

Forwarding letter and Index

From

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.....

To

The Haryana Real Estate Regulatory Authority,
Panchkula.

Subject: Application for registration of real estate project.

Sir,

Enclosed is an application for registration of real estate project
named,
located at

All parts REP-I-A to REP-I-H duly filed up, along with annexures are submitted
herewith for consideration of the Authority. Index of all the documents is as
follows:

Index				
Sr. No.	Forms		Folders	
	Form No.	Pages	Number	Pages
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(Change page number as per actual)

Dated:.....

Signature of the applicant

Mobile No.

Email ID

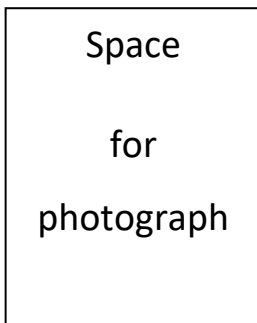
Form REP-I

Part-A

In case the applicant is a Firm:

1. Name of the firm
2. Address of the firm for correspondence
(Annex a copy in folder A)
Phone (Landline)
Phone (Mobile)
Email ID
3. Registration number/ details of the firm
(Attach a copy in folder A)
4. PAN of the firm
(Attach a copy in folder A)
5. Names and address of the partners:

Partner 1



Name.....
Residential address.....
.....
(Annex a copy of proof in folder A)
Phone (Landline)
Phone (Mobile)
Email ID
Aadhar No.
(Annex a copy in folder A)
PAN no.
(Annex a copy in folder A)

Partner 2

Space
for
photograph

Name.....
Residential address.....
.....
(Annex a copy of proof in folder A)
Phone (Landline)
Phone (Mobile)
Email ID
Aadhar No.
(Annex a copy in folder A)
PAN no.
(Annex a copy in folder A)

Partner 3

Space
for
photograph

Name.....
Residential address.....
.....
(Annex a copy of proof in folder A)
Phone (Landline)
Phone (Mobile)
Email ID
Aadhar No.
(Annex a copy in folder A)
PAN no.
(Annex a copy in folder A)

6. Person/ partner who is authorised
to undertake all correspondence with
Authority and home buyers

Name.....
Residential address.....
.....
(Annex a copy of proof in folder A)
Phone (Landline)
Phone (Mobile)
Email ID
Aadhar No.

(Annex a copy in folder A)

PAN no.

(Annex a copy in folder A)

7. I hereby declare that the above information and particulars are based on record and are true to the best of my knowledge and belief and nothing has been concealed.

Signature of the applicant/
authorised representative

Stamp.....

Date:

Cont.

Form REP-I

Part-A

In case the applicant is a Company:

1. Name and registered address of the company
(Annex copy of the registration certificate
in folder A)

Phone (Landline)
Phone (Mobile)
Email Id
Website
PAN No.
(Annex a copy in folder A)
CIN No.
(Annex a copy in folder A)

2. Chairman of the company:

Space for photograph	Name	
	Residential address	
	Phone (Landline)	
	Phone (Mobile)	
	Email Id	
	PAN No.	
	(Annex a copy in folder A)	
	Aadhar No.	
(Annex a copy in folder A)		
DIN No.		

3. Managing Director:

Space for photograph	Name	
	Residential address	
	Phone (Landline)	
	Phone (Mobile)	
	Email Id	
	PAN No.	
	(Annex a copy in folder A)	
	Aadhar No.	
	(Annex a copy in folder A)	
DIN No.		

4. Authorised representative for correspondence with the Authority:

Space for photograph	Name	
	Residential address	
	Phone (Landline)	
	Phone (Mobile)	
	Email Id	
	PAN No.	
	(Annex a copy in folder A)	
	Aadhar No.	
	(Annex a copy in folder A)	

5. Director 1:

Space for photograph	Name	
	Residential address	
	Phone (Landline)	
	Phone (Mobile)	
	Email Id	
	PAN No.	
	(Annex a copy in folder A)	
	Aadhar No.	
	(Annex a copy in folder A)	
DIN No.		

6. Director 2:

Space for photograph

Name
Residential address
Phone (Landline)
Phone (Mobile)
Email Id
PAN No.
(Annex a copy in folder A)
Aadhar No.
(Annex a copy in folder A)
DIN No.

7. Director 3:

Space for photograph

Name
Residential address
Phone (Landline)
Phone (Mobile)
Email Id
PAN No.
(Annex a copy in folder A)
Aadhar No.
(Annex a copy in folder A)
DIN No.

So on.....

I hereby declare that the above information and particulars are based on record and are true to the best of my knowledge and belief and nothing has been concealed.

Date:.....

Signature of the applicant/
authorised representative

Stamp.....

Cont.

Form REP-I

Part-A

In case the applicant is a registered Society or a Trust or an Authority:

1. Name and registered address
of the society/ trust/ authority:
(Annex copy of the registration certificate
In folder A)

Phone (Landline)
Phone (Mobile)
Email ID
Website
PAN No.
(Annex copy in folder A)

2. Name of the law under which the
Society/ Trust/Authority was created:
(Attach a copy in folder A)

3. Chairman/ Head of the Society/ Trust:

Space
for
photograph

Name

.....

Residential address

.....

Phone (Landline)

.....

Phone (Mobile)

.....

Email Id

.....

PAN No.

.....

(Annex a copy in folder A)

Aadhar No.

.....

(Annex a copy in folder A)

4. Secretary/ Chief Executive Officer of the Society/ Trust:

Space
for
photograph

Name

.....

Residential address

.....

Phone (Landline)

.....

Phone (Mobile)

.....

Email Id

.....

PAN No.

(Annex a copy in folder A)

Aadhar No.

(Annex a copy in folder A)

5. Annex a copy of Memorandum and Articles of Association etc. in Folder A.
6. Attach list of all the Members/ Trustees in folder A.

I hereby declare that the above information and particulars are based on record and are true to the best of my knowledge and belief and nothing has been concealed.

Signature of the applicant/
authorised representative

Stamp.....

Date

Cont.

Form REP-I

Part-A

In case the applicant is an Individual:

1. Name
2. Father's name
3. Business address for correspondence
(Annex proof in folder A)

Phone (Landline)

Phone (Mobile)

Email Id

Website
4. Residential address
(Annex proof in folder A)

Phone (Landline)

Phone (Mobile)
5. PAN card No. (Annex copy in folder A)
6. Aadhar No.(Annex copy in folder A)

Photograph
of
the
applicant

I hereby declare that the above information and particulars are based on record and are true to the best of my knowledge and belief and nothing has been concealed.

Signature of the applicant/
authorised representative

Stamp.....

Date

Cont.

Form REP-I

Part-A

Location and address of the project:

1. Name of the project
2. Address of the site of the project
(Annex proof in folder A)
Tehsil
District
3. Contact details of the site office
of the project:
Phone (Landline)
Phone (Mobile)
Email
4. Contact person at the site office:
Name
Phone (Landline)
Phone (Mobile)
Email Id

I hereby declare that the above information and particulars are based on record and are true to the best of my knowledge and belief and nothing has been concealed.

Signature of the applicant/
authorised representative

Stamp.....

Date

Cont.

Form REP-I

Part-A

Fee details:

As per sub-rule (2) of Rule 3 of the Haryana Real Estate (Regulation and Development) Rules, 2017, the fee for registration of the project as has been calculated as follows:

.....
.....
.....
.....

2. The aforesaid fees amounting to Rs.has been transferred from the applicant's Account No. MICR No. to the account number of HRERA, Panchkula

Or

The aforesaid fees is hereby deposited vide Draft/ Banker's Cheque No., dateddrawn on(Bank) bearing No. dated

Signature of the applicant

Mobile No.

Email ID

Cont.

Form REP-I

PART-B

Information relating to the project land and licenses:

1. Land area of the project(Acres/ Sqm.)
2. Permissible FAR
3. FAR proposed to be utilized in the project
4. Total licensed area,
if the land area of the present project is a part
thereof.
5. License number granted by the Town
& Country Planning Department for the project.
(Annex copy in folder B)
6. Licence valid upto(Date)
**(Annex copies of all the licenses along with
copies of all the renewal letters issued from
time to time in folder B)**

7. Is the applicant owner-licensee of the land
for which the registration is being sought.

Yes

No

If no, give names of the licensees.

1.
2.
3.
4.
-So on.....

8. If the answer to the above is 'No':

- i. In what legal capacity the applicant is
applying for registration
(Annex copy of all the relevant documents
Including collaboration agreements and
Power of Attorney etc. in folder B)

- ii. If the applicant is applying by virtue of a Collaboration agreement or Power of Attorney:
 - Was the agreement/ Power of Attorney made before or after grant of license.
(State facts in brief or annex in folder B)
- iii. Are agreements and Power of Attorney registered with the Registrar
- iv. Provide a summary of various collaboration Agreements highlighting important clauses of the agreements.
(Annex in folder B)
- v. Has ownership of the land changed after grant of license
(Annex details in folder B)
- vi. Has the fact of the project land being licensed and bonded for setting up of a colony been informed to the Revenue Department for entry in the record of ownership
(Annex details in folder B)
- vii. Will applicant himself be marketing the project
(Provide details in folder B)

I hereby declare that above information is correct and true and nothing has been concealed or misrepresented.

Signature of the applicant/
authorised representative

Stamp.....

Date

Form REP-I

Part-C

Project details:

1. Estimated cost of the project:
(Annex a copy of the project report
Folder C)
 - i) Cost of the land (if included
in the estimated cost)
 - ii) Estimated cost of construction of
apartments
 - iii) Estimated cost of infrastructure
and other structures
 - iv) Other Costs including EDC, Taxes, Levies etc.
2. The total land of the project measuringacres/ sq. mtrs. will be
utilised in the following manner:

Sr. No.	Land area under usage	Area of land (acres/ sq. mtrs.)
1	Plots to be sold	
2	Construction of apartments	
3	Roads	
4	Pavements	
5	Parks and playgrounds	
6	Green belts	
7	Vehicle parkings	
8	Electricity sub-station	
9	Club house	
10	Sewage and solid waste treatment facility	

11	Area to be left for transferring to the Government for community services	
12	Any other	
	Total	

(Add/delete rows as per actual)

3. Approvals/ NOCs from various agencies for connecting external services.

Facility	External/ connecting service to be provided by (Name the agency)	Whether Approval taken from the agency concerned. Yes/No (Annex details in folder C)
Roads		
Water supply		
Electricity		
Sewage disposal		
Storm water drainage		

4. Details of services and facilities which will be provided inside the project area as per service plan estimates and/or the project report:

Sr. No.	Name of the facility	Estimated cost (Within the project area only)	Remarks Yet to be prepared / Submitted to HUDA, Town & Country Planning Department/ as per project report etc. (Annex relevant documents showing costing details etc. in folder C)

1	Internal roads and pavements		
2	Water supply system		
3	Storm water drainage		
4	Electricity supply system		
5	Sewage treatment & Garbage disposal		
6	Street lighting		
7	Security and fire fighting		
8	Play grounds and parks		
9	Club house/ Community Centre		
10	Shopping area		
11	Renewable energy system		
12	School		
13	Hospital/ Dispensary		
14	Any other		

(Add/delete as per actual)

5. (a) Date of approval of latest layout plans granted(Date)
by Town & Country Planning Department on the
basis of which the project will be executed.

6. Date of approval of Building Plans(Date)

Provide following information if the project applied for registration is an on-going project:-

(i) Details of the plots/apartments in the project:

Sr. No.	Plot/ apartment type	Size of the plot/carpet area of the apartments	Total number of plots/apartments in the project	Plots/apartments booked/ sold upto the date of application	Yet to be sold/ booked	No. of towers to be/ being constructed for booked apartments
1	Apartment Type 1*					
2	Apartment Type 2*					
3	Apartment Type 3*					
4	Plot Type 1*					
5	Plot Type 2*					
6	Plot Type 3*					

(Add/ delete as per actual)

(* Change as per actual nomenclature)

ii) Apartments:

a) Status of construction activities in respect of sold/booked apartments.

Type	Number of apartments booked/ sold	Write or annex the stage of construction of the booked/ sold apartments in folder C
Type 1*		
Type 2*		
Type 3*		

(* Change as per actual nomenclature)

b) Time schedule of completion
of already booked apartments:

- Start date
- Earlier date of completion
- Revised date of completion.....

c) Time schedule for development
of infrastructure:

- Start date
- Percentage completion
Upto the date of application
- Projected date of completion.....

d) Provide further details in the proforma REP-I Part-C-X.

e) Plan of action for completing already booked/sold plots/apartments, along with requisite infrastructure. (Provide a detailed write up in annexure in folder C)

iii) Status in respect of plotted colony:

a)

Plots	Booked/sold	Stage of handing over the possession (Write or annex details)
Size 1*		
Size 2*		
Size 3*		

(Add/ delete as per actual)

(* Change as per actual nomenclature)

b) Schedule for development of Infrastructure:

- Start date
- Percentage completion
- Projected date of completion.....

c) Provide further details as per REP-I Part-C-X.

d) Schedule of completing the project and handing over possession of the plots.

Annex a detailed write up
in annexure in folder C

(iv) Vehicle parkings details of the project:

- Underground parking
- Stilt parking
- Covered parking
- Open parking
- Independent garages

(v) Quarterly schedule of development of whole/remaining part of the project:

(a) Apartments:

[illegible]

shops												
Plots												

(Add columns and rows as per actual upto the date of completion of the project)

(b) Infrastructure:

Particulars	Expen diture incurr ed till the date of applica tion	Expenditure to be made in each quarter										
		Apr- June	July- Sep	Oct- Dec	Jan- Mar	Apr- June	July- Sept	Oct- Dec	Jan- Mar	Apr- June	July- Sept	Grand Total
Roads & Pavements												
Water supply system												
Sewerage treatment & garbage disposal												
Electricity supply system												
Storm water drainage												
Parks and playgrounds												
Club house/ community centres												
Shopping area												
Etc.												
Etc.												

(Add columns and rows as per actual upto the date of completion of the project)

7. New projects:

i.Likely date of starting the construction work

ii.Likely date of completing the project

iii.Sizes of the plots to be offered in the project

Plot size	Number of plots in the project

(Add/delete as per actual)

iv.Type of apartments to be constructed in the project:

Type	Carpet area	Number of apartments	Number of towers

(Add/ delete rows as per actual)

(vi) Quarterly schedule of development of the project:

(c) Apartments:

[illegible]

(Add columns and rows as per actual upto the date of completion of the project)

(d) Infrastructure:

[illegible]

Shopping area												
Etc.												
Etc.												

(Add columns and rows as per actual upto the date of completion of the project)

It is hereby stated and declared that the above information is correct and true and nothing has been concealed or misrepresented.

Signature of the applicant/
authorised representative

Stamp.....

Date

Contd.

Form REP-I

PART-C-X

1. Financial information:

Particulars	Lakhs	Remarks, if any
i. No. of Flats/Apartments constructed		
ii. No. of Flats/ Apartments booked		
iii. Total amount (sale value) of booked Flats, on the date of application/end of last quarter		
iv. Total amount received from the allottees (booked Flats), on the date of application/end of last quarter		
v. Balance amount to be received from the allottees (booked Flats, after completion), on the date of application/end of last quarter		
vi. Balance amount due and recoverable from the allottees (booked Flats) as on the date of application /end of last quarter		

vii. Amount invested in the project upto the date of application • Land cost (If any) • Apartments • Infrastructure • EDC/ Taxes Etc. viii. Balance cost to be incurred for completion of the project and delivery of possession a) In respect of existing allottees b) In respect of rest of the project ix. The amount of loan raised from the banks/ financial institutions/ private persons against the project Annex detail of the securities furnished to the banks/ financial institutions against the aforesaid loans in folder C x. Total liabilities against the project up-to-date. (Annex details in folder C)		
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2. Additional information:

Particular	Estimated expenditure planned to be incurred as per service plan estimates or the project report.	Actual expenditure incurred upto the date of application.
A. <u>Infrastructure</u> i. Internal roads ii. Water supply system iii. Sewerage system iv. Storm water drainage. v. Electricity supply system vi. Solid waste collection and management system vii. Clubhouse viii. Schools ix. Club house and community buildings. x. Neighbourhood shopping xi. Green areas, parks, playgrounds, etc. xii. Parking (a) Covered parking (b) Open parking xiii. Garages xiv. Security system - Other facilities as per project		

report		
B. Expenditure on apartments already booked/sold		

It is hereby stated and declared that the above information is correct and true and nothing has been concealed or misrepresented.

Signature of the applicant/
authorised representative

Stamp.....

Date

Cont.

Form REP-I

Part-D

Accounts related information:

- | | | |
|----|---|---|
| 1. | Annex copy of the balance sheet of last 3 years | Annexure..... in folder D |
| 2. | In case of on-going projects, annex cash flow statement since start of the project up-to-date in folder D. Total receipt of funds, sources of funds and deployment of funds should be stated in tabulated form. | Annexure.....in folder D |
| 3. | Bank account to which the deposits received from apartment buyers will be credited | |
| | <ul style="list-style-type: none">• Bank and Branch address• Bank Account number• IFSC code• MICR code• Branch code | <ul style="list-style-type: none">••••• |
| 4. | Name and address of the person/persons who would ordinarily be operating the account (Change at any time must be intimated to the Authority) | |
| 5. | Attach certificate issued by a Chartered Accountant that the applicant has not | |

defaulted in its debt liabilities in the past
five years in folder D.
(In case of default, give details)

Signature.....

Seal

Date.....

Cont.

Form REP-I

PART-E

Details of the statutory approvals:

1. Annex copies of the following in Folder E:
 - (i) Lay out Plan. Annex.....
 - (ii)** Demarcation Plan.
 - (iii)** Zoning Plan.
 - (iv) Building Plan.
 - Site Plan.
 - Floor Plan
 - Apartment Plans.
 - Elevation Section.
 - Detail of Permissible FAR.
 - Detail of covered area achieved FAR.
2. Annex copies of following in folder E:
 - i. Roads and pavement plan Annex.....
 - ii. Electricity supply plan
 - iii. Water supply plan
 - iv. Sewerage and garbage disposal plan
 - v. Storm water drainage
 - vi. 10% land to be transferred to the Govt. for
Community facility
 - vii. Street lighting plan
 - viii. Parking plan

(Add/delete as per actual)
3. That the following statutory approvals have already been obtained:
 - i.
 - ii.
 - iii.

iv.
.....so on.....

4. That the following statutory approvals have been applied for but are yet to be received:

i. (Give date when filed)
ii.
iii.
iv.
.....so on

5. Applications for following statutory approvals are yet to be filed and will be filed in the time schedule given below:

i. (Give date by which it will be filed)
ii.
iii.
iv.
.....so on

It is undertaken that the project shall be completed within the time schedule given in Part C and the same will not be delayed on account of non- receipt of any of the statutory approval. The liability for the non-receipt of any of the statutory approval shall be that of the promoter and in case of delay, compensation as per law may be given to the allottees.

Signature.....

Seal.....

Date.....

Form REP-I

PART-F

1. A copy of the draft allotment letter byAnnexure folder -F-1
which the apartment shall be allotted/
booked in favour of the apartment buyers.
2. A copy of the Draft Agreement whichAnnexure folder -F-2
shall be made before seeking
any deposit exceeding 10% of the
cost of the apartment. (Based on the model
agreement prescribed in the Rules)
3. Gist of the important provisions of the Draft
AgreementAnnexure folder -F-3

Signature.....

Seal

Date.....

Cont.

Form REP-I

Part-G

Projects launched by the promoter in last five years:

1. Name and location of the project
2. Particulars of the project in brief:
 - ii. Total area of the project
 - iii. Total number of apartments
 - iv. Total number of plots
3. The number of plots/ apartments booked/sold to the allottees:
 - a) Apartments
 - b) Plots
4. (i) Details of the expenditure incurred upto date:

	Initially estimated cost	Revised cost	Expenditure incurred upto the date of application
Total cost of the project (Other than cost of land)			
Cost of the apartments			
Cost of the infrastructure			
Others costs			

5. Total amount of money collected from current allottees of the apartments/ plots upto the date of filing this application.
6. Remaining amount of sale price money

to be collected from the current allottees
of the apartments.

7. Loan sanctioned by the banks/ other
financial institutions against the project.
8. Amount drawn from the banks/ other
financial institutions till the date of filing
this application.
9. Whether any litigation is pending against the
Project: Yes/No
(If yes-give annex details in folder G)
10. Initial date of completion of the project.
11. Likely date of completion of the project.

**(Similar details may be given in respect of code of the projects launched
by the applicant promoter in last 5 years)**

Undertaking

I hereby declare that the above information and particulars are
based on record and are true to the best of my knowledge and belief and
nothing has been concealed.

Signature of the applicant/
authorised representative

Stamp.....

Date

Cont.

Form REP-I

PART – H

SPECIFICATION OF CONSTRUCTION		
Specification of apartments and other buildings including the following:		
1.	Flooring details of various parts of the house	
2.	Wall finishing details	
3.	Kitchen details	
4.	Bathrooms fittings	
5.	Wood works and	
6.	Doors and window frames (size and quantity)	
7.	Glass works	
8.	Electrical fittings	
9.	Conduiting and wiring details	
10.	Cupboard details	
11.	Water storage	
12.	Lift details	
13.	External glazings	

	13.1	Windows/ glazings	
14.	Doors		
	14.1	Main door	
	14.2	Internal doors	
15.	Air conditioning		
16.	Electrical fittings		
17.	CNG pipe line		
18.	Provision of wi-fi and broad band facility		
19.	External finishing / Colour scheme		
20.	Internal finishing		

SPECIFICATION UNIT WISE			
1.	Living/ Dining/ Foyer/ Family Lounge		
	1.1	Floor	
	1.2	Walls	
	1.3	Ceiling	
2.	Master Bed room/ Dress room		
	2.1	Floor	
	2.2	Walls	
	2.3	Ceiling	
	2.4	Modular Wardrobes	
3.	Master Toilet		
	3.1	Floor	
	3.2	Walls	
	3.3	Ceiling	
	3.4	Counters	
	3.5	Sanitary ware/ CP Fittings	
	3.6	Fitting/ Fixures	

4.	Bed Rooms	
	4.1	Floor
	4.2	Walls
	4.3	Ceiling
	4.4	Wardrobes
5.	Toilet	
	5.1	Floor
	5.2	Walls
	5.3	Ceiling
	5.4	Counters
	5.5	Sanitary Ware/ CP Fittings
	5.6	Fixures
6.	Kitchen	
	6.1	Floor
	6.2	Walls
	6.3	Ceiling
	6.4	counters

	6.5	Fixures	
	6.6	Kitchen appliances	
7.	Utility rooms/ utility balcony/ toilet		
	7.1	Floor	
	7.2	Walls & ceiling	
	7.3	Toilet	
	7.4	balcony	
8.	Sit-Outs		
	8.1	Floor	
	8.2	Walls & ceiling	
	8.3	Railings	
	8.4	Fixures	

