**Handover from Builder to the First Committee**

**Property Certificates**

1. Architect Certificate for area of each flat, common area and parking area (Original).

2. Completion Certificate (Original).

3. Occupancy Certificate (Original).

4. Approved RCC Plan with certificate (original).

5. Clearance to operate Elevator (original). [If lift is installed in building]

6. NOC from fire department (original).

7. NOC from Electrical Department (original). [If lift is installed in building]

**Property Documents**

1. Lift License, if applicable (original)

2. NA Order (original)

3. Property Insurance Document, if any (Original)

4. Property documents executed between the land owners and builder (Xerox)

5. Approved Construction Plan (original)

6. Property Documents executed between the Landowners and Builders [Xerox copy]

7. Extract of 7/12 OR CTS and Mutation Entry No. [Original]

8. All the layout plans of building structure.

9. City Survey Map / Tikka Sheets.

10. Location Map

11. Electricity Connection Documents

12. Water Connection Documents

13. Title Clearance Certificate About the property by an advocate

**Finance Records**

1. NA Tax Payment Record (Original)

2. Payment records of taxes towards property, construction and maintenance

3. Payment records related to City/Municipality Water Supply (Original)

4. Payment records related to MSEB (Original)

5. District Co-Op Bank/Maharashtra State Co-Op Bank account Statement (deposit of each share of Rs. 500 and admission fee of Rs. 100)

6. Details of other bank account and deposit if any.

7. Record of maintenance expenses (All venders payment Invoices / Bills /)

8. Record of all collections received from the owners. (Member Ledger)

9. Expense Ledger

10. Income & Expense Account

11. Full & Final account statement.

**Handover from Builder to the First Committee**

**Operational Documents**

1. Approved CC building plan from Local Municipal Body

2. Approved OC building plan from Local Municipal Body

3. Invoices, Warranties papers & AMC Documents for following Assets :

1. Lifts

2. Transformers

3. Pumps

4. Generator

5. Battery Backup / invertor

6. CCTV Camera

7. Fire Operation

8. Gym equipment if anyapplicable (Original)

9. Swimming Pool Equipment’s

10. Other Electrical Equipment’s

4. Receipt of all the challans, slips, papers of tax, service tax, registration etc in whatsoever in nature paid by builder to Government or private body in relation to building.

5. Detail list of work pending till date & till what time you expect it to be completed.

6. Undertaking or Promissory Note by Developer/Builder that he will complete the pending work within deadline. (take written Undertaking)

7. Contract with venders (original)

8. List of amenities in the apartment

9. Car Parking allocation and marking

10. Society Registration Certificate

11. Bye Laws of the Society approved by the Registrar

12. Statement “A”, Statement “B” & Statement “C”

13. Car Parking Allocation Record [original]

14. All Legal Documents executed between the Builder & Landowner (could be same as P1) [Xerox]

15. List of Members with flats no, buildup area and contact no.

16. Drawings of Drinking Water Plumbing.

17. STP drawing & certification by pollution control board / CIDCO

18. Drawing of electrical wiring with Earthling Pits

19. Fire Hydrant Duct Drawings

20. Drainage Line Drawings