The detailed technical specification to be adopted in the project is given under:**

*(Enter here the detailed technical specifications to be adopted in the project)*

*(Name & Signature of Promoter/Authorized signatory)*

**FORMAT FOR FURNISHING DETAILS REQUIRED AS PER SERIAL NO: 82 OF APPLICATION FORM A1**

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*(enter name of project and location as caption)*

**DETAILED ESTIMATE**

**A. The detailed estimate of expenditure for construction for the project is given under:**

*(Enter the details here)*

**B. The details of the source from which such expenditure is sought to be financed:**

*(Enter the details here)*

*(Name & Signature of Promoter/Authorized signatory)*