

**DETAILS OF THE DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR
REGISTRATION OF PROJECT**

S.NO	DETAILS OF THE DOCUMENTS	APRERA Rules 2017
	PROMOTER PROFILE	
1*	Name of the individual or Name of the organization	3 B(1)(a)
2*	Nature of the organization /firm / company/Trust/ Joint Venture/ Proprietorship Firm/Society	3 B(1)(a)
3*	Firm / company Registration certificate/ CIN number	Form A (1)(i)(c)
4*	Memorandum of Association(MOA) or Articles of Association (AOA) or Byelaws	Form A (1)(i)(c)
5*	Details of all the Directors/Partners/Office bearers of the Society (Self attested)	3 B(1)(b)
a)	Names and registered addresses	3 B(1)(b)
b)	Director Identification Number (DIN)	3 B(1)(b)
c)	Email Address (for official communication)	3 B(1)(b)
d)	Telephone Numbers/Mobile (for official communication)	3 B(1)(b)
e)	Copy of the PAN cards	3 B(1)(c)
f)	Copy of the Aadhaar cards	For identity
g)	Passport size Photographs (35mm x 45mm , 300 DPI, Straight view)	Form A(ii)(e)
6*	Name and Location of the Project	Form A
7*	Copy of the PAN card (organization /firm / company /Promoter)	3 B(1)(c)
8*	GST certificate	
9*	Audited balance sheet of the promoter for the preceding Financial Year	3 B(1)(d)
10*	Income tax returns of the promoter for three preceding Financial Years	3 B(1)(d)
11*	Detail of the projects launched by promoter, in the Past Five Years, whether already completed or being developed, including the current status of the said projects, any delay in its completion, details of cases pending, details of type of land and payments pending.	Form A (1)(vi)
12*	Name, passport size photograph, registered address, self-attested copies of pan card & Aadhaar card, Telephone number and e-mail address for official correspondence of all Land owners (Co-promoter), if any	3 B(1)(b)
13*	Details of Separate bank account for this project including copy of pass book	Form A (1)(iv)
14	Detailed statement showing the names of the Co-promoters (land owners), survey numbers and extent of the site proposed for construction of the project.	3 B(1)(g)
15*	Details of the Cases against the promoter Pending before the Authorities or in Courts of Law and their current status along with the copies of the orders issued/ Self declaration in case of no pending cases	3 B(1)(h), 15(1)(a) (iii)
	PROJECT DETAILS	
16*	Authorized Signatory name, passport size photograph, registered address, Telephone number and e-mail address for official correspondence along with the Copy of Board Resolution for Authorized signatory	3 B(1)(b)
17*	The certificates issued by the Project Architect (Form 1) , Project Engineer (Form 2), Chartered accountant (Form 3)for ongoing projects and Form 4 to be issued on completion of each of the building	15(1)(d)
18*	Disclosure of number and areas of garages/parking areas for sale in the project	3 B(1)(q)
19*	The period within which the physical possession of the apartment is to be handed over to allottees	3 B(1)(y)
	DEVELOPMENT DETAILS	
20*	Number of floors to be constructed in the project	3 B(1)(p)
21*	Number of apartments for sale in the project in each floor	3 B(1)(p)
22*	Carpet area of each apartment for sale in the project	3 B(1)(p)
23*	Area of the balcony or verandah or exclusive open terrace area if any of each apartment	3 B(1)(p)
24*	Plinth area of each apartment, each floor and total Plinth area of all the floors of the project	3 B(1)(p)

25	Detailed list and plan showing the development works to be executed in proposed project and proposed facilities to be provided in the project including firefighting facilities, drinking water facilities, emergency evacuation services, use of renewable energy etc	3 B(1)(m)
	ASSOCIATES DETAILS	
26*	Names and addresses of the Civil Contractors, or turnkey contractor, or EPC Contractors, Structural Engineer of the project along with phone numbers, email details along with copies of Licenses/Enrolment form	3 B(1)(r)
27*	Names and addresses of Architect, Engineer, Chartered Accountant or name of firm or company together with their office addresses along with phone numbers, email details along with copies of Licenses/Enrolment form	3 B(1)(s)
28*	Disclose the names and addresses, phone numbers and email addresses of his real estate agents if any, for the proposed project along with their registration number under APRERA	3 B(1)(t)
	UPLOAD DOCUMENTS	
29*	Copies of the registered Ownership Documents/ attested copies of the pattadar pass books issued by the Revenue department.(Attested by Notary /Gazetted officer)	3 B(1)(g)(e)
30*	Copies of the Field Sketches duly marking the proposed site with measurements along with combined field sketch	3 B(1)(o)
31*	Detailed Site Plan showing the measurements as on ground including the diagonals	3B(1)(o)
32*	Copy of the registered Development Agreement between the Owner of the land and the Promoter along with the link documents	3 B(1)(f)
33	Authorization letter given by the Land owner (Co-promoter) to undertake the construction of the building by the promotor (Copy of the Registered Development Agreement to be Annexed) (If the possession was already given to the promotor by the land owner through development agreement to undertake the construction, no separate authorization letter is required.)	3 B(1)(f)
34*	Land Title search Report from an Advocate having experience of at least ten years in land related matters	15(1)(ii)(c)
35*	Details of the Encumbrances on such land including any rights, title, interest or name of any party in or over such land (Latest by 30 days)	3 B(1)(h)
36*	Copy of the plan and proceedings issued by the competent Authority for approval of plans	3 B(1)(i)
37*	Details of the area mortgaged to the competent Authority for approval of plans	3 B(1)(i)
38	If the project is proposed to be developed in phases, the details of the phases, Visible Copies of the plans and proceedings for Phase wise approvals (phase wise) to be enclosed to be specified.	3 B(1)(j)(k)
39	Specifications of the facilities proposed in the project as sanctioned by the competent Authority along with a copy of project prospectus	3 B(1)(l)
40*	Full address of the proposed development project along with the land mark nearby and a location plan/ Topo Plan drawn to a scale	3 B(1)(n)
41*	Location details of the project along with clear details of the land dedicated for the development project along with its boundaries including the Latitude and Longitude at end points of the project site.	3 B(1)(o)
42*	Detailed Technical Specifications of the construction of the buildings as approved by the Competent Authority under any law for the time being in force	3 B(1)(u)
43*	Detailed Estimate of the Expenditure for construction of the building	3 B(1)(v)
44	Details of source of finances to meet the expenditure for construction of building	3 B(1)(w)
45	Details of Financial Agreement made with any bank or other financial institution recognized by the Reserve Bank of India and of legal safeguards taken, if any, for the construction of building, or transfer of building by sale, gift or mortgage or otherwise	3 B(1)(x)
46*	Proforma of the Allotment Letter, Agreement for Sale and the Conveyance Deed proposed to be signed with the Allottee.	3 B(1)(z)
47*	Details of the nature of the fixtures, fittings(Brands & Specifications), amenities and common areas, of the apartment, plot or building, as the case may be, as approved by the Competent Authority	3 B(1)(Z)(aa)

48*	Structural Stability Certificate duly issued by Certified Structural Consultant/Engineer along with the details of parameters followed for verification of structural stability.	3 B(1)(Z)(bb)
49(a)	Copy of Insurance of Title of the Land.	
49(b)*	Copy of Insurance of Building or Contractor All Risks Policy	3 B(1)(Z)(cc)
50*	FORM - B, Declaration, supported by an affidavit, which shall be signed by the promoter or any person authorized by the promoter under Rule 3-B(2) (a) to (n) of AP Real Estate Rules-2017	3B (2) (n)

***Mandatory**