

# Table of Contents

**RTI Application for Occupancy Certificate** ..... 1



# RTI Application for Occupancy Certificate

## SampleRTI

The Occupancy Certificate is issued to the Builder / Developer of the project. Copy of Occupancy Certificate must be supplied to the purchaser by the builder / developer. At the time of purchase, you may forget to demand this important document. Completion Certificate is an important condition precedent for issuing Occupancy Certificate. If the construction is not completed in accordance with the building regulations and standards, the Authorities may decline Occupancy Certificate to the Builder. If the builder is reluctant to produce or supply this document on demand, you can obtain it from the Municipal authorities or the Development Agency by filing RTI Application as 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 the Occupancy Certificate issued by your public authority in respect of the housing scheme mentioned above.

[2] In case the Occupancy Certificate is not yet issued, then please supply me Certified copy of application along with all supporting documents as submitted by builder M/s ..... seeking Occupancy Certificate with respect to above property.

[3] 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.

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

[5] 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.

[6] 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.

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

[8] Certified copy of citizens' charter stipulating time frame for issuance of Occupation 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.

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

Yours faithfully,

Signature  
Name of applicant  
Full Address .....  
Pin Code  
Date:

For guidance in writing and submitting RTI Applications, please refer to: [How to Fill RTI Application Form](#)

Check Application Format and mode of payment of RTI Application Fee from [State RTI Rules](#)

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Last update: **2016/05/15 11:50**

