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: