

CHECKLIST
(To be filled by the Promoter)

1. In case of Delay in Possession (u/s 18)

S. No.	Particulars	Details	Page No.
1.	Contact details of the Complainant -		
	(i) Name		
	(ii) Address for communication		
	(iii) Contact No. and Email ID		
2.	Contact details of the Respondent-		
	(i) Name		
	(ii) Address for communication		
	(iii) Contact No. and Email ID		
3.	Name of the project		
4.	Type of the project		
5.	Full Address of the project		
6.	Whether the Project is registered under RERA		
7.	Status of the Project whether New or Ongoing		
8.	Date of Application for booking of the unit in the said project		
9.	Date of Allotment of the unit		
10.	Whether Agreement to Sell is executed		
11.	Agreement to sell executed before/after Commencement of the Act and date of agreement		
12.	Scheduled date of possession as per Agreement to Sell		
13.	Total area of the unit (Super area/Built up area/Carpet area)		
14.	Date of completion of Project under RERA		
15.	Total cost of the Unit		
16.	Amount paid by the allottee till the date of complaint		
17.	Balance amount to be paid by the Allottee		
18.	Percentage of money received in respect of total cost of the unit from complainant		
19.	Whether default made by allottee in paying installments		
20.	No. of installments in which allottee made the default in payments		
21.	Amount of Interest due on the said installments as per agreement to sell		
22.	Amount waived off by the promoter (if any)		
23.	Total No. of blocks in the Project		
24.	Total No. of Units in the Project		
25.	Total No. of units in each block		
26.	Total No. of units have been constructed in the Project (Please give the details Block wise)		
27.	Total Project cost (estimated) (S.No. 28+ S.No.29)		
28.	Construction and Development cost of the Project and other related cost of the project (estimated)		
29.	Total Project Cost incurred (S.No.31+ S.No.32)		
30.	Percentage completion of the Project financial terms		

31.	Total money received from all buyers for whole Project till the date		
32.	Percentage commitment of the project till the date (Please give block wise details)(Reference of Architect Certificate should be taken)		
33.	Percentage completion of the whole Project (Other than Common Area) (Reference of Architect Certificate should be taken)		
34.	Completion Status of the Common area of the Project (Reference of Architect Certificate should be taken)		
35.	Percentage completion of Project in all respect (Reference of Architect Certificate should be taken)		
36.	Whether the Unit of the allottee is in habitable condition		
37.	Whether the facilities like sanitation , electricity, and water are available in the unit of the allottee		
38.	Reply of the Respondent submitted (Yes/No)		
39.	Any delay is estimated in the completion of the Project (Yes/No) (Also mention the period of delay in months)		
40.	Brief Reasons of such delay		
41.	Whether the consent of allottee was taken or not for delay		
42.	When the promoter is likely to give the possession		
43.	Completion / Occupancy Certificate (Applied / Received) (Please mention the name of the Competent Authority)		
44.	Principal argument of the respondent regarding the complaint		

2. In case of Complaint other than delay in possession i.e. other than u/s 18

S.No.	Particulars	Details	Page No. (If any)
1.	Contact details of the Complainant -		
	(i) Name		
	(ii) Address for communication		
	(iii) Contact No. and Email ID		
2.	Contact details of the Respondent-		
	(i) Name		
	(ii) Address for communication		
	(iii) Contact No. and Email ID		
3.	Name of the project		
4.	Full Address of the project		
5.	Principal argument of the respondent regarding the complaint		
6.	Has the notice been served to him, Date and Letter No.		

Date:
Signatory

Name and Signature of the Authorized

Note: The above checklist has to be submitted in soft copy as well to the Rajasthan Real Estate Regulatory Authority