

## THE RIGHT TO INFORMATION ACT, 2005

(Application for Obtaining Information)

From

Applicant Name

Full Postal Address

Mobile: XXXXXXXXXX

Email: example@gmail.com

To

The Public Information Officer

Municipal Corporation of Delhi (MCD)

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Property Records / Sanitation / Building Permissions / Municipal Services

Respected Sir/Madam,

I, [Applicant Name], am filing this RTI application under the Right to Information Act, 2005. Kindly provide the following information:

1. Certified copy of property tax assessment details for the premises located at [address].
2. Status of building plan approval / completion certificate / occupancy certificate for the said property.
3. Certified copies of notices, challans, or penalties issued by MCD related to [encroachment/building violation/trade license/etc.].
4. Details of sanitation and waste collection schedule in the locality [locality name].
5. Action taken report (ATR) on a complaint submitted on [date] regarding [issue].
6. Certified copy of records related to road maintenance, drainage, or civic work in [location].
7. Name and designation of officers responsible for processing the above matters.

**Application Fee**

₹10/- IPO / Court Fee Stamp / Online payment / DD

**Declaration & Requests**

I am a citizen of India.

If information pertains to another authority, kindly transfer it under Section 6(3).

If additional fee is required, inform me under Section 7(3).

Please provide FAA details in the reply as per Section 7(8).

Yours sincerely,

Applicant Name