



## DOCUMENTS TO BE TAKEN FROM BUILDER/CHIEF PROMOTER WHILE HANDOVER OF SOCIETY

When transitioning from the builder to the cooperative society, there are essential documents that need to be handed over. These documents ensure a smooth handover process and proper management of the society. Here's a checklist of the key documents to be taken from builder while handover of society:

- Original Society Registration Application Form [Schedule A-B-C] [Promoter Members List]
- Society Registration Certificate.
- Promoter Bank Book/Statement [Thane Dist. Cent. Co-Op. Bank]
- Statement of Expenses made for Society Registration.
- Original Bye-Laws copy Approved by Dy. Registrar.
- Members Maintenance Advance/Outstanding Dues List as on Date of Registration of Society.
- Income & Expenditure A/c Statement till Date of handing over of business.
- Members Maintenance Advance/Outstanding Dues List as on Date of Handing over of business.

### Attested/Certified Copy of CIDCO Approved/Sanction Plan: -

1. Architecture Plan of Building [R.C.C. Plan] [Blueprint]
2. Steel Plan
3. Layout plan of Land
4. Commencement Certificate
5. Completion Certificate
6. Occupation Certificate
7. NOC from Fire Department of Corporation
8. NOC from Fire Department
9. Last 30 years Search Report of Land
10. Satbara Uttara 7/12
11. Cost of Land & Cost of Total Constructed Area
12. Copies of Sales Agreement made with Members/ Possession Letter.
13. Flat No., Name & Area wise List of Flats/Shops
14. Copy of Land Conveyance if any
15. Clearance to operate Elevators
16. Drawings of the Electrical Wiring including Earthing Points
17. Drawings of the Water Piping
18. STP Drawing & certification by Architect/Pollution Control Board
19. Waste Disposal system with approval from Pollution Control Board
20. AMC Documents – Lift, Generator, Transformer, Apartment ADDA portal, etc.
21. Invoices and Warranties for all Assets – Pumps, Lift, Generator, Transformer, Pool Equipment's, Gym Equipment's, Club House Equipment's.





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### Attested/Certified Copy of CIDCO Approved/Sanction Plan: -

22. Maintenance Schedule for all Assets
23. Work Schedule of all Staff maintaining the complex
24. Khatha Certificate Copies for all Owners (where applicable)
25. Car Parking Allocation Record
26. Contracts with Vendors
27. Undertaking by the Builder regarding Indemnity & Limitation of Liabilities of the Society for all transactions prior to the Handover Date.
28. Property Documents executed between the Landowners and Builders
29. NOC from Fire Department
30. NOC from Electrical Inspector
31. Clearance to operate Elevators
32. Property Insurance Document (if any)

### Finance

1. Payment Record for Taxes towards Property, Construction and Maintenance
2. Payment Record for City/Municipality Water Supply
3. Record of Maintenance Expenses while under Builder's Maintenance
4. Record of all Collections made from the Owners (except purchase related)
5. Contracts with existing Maintenance, Security staff (could be same as L6)

### Deposits/Advances: -

1. Original Receipt of Deposit for water connection to Corporation
2. Original Receipt of Deposit for Electricity Connection to MSEDCL
3. Building Insurance Policy [Fire & Earthquake]
4. N.A. Tax Paid Receipt / N.A. Certificate from Palghar Collector
5. Any other receipt/s

