To

The Public Information Officer   
Building Proposal Department,   
Municipal Corporation   
….(Full address)   
PIN ………….

Sub: Request for information under Section-6(1) of RTI Act.

Sir,

Please supply me the following information in respect of Real Estate / Housing / Building Project mentioned below:

**Details of Real Estate/Housing/Building Project**

Real Estate/Housing/Building Project Name: …………..  
Address of the Property : …………………  
Survey No/CTS No/ Khasra no: ………………..  
Name & address of Builder/Developer : ………………..

**Particulars of information required**

[1] Certified copy of Commencement Certificate.  
[2] Certified copy of Completion Certificate.  
[3] Certified copy of Occupation Certificate.

I am affixing Rs.10/- Court Fee Stamp on this application towards RTI application fee. OR I am attaching IPO for Rs.10/- payable to the Accounts Officer, Municipal Corporation …………. payable at ……….. towards RTI Application Fee. [ Check the mode of payment from the [State RTI Rules](http://www.rtiindia.org/guide/centrestate-rti-rules-and-fees-3/) applicable to the public authority ]

Please send the information to my below address by Registered post.

Yours faithfully,

Signature   
Name ………………   
Address ……………

Date: