

**Odisha Real Estate Regulatory Authority
Regulations, 2017**

**Odisha Real Estate Regulatory Authority
Bhubaneswar**

The Odisha Gazette

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HOUSING & URBAN DEVELOPMENT DEPARTMENT
ODISHA REAL ESTATE REGULATORY AUTHORITY
(Plot No.371, Vivekananda Marg, Bhubaneswar-751014)

NOTIFICATION

The 29th August, 2017

S.R.O. No.373/2017— In exercise of the powers conferred by sub-section (1) of Section 85 of the Real Estate (Regulation and Development) Act, 2016; the Odisha Real Estate Regulatory Authority does hereby make the following regulations, namely:—

1. Short title and Commencement. — (1) These regulations may be called the Odisha Real Estate Regulatory Authority Regulations, 2017.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definitions.— (1) In these regulations, unless the context otherwise requires, —

(a) "Act" means the Real Estate (Regulation and Development) Act, 2016;

(b) "authenticated copy" shall mean a self-attested copy of any document required to be provided by any person under these regulations;

(c) "covered parking" means parking provided under stilt, in basement, in any floor of a multilevel parking, roof top or a parking space with a covered roof without walls on sides other than a garage in the real estate project;

(d) "Form" means Form appended to these regulations;

(e) "Rules" means the Odisha Real Estate (Regulation & Development) Rules, 2017;

(f) "section" means a section of the Act.

(2) Words and expressions, used but not defined in these regulations, shall have the meanings as respectively assigned to them in the Act and Rules.

3. Application by promoter. — Every application for registration of a new or ongoing real estate project made under sub-section (1) of Section 4 by the promoter or a person authorized by the promoter shall be in Form I and shall be in triplicate, with requisite documents as mentioned in Form I prescribed under the provisions of sub-section (2) of

section 4, duly signed and authenticated, at the office of the Authority, until the application procedure is made web based for registration of a real estate project.

4. Fees. — (1) Application made under sub-section (1) of section 4 shall be accompanied by a fee specified in the table below.

Type of Projects (1)	Rate of fee per sq. m of plot area exceeding 500 sq.m (2)
Residential Project	Five rupee (Subject to a maximum of two lakhs fifty thousand rupees)
Commercial Project	Ten rupee (Subject to a maximum of five lakhs rupees)
Mixed development	Seven rupee (Subject to a maximum of three lakhs rupees)

(2) The payment of fees shall be accepted by way of a demand draft or pay order from a scheduled bank in favour of the Authority or through any other form that may be specified by the Authority, from time to time, which may include netbanking and online payment.

(3) The promoter, if intends to extend the time as declared by him under sub-clause (c) of clause (l) of sub-section (2) of section 4 for completion of the project or phase thereof, as the case may be, he shall make an application in Form II accompanied with the fees which shall be twice the amount of fee paid by him in the manner as provided in sub-rule (1).

5. Application for approval of the Authority for transfer. — (1) The promoter shall make an application in Form III for obtaining prior written approval of the Authority as provided under sub-section (1) of section 15 for transfer of assets and liabilities of the project to a third party either in full or part, furnishing details about such intended transfer.

(2) Every application under sub-regulation (1) shall be accompanied by authenticated documents as specified below:

- (a) Copy of the registration certificate of the project which is proposed to be transferred to a third party;
- (b) Copy of the plan approved by the competent Authority;
- (c) The part of the registered project proposed to be transferred should be marked on copy of approved plan along with a statement indicating the area of land, carpet area and common area, common facilities and amenities;
- (d) Consent from the bank which is the chief financier of the project, if any;
- (e) List of allottees with names and correspondence address, with email ID and mobile number and copies of their identity proof;
- (f) List of at least two third of the total allottees, except the promoter, who have consented for such transfer of the real estate project to the third party with copies of their written consent letter in Form IV.

(3) On receipt of such application for transfer, the Authority shall intimate through a written notice to all the allottees about the intended transfer and shall cause scrutiny and verification of the information and documents provided therein and on being satisfied that such transfer will be in the interest of the development of the project and does not adversely affect the interest of allottees, creditors and parties to the project, the reasons of the same to be recorded in writing, shall either grant written approval for such transfer subject to such conditions if any, as may be specified in the order or refuse the application for transfer:

Provided that at the time of consideration of such applications and prior to grant of written approval, a notice shall also be published giving particulars of the project and description of the proposed transfer along with the name and detail address of the promoter to whom the project is intended to be transferred, calling for objections of the parties and creditors whose interests are likely to be affected by such transfer, in at least two newspapers in circulation in the area where the project is situated and a copy thereof shall also be exhibited on the site of the project as well as in the website of the authority for information of the allottees and parties.

(4) Every order granting approval or refusing approval, shall state the grounds for imposing such conditions or for such refusal in Form V.

6. Complaints to the Regulatory Authority. — The complaints filed by any aggrieved person shall be in Form VI, and such complaint shall be accompanied by relevant supporting documents along with a fee of rupees one thousand which shall be paid through pay order or Demand Draft from a scheduled bank drawn in favour of the Authority or through online.

7. Complaints to the Adjudicating Officer.— Any aggrieved person may file a complaint with the adjudicating officer in Form VII, and such complaint shall be accompanied by relevant supporting documents along with a fee of rupees one thousand which shall be paid through pay order or a Demand Draft from a scheduled bank drawn in favour of the Authority or through online.

8. Register of complaints.— On receipt of the complaint, the particulars of the complaint shall be recorded in Form VIII and separate registers for records of complaints shall be maintained by the Authority and the Adjudicating Officer mentioning the serial number of the complaint as a reference for subsequent communication between the complainant and the Authority or the Adjudicating Officer, as the case may be.

9. Meetings of the Authority. — (1) All meetings of the Authority shall ordinarily be held, at the office of the Authority.

(2) For every ordinary meeting of the Authority, an intimation in writing along with the agenda for the meeting and relevant notes, statements and reports, if any, shall be sent to all members of the Authority including Chairperson, at least seven days in advance, with the prior approval of the Chairperson.

(3) The non-receipt of a notice of meeting by any member shall not invalidate the proceedings of the meetings or any resolution passed or decision taken at such meeting.

(4) Any member of the Authority may propose for discussion on any matter of importance to be circulated for a decision, which is not included in the agenda with the permission of the Chairperson.

(5) The quorum for every ordinary meeting of the Authority shall be two-third of the members of the Authority, in absence of which the meeting shall stand adjourned.

(6) In case of adjournment, the Chairperson shall decide the date, time and place for meeting for transacting the business of the Authority which could not take place due to adjournment.

(7) The minutes of every meeting held by the Authority shall be recorded by the person as directed by the Chairperson which may be circulated to the members and to any other officer, for implementation.

10. Procedure for adjudication.— For the complaint received by the Authority and Adjudicating officer under regulation 6 and 7, the following procedure shall be followed, namely:—

(a) the notice issued by the Authority or the Adjudicating Officer, shall be in Form IX

(b) the notice may be sent through electronic mode and transmission of such communication shall be regarded as valid and adequate service

(c) on receipt of the notice, a reply shall be filed by the defendants on or before the date fixed for hearing, with a copy delivered to the complainant

(d) a daily cause list in Form X, containing cases fixed for hearing on a day by the Authority and Adjudicating Officer shall be prepared, in triplicate, and shall be pasted on the previous working day on the notice board of the Adjudicating Officer and the Authority or at such other places.

Form I

(See Regulation 3)

Application for registration of real estate project at
_____ (Name of ULB/Panchayat)

To

The Chairperson,

Odisha Real Estate Regulatory Authority,
Bhubaneswar.**For Office Use Only**

Application Serial No: _____

Date: _____

Fees Paid: INR _____

Sir,

I/We hereby apply for the grant of registration of my/our project to be set up at

_____ Tehsil _____ District _____ State _____

1. Details of the applicant

Affix Size of Promoter	Passport photograph of Promoter	Affix Size of Promoter	Passport photograph of Promoter	Affix Size of Promoter	Passport photograph of Promoter

- a. Name (Individual/ Entity): _____
- b. Type of Entity : _____
- c. Permanent/ Registered Address _____
- d. Company Registration Number (As applicable): _____
- e. PAN Number: _____
- f. Name (s) of chairman of the governing body / partners / directors etc. (As applicable):

- g. Registered Phone number and email id: _____
- h. PAN Number _____

2. Basic Information of Project- to be filled in **Annexure 1** to this form
3. Details for project to be registered - to be filled in **Annexure 2** to this form
4. Details of the fees for registration - to be filled in **Annexure 3** to this form
5. Checklist of documents - to be filled in **Annexure 4** to this form

Annexure 1

Brief details of the projects, launched by the promoter in the last five years (whether completed or being developed), [Refer sub-clause 2(b) to Section 4 of the Act]

Basic Information of Project in the last five years

Sl. No.	Name and address of the project	Project registration number (if any)	Type of Project ¹	Type of Land (ownership/ joint venture)	Status of project (Completed/ Ongoing)	If ongoing, project (delayed/ on time)	Cases Pending (Y/N)	Details of cases, if any	Payments Pending (Y/N)	Other Details, if any
	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

¹used for any residential or commercial use such as residence, office, shop, showroom or godown or for carrying on any business, occupation, profession or trade, or for any other type of use

Annexure 2

Details to be provided for project to be registered

Sl. No.	Particular	Details		
1.	Name of the project			
2.	Type of Project ² (Residential/ Commercial/ Mixed/Plotting)			
3.	Address of the project			
4.	Details of the title-holder and land details			
	Name of the title holder			
	Name of the partner in the joint venture (if any)			
		Mouza	Khata No.	Plot No.
	Land Details			
	Area of plot			
	Classification of the plot			
	Plot area utilized for the project			
5.	Actual Date of Commencement of the project			

²used for any residential or commercial use such as residence, office, shop, showroom or godown or for carrying on any business, occupation, profession or trade, or for any other type of use

Sl. No.	Particular	Details				
6.	Scheduled date of completion of the project					
7.	Reasons for Delay (if any)					
8.	Types of units to be sold ³ - Nos.	Plots (1)	Residential units (2)	Commercial Units(3)	Mixed Units (4)	Other units(5)
9.	Details of Units (types of Units and their Details)					
		Carpet Area (sq. m) of each category	Area of balcony/, in each category	Area of exclusive open terrace (if any)		
i.	Type 1 (mention nos. of units)					
ii.	Type 2 (mention nos. of units)					
iii.	Type 3 (mention nos. of units)					
iv.	Type 4 (mention nos. of units)					
v.	Type 5(mention nos. of units)					
	<i>(Add rows as applicable)</i>					
10.	Types of Garages and Parking					
i.	Total Nos. of garages in the project (categorize by area and nos. of each category)	Area				

³ Specify type of units as Apartments, Plots, Bungalows, shops, units, others (mentions nos. of each category)

Sl. No.	Particular	Details		
ii.	Total Nos. of covered Parking in the project (categorize by area and nos. of each category)	Area		
iii.	Total Nos. of open Parking in the project (categorize by area and nos. of each category)	Area		
11.	Details of the bank or banker with which account in terms of section 4 (2)(I)(D) of the Act will be maintained			
i.	Name of Bank/Banker/IFSC Code:			
ii.	Address and phone number of the Bank:			
iii.	Account Number :			
12.	Name and address of contractors, architects, structural engineers and other technical persons concerned with the proposed project			
	Name	Role (Architect, engineer, contractor, any other)	Registered Address, Phone no. email id	Registration. No.
13.	Name and address of the real estate agents with registration numbers for proposed projects			
	Name	Registered Address	Phone No. and email	Registration. No. (if any)
14.	Any other information the applicant may like to furnish			

Annexure 3**I. Fees for registration**

Application made under sub-section (1) of section 4 of the Act for grant of registration of projects, shall be accompanied by a registration fee specified in regulation 4. The payment of fees shall be accepted in shape of a demand draft or pay order from a scheduled bank in favour of the Authority or through any other form that may be specified by the Authority from time to time like through debit and credit cards, online payment etc.

Sl. No.	Particular	Details
1.	Demand draft Number.	
2.	Online transaction reference Number	
3.	Name of Bank	
4.	Date of drawing demand draft or online transaction	

Annexure 4

II. List of Documents to be enclosed

Sl. No.	List of Documents	Tick as applicable
1	Authenticated copy of the PAN card of the promoter;	
2	A brief details of enterprise including its name, registered address, type of enterprise (Proprietorship, societies, partnership, companies, competent authority)	
3	The copy of registration/incorporation certificate, the name and 2 passport size photographs of individual promoter, all partners of a firm, Directors of company	
4	Brief details of project launched by promoter in last 5 years	
5	Whether projects already completed or being developed Current status of the said project	
6	Details of cases pending Details of type of land and Payments pending	
7	Copy of the legal title deed reflecting the title of the promoter to the land on which development is proposed to be developed along with legally valid documents with authentication of such title, if such land is owned by another person;	
8	The details of encumbrances on the land on which development is proposed including any rights, title, interest or name of any party in or over such land along with details;	
9	If the promoter is not the owner of the land on which development is proposed details of the consent of the owner of the land along with a copy of the collaboration agreement, development agreement, joint development agreement or any other agreement, as the case may be, entered into between the promoter and such owner and copies of title and other documents reflecting the title of such owner on the land proposed to be developed;	
10	An authenticated copy of the approvals and commencement certificate from the competent authority obtained in accordance with the laws as may be applicable for the real estate project mentioned in the application	

11	If the project is proposed to be developed in phases, an authenticated copy of the approvals and commencement certificate from the competent authority for each of such phases	
12	Attach the sanctioned plan	
	Layout plan	
	Specifications of the proposed project or the phase thereof	
	The whole project as sanctioned by the competent authority	
13	The plan of development works to be executed in the proposed project and the proposed facilities to be provided thereof including:	
	Fire-fighting facilities,	
	Drinking water facilities,	
	Emergency evacuation services,	
	Use of renewable energy,	
	Others (Specify)	
14	The location details of the project, with clear demarcation of land dedicated for the project along with its boundaries including the latitude and longitude of the end points of the project;	
15	Performa of	
	The allotment letter,	
	Agreement for sale,	
	The conveyance deed proposed to be signed with the allottees	
16	Details of the number, type and the carpet area of apartments for sale in the project along with the area of the exclusive balcony or verandah areas and the exclusive open terraces areas apartment with the apartment, if any	
17	The number and areas of garage for sale in the project	
18	The names and addresses of real estate agents,	
19	The names and addresses of	
	The contractors	
	Architect	
	Structural engineer	

	Any other person concerned with the development of the proposed projects.	
20	Bank Passbook details :Name of the bank, IFSC Code, Account No., Date of opening of bank account (Authenticated copies of the first page and the last page of the pass book reflecting the latest transaction or any other document as a proof of the above details)	
21	A declaration, supported by an affidavit signed by the promoter or any other person authorised by promoter as per clause (L) under sub-section 2 of section 4 of Real Estate(Regulation and Development)Act, 2016	

I/We solemnly affirm and declare that the particulars given in herein are correct to my /our knowledge and belief and we attach all necessary certificates and documents in support of our application

Dated:

Place:

Yours faithfully,
Signature and seal of the applicant(s)

Form II
(See Regulation 4(3))
Application for extension of registration of the project

From:

To

The Chair person
Odisha Real Estate Regulatory Authority,

Sir,

I/We hereby apply for extension of registration of the following project:

_____ registered with
the regulatory authority vide project registration certificate bearing No. _____, which
expires on _____.

As required I/we submit the following documents and information, namely: -

- i. A demand Draft No. _____ dated _____ for rupees
_____ in favour of _____ drawn on _____
bank or _____ (give details of online
payment such as date paid, transaction no. etc.); as fees for extension of
registration specified under regulation 4 of the Odisha Real Estate Regulatory
Authority Regulations, 2017
- ii. Authenticated certificate from the Architect of the project stating the stage of
development works undertaken till date.
- iii. Explanatory note regarding the state of development works in the project and
reason for not completing the development works in the project within the period
declared in the declaration submitted in Form 'A' of the rules at the time of
making application for the registration of the project _____;
- iv. Authenticated copy of the permission/approval from the competent authority
which is valid for a period which is longer than the proposed term of extension of
the registration sought from the Authority
- v. The original project registration certificate
- vi. Any other information as may be specified by regulations.

I/We hereby state that the above details are true and correct to our knowledge and we attach all
necessary certificates and documents in support of our application

Place:

Dated:

Yours faithfully,
Signature and seal of the applicant(s)

For Office Use Only	
Application Serial No.:	_____
Date:	_____
Fees Paid:	_____

Form III

(See Regulation 5 (1))

Transfer of real estate project to Third Party

From:

For Office Use Only

Application Serial No: _____

Date: _____

Fees Paid: _____

To

The Chair person

Odisha Real Estate Regulatory Authority,

I hereby apply for approval to transfer the rights of the project from _____
to _____, pertaining to the project described in this application.

1. Project Details

- i. Unique Project Registration Number *(under Section 5(1) of the Act)*
- ii. Project Address

2. Particulars of Project Transfer

- Name of promoter (Transferor)
- Registered Address and Contact Information

- Name of promoter (Transferee)
- Registered Address and Contact Information

In case of individual –

- i. Name
- ii. Father's Name
- iii. Occupation
- iv. Permanent Address
- v. Two Passport Size Photographs

OR

In case of firm / societies / trust / companies / limited liability partnership / competent authority -

- i. Name
- ii. Registered Address
- iii. Copy of registration certificate
- iv. Name, photograph and address of chairman of the governing body / partners

List of amenities provided.	Total Nos. of apartments/units	Total Nos. of covered Parking	Total nos. of Garages	Status of Allotment		Remarks
				Allotted	Not Allotted	
10.	11.	12.	13.	14.	15.	16.

/directors etc.

3. Brief details of the project(s)/ part of project(s) undergoing transfer

Name	Location	Total nos. of units in project	Current status of transferred part			Scheduled date of Completion	Plot area	Location (attach map)
			Under Construction	Construction Complete	Received completion certificate			
1.	2.	3.	4.	5.	6.	7.	8.	9.

4. Reason for Transfer: Transfer by sale Others. Please Specify_____

5. Proposed Date of Transfer: _____

6. Intimation of transfer to Stakeholder/ apartment owners/ allottees: Yes No7. Consent of two-third of the Stakeholder/ apartment owners/ allottees: Yes No

We hereby state that the above details (contents of paragraph 1 to 7) are true and correct to our knowledge and we attach all necessary certificates and documents in support of our application

Signature of Transferor

Signature of Transferee

Enclosed:

1. Details of the Transferee as stated under rule 3
2. Copy of the registration certificate of the project which is proposed to be transferred to a third party;
3. Copy of the plan approved by the competent Authority;
4. The part of the registered project proposed to be transferred on copy of approved plan
5. List of all Stakeholders/ allottees of the project with ID proof, phone nos. and email address.
6. List of Stakeholders in consent with the transfer
7. Evidence of intimation to Stakeholders
8. Copy of sale agreement, Deeds of sale and transfers
9. Consent letter from allottees as specified in Form IV

Form IV

(See Regulation 5(2)(f))

For office Use
Serial No. _____

Consent form of allottee

Date:

1. Name of allottee: _____
2. Address of the project: _____
3. Unit Details:
 - Apartment/Unit No.: _____
 - Carpet Area: _____
 - Date of Booking: _____
 - Date of Allotment agreed upon : _____

I hereby grant my consent to the transfer of the project from _____ to _____, as requested. I have been made aware of the changes through (at least 2 criteria have to be met):

- Newspaper Articles
- Email/Letter
- Website of promoter or Authority
- In person meetings

On the transfer, the succeeding promoter shall be required to independently comply with all the pending obligations as per the agreement for allotment/sale entered into by the erstwhile promoter with me (name of allottee) _____

Signature of allottee

Address of allottee: _____

Phone no. : _____

Email ID: _____

Place: _____

Date: _____

Enclosed:

- o ID Proof

List of amenities provided.	Total Nos. of apartments/units	Total Nos. of covered Parking	Total nos. of Garages	Status of Allotment		Remarks
				Allotted	Not Allotted	
10.	11.	12.	13.	14.	15.	16.

3. Conditions (for Approval of transfer of the Real Estate Project to a third party):

The transfer of rights has been agreed upon by two-thirds of the total stakeholders. This shall not result in extension of time to the intending promoter to complete the real estate project and he shall be required to comply with all the pending obligations of the erstwhile promoter, and in case of default, such intending promoter shall be liable to the consequences of breach or delay, as the case may be, as provided under this Act or the rules and regulations made thereunder.

4. Reasons (for Rejection of transfer of the Real Estate Project to a third party):

Signature

Chairperson of Authority

Form VI

(see Regulation 6)

Complaints to the Regulatory Authority**For Office Use Only**

Date of filing: _____

Date of [receipt at the filing counter of the Registry / receipt by post / online filing]:

Complaint No.: _____

Signature: _____

Registrar: _____

IN THE REGULATORY AUTHORITY'S OFFICE OF ODISHA

Between

_____ Complainant(s)

And

_____ Respondent(s)

Details of claim:

1. Particulars of the complainant(s):

(i) Name(s) of the complainant:

(ii) Address of the existing office / residence of the complainant:

(iii) Address for service of all notices:

(iv) Contact Details (Phone number, e-mail, Fax Number etc.):

2. Particulars of the respondents:

(i) Name(s) of respondent:

(ii) Office address of the respondent:

(iii) Address for service of all notices:

(iv) Contact Details (Phone number, e-mail, Fax Number etc.):

3. Jurisdiction of the Authority:

The complainant declares that the subject matter of the claim falls within the jurisdiction of the Authority.

4. Facts of the case:

[Give a concise statement of facts and grounds for complaint]

5. Relief(s) sought:

In view of the facts mentioned in paragraph 4 above, the complainant prays for the following relief(s)

[Specify below the relief(s) claimed explaining the grounds of relief(s) and the legal provisions (if any) relied upon]

6. Interim order, if prayed for:
Pending final decision on the complaint the complainant seeks issue of the following interim order:
[Give here the nature of the interim order prayed for with reasons]
7. Complainant not pending with any other court, etc.: The complainant further declares that the matter regarding which this complaint has been made is not pending before any court of law or any other authority or any other tribunal(s).
8. Particulars of [demand draft or online payment] in respect of the fee as specified in regulation 13
 - (i) Amount
 - (ii) Name of the bank on which drawn
 - (iii) [Demand draft number / online payment transaction no.]
9. List of enclosures:
 - (i) Copies of the documents relied upon by the complainant and referred to in the complaint
 - (ii) An index of documents
 - (iii) Other documents as annexed along with the complaint

Signature of the complainant(s)

Verification

I _____ (name in full block letters), the complainant do hereby verify that the contents of paragraphs [1 to 9] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Place:

Date:

Signature of the complainant(s)

Form VII

(See Regulation 7)

Complaint to Adjudicating Officer

(Claim for compensation under section 31 read with section 71 of the Act)

For use of Adjudicating Officer's office:

Date of filing: _____

Date of [receipt at the filing counter / receipt by post / online filing]: _____

Complaint No.: _____

Signature: _____

Authorized Officer: _____

IN THE ADJUDICATING OFFICER'S OFFICE OF ODISHA

Between

_____ Complainant(s)

And

_____ Respondent(s)

Details of claim:

1. Particulars of the complainant(s):

(i) Name(s) of the complainant:

(ii) Address of the existing office / residence of the complainant:

(iii) Address for service of all notices:

(iv) Contact Details (Phone number, e-mail, Fax Number etc.):

(v) Details of allottees apartment, plot or building, as the case may be:

2. Particulars of the respondents:

(i) Name(s) of respondent:

(ii) Office address of the respondent:

(iii) Address for service of all notices:

(iv) Contact Details (Phone number, e-mail, Fax Number etc.):

(v) Registration no. and address of project:

3. Jurisdiction of the adjudicating officer:

The complainant declares that the subject matter of the claim falls within the jurisdiction of the adjudicating officer.

4. Facts of the case:

[Give a concise statement of facts and grounds of claim against the promoter]

5. Compensation(s) sought:

In view of the facts mentioned in paragraph 4 above, the complainant prays for the following compensation(s)

_____.

[Specify below the compensation(s) claimed explaining the grounds of claim(s) and the legal provisions (if any) relied upon]

6. Claim not pending with any other court, etc.:

The complainant further declares that the matter regarding which this complaint has been made is not pending before any court of law or any other authority or any other tribunal(s).

7. Particulars of [demand draft or online payment] in respect of the fee as specified in regulation 14

(i) Amount:

(ii) Name of the bank on which drawn:

(iii) [Demand draft number / online payment transaction no]:

8. List of enclosures:

(i) Copies of the documents relied upon by the complainant and referred to in the complaint

(ii) An index of documents

(iii) Other documents as annexed along with the complaint

Signature of the complainant(s)

Verification

I _____ (name in full block letters), the complainant do hereby verify that the contents of paragraphs [1 to 8] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Place:

Date:

Signature of the complainant(s)

Form VIII
Register for record of complaints

(See Regulation 8)

A. Record of complaints for allottee

Sl. No.	Complaint No.	Name of Complainant	Address of Complainant	Unique Project Registration No.	Date of complaint	Grounds of complaint

Status of complaints		Status of Clarification		Remarks
Resolved	Not Resolved	Approved	Not Approved	

B. Record of complaints for promoters

Sl. No.	Complaint No.	Name of Complainant	Address of Complainant	Unique Project Registration No.	Date of complaint	Grounds of complaint

Status of complaints		Status of Clarification		Remarks
Resolved	Not Resolved	Approved	Not Approved	

C. Record of complaints for Real estate agents

Sl. No.	Complaint No.	Name of Complainant	Address of Complainant	Unique Project Registration No.	Date of complaint	Grounds of complaint

Status of complaints		Status of Clarification		Remarks
Resolved	Not Resolved	Approved	Not Approved	

Form IX

(See Regulation 10(a))

Notice by _____

Date:

..... **Complainant**

v.

..... **Respondent**

Above named complainant has filed a complaint under section _____ of Real Estate (Regulation and Development) Act, 2016, Odisha Real Estate (Regulation and Development) Rules, 2017 and regulations made thereunder. The details of the complaint are as follows:

You are directed to reply to the above complaint within a period of seven days of receipt of this notice and appear before the Adjudicating Officer or the Odisha Real Estate Regulatory Authority in person or through an advocate/authorized representative, duly instructed on day of Year at (time), at (place), failing which the Application shall be heard and decided in your absence.

Given under my hand and the seal of the Adjudicating Officer, this day of

Signature

Adjudicating Officer/Odisha Real Estate Regulatory Authority

Form X

(See Regulation 10(d))

Cause List

Date:

Sl. No.	Application Number	Name of Applicant or Complainant	Name of Respondent	Name of Applicant's or Complainant's Counsel	Name of Respondent's Counsel	Posted for
	1.	2.	3.	4.	5.	6.

Signature

Adjudicating Officer/ Odisha Real Estate Regulatory Authority

[No. 19652–HUD-RERA-CELL-10/2017/HUD.]

G. MATHI VATHANAN

Chairperson
Odisha Real Estate Regulatory Authority