



# MAHARASHTRA REAL ESTATE REGULATORY AUTHORITY

## महाराष्ट्र स्थावर संपदा नियामक प्राधिकरण

No.MahaRERA/Secy/File No.27 / 132 /2017

**Date:** 17/07/2017

### **Circular No. 08 / 2017**

**Subject :** Standard Operating Procedure for Updating Registered Projects and Revising / Correcting Information with respect to Registered projects and Registered Real Estate Agents

Whereas, the Chairperson, MahaRERA is vested with the powers of general superintendence and directions in the conduct of affairs of the Authority under section 25 of the Real Estate (Regulation and Development) Act, 2016 (RERA).

Whereas, Section 11(1) of RERA requires every promoter of a registered real estate project to carry out quarterly updates of the registered project on the MahaRERA website.

Therefore, it was felt necessary to lay down a standard operating procedure (SOP) which shall be followed for updating registered projects and correcting information with respect to registered projects and registered real estate agents.

This SOP shall be followed with immediate effect.

The software application for updating the details of project, in the MahaRERA portal, has gone live last week. As per MahaRERA Order vide MahaRERA/Secretary/Order/15/2017 dated 17th April 2017, annual fees of Rs.500 shall be levied on promoters for online project update facility. This fee shall be valid for one year from the date of fees payment.

As a first step towards updating the project details, the promoters will have to use their login ids that they used for registering their projects and pay the annual fees. Post successful payment, the project update facility shall become active. The details of fields which shall be editable are provided in **Annexure 'A'**.

The promoter should ensure that project details are updated on regular basis, as and when there are updates and at least once in ninety days. The website shall contain a field on "Project Last Updated on" for public view. If it is brought to notice of MahaRERA, that data has not been updated for more than 90 days, in spite of progress in project, then necessary action, as deemed necessary, shall be taken by MahaRERA.

Slum Rehabilitation Authority (SRA) Building,  
'A' Wing, Prof. Anant Kanekar Road,  
Bandra (East), Mumbai 400 051

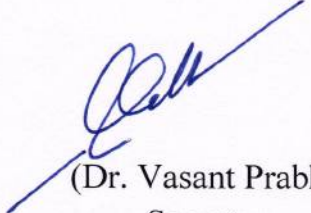
झोपडपट्टी पुनर्वसन प्राधिकरण इमारत,  
'ए' विंग, प्रो.अनंत काणेकर मार्ग,  
वांद्रे (पूर्व), मुंबई ४०० ०५१

The original Application submitted by the promoter shall also be available on the website for stakeholders' reference.

The documents once uploaded by the promoter, during registration or project update, cannot be deleted. However, promoters can add additional documents in each of these upload sections.

For Revision/ Correction in the digitally signed certificate of registration and for revising/correcting fields which were not provided in Project Update, the promoter shall have to make a separate request for Revision/Correction through the MahaRERA portal. Even Real Estate Agents can make such a request for revision/correction of their digitally signed certificate through the MahaRERA portal. This software application will be available from 1<sup>st</sup> of September 2017 and a fee of Rs. 5000 plus taxes will be applicable for this purpose. The details of fields which shall be editable by the promoters themselves and those that can be requested to MahaRERA for revision/correction, are detailed in Annexure A for Real Estate Projects and **Annexure 'B'** for Real Estate Agents.

By the approval of Chairperson / MahaRERA



(Dr. Vasant Prabhu)  
Secretary  
MahaRERA

**Annexure 'A' ( REAL ESTATE PROJECTS)**

FIELD	Project Update by Promoters	Request for Revision/Correction
<b>Promoter Details</b>		
Name		Yes
PAN Number		Yes
Organization Type		Yes
Description For Other Type Organization		Yes
Do you have any Past Experience?	Yes	
<b>Promoter's Office Address Details</b>		
Block Number	Yes	
Building Name	Yes	
Street Name	Yes	
Locality	Yes	
Land mark	Yes	
State	Yes	
Division	Yes	
District	Yes	
Taluka	Yes	
Village	Yes	
Pin Code	Yes	
<b>Organization Contact Details</b>		
Name of Contact Person	Yes	
Designation of Contact Person	Yes	
Mobile Number	Yes	
Office Number	Yes	
Fax Number	Yes	
Email ID	Yes	
Secondary Mobile Number	Yes	
Website URL	Yes	
<b>Past Experience Details</b>		
Project Name	Yes	
Type of Project	Yes	
Others	Yes	
Land Area(In Sq mtrs)	Yes	
Address	Yes	
Total Cost	Yes	
Plot Bearing No / CTS no / Survey Number/Final Plot no.	Yes	
Number of Buildings/Plot	Yes	
Number of Apartments	Yes	
Original Proposed Date of Completion	Yes	
Actual Date of Completion	Yes	

Member Information		
Member Name	Yes	
Designation	Yes	
PAN No.	Yes	
VIEW	Yes	
Document Name		
PAN Card	Yes	
Copy of the legal title report	Yes	
Details of encumbrances	Yes	
Copy of Layout Approval (in case of layout)	Yes	
Proforma of the allotment letter and agreement for sale	Yes	
Declaration in FORM B	Yes	
Certificates of Architect (Form 1)(Mandatory for only ongoing project)	Yes	
Certificates of Architect (Form 4)	Yes	
Certificates of CA (Form 3)	Yes	
Certificates of CA (Form 5)	Yes	
Certificates of Engineer (Form 2)(Mandatory for only ongoing project)	Yes	
Commencement Certificates	Yes	
Commencement Certificates	Yes	
Building Plan Approval (IOD)	Yes	
Project		
Project Name		Yes
Project Status		Yes
Proposed Date of Completion		Yes
Revised Proposed Date of Completion		Yes
Litigations related to the project?	Yes	
Project Type		Yes
Are there any Co-Promoters (as defined by MahaRERA Order) in the project?	Yes	
Plot Bearing No / CTS no / Survey Number/Final Plot no.		Yes
Boundaries East	Yes	
Boundaries West	Yes	
Boundaries North	Yes	
Boundaries South	Yes	
State	Yes	
Division	Yes	
District	Yes	
Pin Code	Yes	
Area(In sqmts)		Yes

Total Building Count		
Sanctioned Buildings Count	Yes	
Proposed But Not Sanctioned Buildings Count	Yes	
Aggregate area(In sqmts) of recreational open space	Yes <sup>s</sup>	Yes <sup>&amp;</sup>
FSI Details		
Built-up-Area as per Proposed FSI (In sqmts) ( Proposed but not sanctioned) ( As soon as approved, should be immediately updated in Approved FSI)	Yes*	Yes <sup>#</sup>
Built-up-Area as per Approved FSI (In sqmts)	Yes*	Yes <sup>#</sup>
Total FSI	Yes*	Yes <sup>#</sup>
Bank Details		
Bank Name	Yes	
Bank A/c Number	Yes	
IFSC Code	Yes	
Branch Name	Yes	
Bank Address	Yes	
Co-Promoter Details <sup>@</sup>		
Promoter Name	Yes	
Promoter Type	Yes	
Block Number	Yes	
Building name	Yes	
Street Name	Yes	
Locality	Yes	
Landmark	Yes	
State	Yes	
Division	Yes	
District	Yes	
Taluka	Yes	
Village	Yes	
PIN	Yes	
Name of the Contact person	Yes	
Contact designation	Yes	
Mobile Number	Yes	
Office Number	Yes	
Fax Number	Yes	
Email Id	Yes	
Type of Co-promoter	Yes	
Bank Name	Yes	
Branch Name	Yes	
IFCS Code	Yes	
Bank A/c number	Yes	

Bank Address	Yes	
<b>Documents</b>		
Agreement/MOU	Yes	
Declaration in FORM B	Yes	
<b>Building Details</b>		
Project Name	Yes	
Name	Yes	
Number of Basement's	Yes	
Number of Plinth	Yes	
Number of Podium's	Yes	
Number of Slab of Super Structure	Yes	
Number of Stilts	Yes	
Number of Open Parking	Yes	
Number of Closed Parking	Yes	
Apartment Type	Yes	
Carpet Area (in Sqmts)	Yes	
Number of Apartment	Yes	
Number of Booked Apartment	Yes	
<b>Tasks / Activity</b>		
Excavation	Yes	
X number of Basement(s) and Plinth	Yes	
X number of Podiums	Yes	
Stilt Floor	Yes	
X number of Slabs of Super Structure	Yes	
Internal walls, Internal Plaster, Floorings within Flats/Premises, Doors and Windows to each of the Flat/Premises	Yes	
Sanitary Fittings within the Flat/Premises, Electrical Fittings within the Flat/Premises	Yes	
Staircases, Lifts Wells and Lobbies at each Floor level connecting Staircases and Lifts, Overhead and Underground Water Tanks.	Yes	
The external plumbing and external plaster, elevation, completion of terraces with waterproofing of the Building/Wing	Yes	
Installation of lifts, water pumps, Fire Fighting Fittings and Equipment as per CFO NOC, Electrical fittings to Common Areas, electro, mechanical equipment, Compliance to conditions of environment /CRZ NOC, Finishing to entrance lobby/s, plinth protection, paving of areas appurtenant to Building/Wing, Compound Wall and all other requirements as may be required to Obtain Occupation /Completion Certificate	Yes	

Development Work		
Common areas And Facilities, Amenities		
Internal Roads & Footpaths :	Yes	
Water Supply :	Yes	
Sewerage (Chamber, Lines, Septic Tank , STP) :	Yes	
Storm Water Drains :	Yes	
Landscaping & Tree Planting :	Yes	
Street Lighting :	Yes	
Community Buildings :	Yes	
Treatment And Disposal Of Sewage And Sullage Water :	Yes	
Solid Waste Management And Disposal :	Yes	
Water Conservation, Rain water Harvesting :	Yes	
Energy management :	Yes	
Fire Protection And Fire Safety Requirements :	Yes	
Electrical Meter Room, Sub-Station, Receiving Station :	Yes	
Aggregate area of recreational Open Space :	Yes	
Open Parking :	Yes	
Available	Yes	
Percent	Yes	
Details	Yes	
Project Professional Information		
Professional Name	Yes	
Aadhaar Number	Yes	
Professional Type	Yes	
Contact	Yes	
Address	Yes	
Litigations Details		
Name of the court	Yes	
type of case	Yes	
Petition	Yes	
Case number	Yes	
Year	Yes	
Whether any Interim/Preventive/Injunction order passed	Yes	
Present Status	Yes	
Cost Details		
Incurred Cost		
Land Cost :		
Acquisition Cost of Land or Development Rights, lease Premium, lease rent, interest cost incurred or payable on Land Cost and legal cost	Yes	

Amount of Premium payable to obtain development rights, FSI, additional FSI, fungible area, and any other incentive under DCR from Local Authority or State Government or any Statutory Authority	Yes	
Acquisition cost of TDR (if any)	Yes	
Amounts payable to State Government or competent authority or any other statutory authority of the State or Central Government, towards stamp duty, transfer charges, registration fees etc; and	Yes	
Land Premium payable as per annual statement of rates (ASR) for redevelopment of land owned by public authorities	Yes	
Estimated construction cost of rehab building including site development and infrastructure for the same as certified by Engineer. Actual Cost of construction of rehab building incurred as per the books of accounts as verified by the CA	Yes	
Cost towards clearance of land of all or any encumbrances including cost of removal of legal/illegal occupants, cost for providing temporary transit accommodation or rent in lieu of Transit Accommodation, overhead cost	Yes	
Cost of ASR linked premium, fees, charges and security deposits or maintenance deposit, or any amount whatsoever payable to any authorities towards and in project of rehabilitation	Yes	
<b>Development Cost/ Cost of Construction</b>		
Estimated Cost of Construction as certified by Engineer	Yes	
Actual Cost of construction incurred as per the books of accounts as verified by the CA. minimum of (i) and (ii) has to be considered.	Yes	
On-site expenditure for development of entire project excluding cost of construction as per (a) above, i.e. salaries, consultants fees, site overheads development works, cost of services (including water, electricity, sewerage), cost of machineries and equipment including its hire and maintenance costs, consumables etc. All costs directly incurred to complete the construction of the entire phase of the project registered.	Yes	
Payment of Taxes, cess, fees, charges, premiums, interest etc to any statutory Authority	Yes	

Principal sum and interest payable to financial institutions, scheduled banks, non-banking financial institution (NBFC) or money lenders on construction funding or money borrowed for construction	Yes	
<b>Estimated Cost</b>		
<b>Land Cost :</b>		
Acquisition Cost of Land or Development Rights, lease Premium, lease rent, interest cost incurred or payable on Land Cost and legal cost		Yes
Amount of Premium payable to obtain development rights, FSI, additional FSI, fungible area, and any other incentive under DCR from Local Authority or State Government or any Statutory Authority		Yes
Acquisition cost of TDR (if any)		Yes
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On-site expenditure for development of entire project excluding cost of construction as per (a) above, i.e. salaries, consultants fees, site overheads development works, cost of services (including water, electricity, sewerage), cost of machineries and equipment including its hire and maintenance costs, consumables etc. All costs directly incurred to complete the construction of the entire phase of the project registered.		Yes
Payment of Taxes, cess, fees, charges, premiums, interest etc to any statutory Authority		Yes
Principal sum and interest payable to financial institutions, scheduled banks, non-banking financial institution (NBFC) or money lenders on construction funding or money borrowed for construction		Yes
<b>Revision in Certificate</b>		Yes

\* - Can be decreased but cannot be increased

# - can be increased only through application for revision

@ - Co-promoter Details cannot be deleted but new Co-Promoters can be added

\$ - Can be increased but cannot be decreased

& - Can be decreased only through application for revision

**Annexure 'B' (REAL ESTATE AGENTS)**

<b><u>Individual</u></b>	
<b>Field</b>	<b>Request for Revision/Correction</b>
First Name	Yes
Middle Name	Yes
Last Name	Yes
Father Full Name	Yes
<b>Address For Official Communication</b>	
Division	Yes
District	Yes
Taluka	Yes
Village	Yes
Pin Code	Yes
<b><u>Organization</u></b>	
Name	Yes
<b>Address Details</b>	
District	Yes
Taluka	Yes
Village	Yes
Pin Code	Yes