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RTI Application for Commencement Certificate

SampleRTI

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](#) applicable to the public authority]

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

Yours faithfully,

Signature
Name
Address

Date:

Use Application Format (if any) and Application Fee as per your [State RTI Rules](#)

It is possible that the builder has not fulfilled all the statutory requirement to issue the Occupation Certificate. Therefore, file another RTI Application with a different date as per sample below:

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 application along with all supporting documents as submitted by builder M/s seeking Occupancy Certificate with respect to above property.

[2] Certified copy of Completion Certificate submitted by Builder's architect stating that construction has been completed according to the standards set forth in the IOD and CC.

[3] Note sheet indicating notings by various officials and decision of competent authority on application submitted by Builder M/s seeking Occupancy Certificate.

[4] In case file is not moved or decision is not initiated on the application submitted by builder M/s seeking occupation certificate in respect of above building/project, please inform me the name, designation and office address of officer(s) and staff responsible to initiate and process application for issuance of Occupation Certificate submitted by builder.

[5] certified copy of communication / letter advising specific short-comings and/or deficiencies pointed out for compliance by your public authority to builder M/s with respect to above housing project and the time frame stipulated for such compliance.

[6] Certified copy of rules regulating to issuance of Occupation Certificate with respect to structures / buildings / Housing projects constructed within territorial jurisdiction of your public authority.

[7] Certified copy of citizens' charter stipulating time frame for issuance of Occupancy Certificate by your public authority.

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 applicable to the public authority]

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

Yours faithfully,

Signature

Name

Address

Date:

[Sample Application for Commencement, Completion & Occupancy Certificates](#)

[Sample Application for delay in getting Occupancy Certificate](#)

Relevance of Commence Certificate & Completion Certificate

When you plan to purchase a flat / bungalow in a housing scheme/project **under construction**, you must demand copy of Commencement Certificate to ensure that proper approvals for the project is obtained from Municipal / Development authority.

When you plan to purchase a flat / bungalow in a housing scheme constructed and **ready for occupation**, you must demand copy of Commencement Certificate, Completion Certificate and Occupation Certificate to ensure that all approvals/sanctions from Municipal or Development authority are obtained and available with the Builder.

Commencement Certificate and Completion Certificate are two vital documents pertaining to housing schemes / projects. A number of NOCs need to be obtained and submitted to Municipal / Developmental authorities by Builder / Developer. Some of these NOCs / Permissions are: a) Non-Agriculture (NA) permission, b) Tree Authority, c) Storm Water and Drain Department, d) Sewerage Department, e) Hydraulic Department, f) Environmental Department (concerned with debris management), g) Consent to Establish & Operate Sewerage treatment plant from Pollution Control Board, h) Ancient Monument Approval, i) Airports Authority of India, j) Traffic and Coordination Department, k) CFO (fire clearance), l) Railway clearance, m) Structural Plan Approval.

The Commencement Certificate is issued by Municipal / Development Authority only after submission of required permissions / NOCs by Developer / Builder. Therefore, Commencement Certificate authentically establishes that the Housing project / scheme has all necessary permissions, NOCs and approvals.

Another important document is Occupancy Certificate which allows the Builder / Developer to occupy the building but is not considered final document because the Builder still requires **Certificate of Completion**. The Building/Development company's architect must submit a formal letter stating that construction has been completed according to the standards set forth in the IOD and CC.

Completion Certificate is considered to be the ultimate document that the Builder / Developer requires to fully occupy the building and connect it to utilities i.e. Power Connection, Water Connection, Sewerage connection etc.

When to file RTI Application

In case the Builder / Developer / Vendor is not able to produce these 3 documents, you can file RTI Application to the concerned PIO of Municipal Corporation or Development Authority and seek certified copies of these documents.

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