



**BHUBANESWAR DEVELOPMENT AUTHORITY
AKASH SHOVA BUILDING
SACHIVALAYA MARG, BHUBANESWAR – 751001.**

No. 18460/BDA, Bhubaneswar,
AOM-01/2024

dtd 20.05. /2024

Notice

All the promoters and secretaries of Association of Allottees of Apartments in the development area of Bhubaneswar Development Authority are hereby informed that the activities under the Odisha Apartment (Ownership & Management) Act, 2023 viz. registration of association of allottees (section-14), adoption of Model-Bye laws by previously registered association of apartment owners or allottees (sub-section 1 of section-15), registration of declaration (Section-9) have already been commenced by this office. Hence, you are advised to submit the applications in prescribed Forms as provided in the Odisha Apartment (Ownership & Management) Rules, 2024 along with requisite documents as per checklist published in the website of this office.

Besides, the applicants will have to deposit processing fee of Rs. 5000/- (Rupees five thousand) only for every 50 nos (or part of it) of apartments in the project. The processing fee shall be deposited after receipt of intimation letter in this regard from the office of the Competent Authority.

**Competent Authority-cum-
Secretary, BDA, Bhubaneswar**

Memo No. 18461 /BDA, Bhubaneswar, Dated 20.05. /2024

Copy forwarded to the Additional Commissioner-I, Bhubaneswar Municipal Corporation/Secretary, Odisha Real Estate Regulatory Authority, Bhubaneswar for favour of information with request to publish a copy of this notice in their office Notice Board and website for information of promoters, apartment owners, and secretaries of association of allottees.

**Competent Authority-cum-
Secretary, BDA, Bhubaneswar**

P.T.O

Memo No 18462 BDA, Bhubaneswar, Dated 20.05.2024

Copy to Sr. Manager, IT, BDA for information with direction to upload a copy of this notice along with the checklists in the official website of BDA.


18-05-2024

**Competent Authority-cum-
Secretary, BDA, Bhubaneswar**

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Application for registration of Association of Allottees under the Odisha Apartment (Ownership & Management) Act, 2023

Checklist for Form A

Sl No	Forms/Documents
1	Application is submitted in Form A as provided in the Odisha Apartment (Ownership & Management) Rules, 2024
2	A copy of the registration certificate with ORERA, if any as Annexure-1
3	The Memorandum in Annexure-2 as provided in the Odisha Apartment (Ownership & Management) Rules, 2024
4	<p>Copies of all documents relating to the General Body Meeting for conducting elections to the office of the members of the Executive Committee</p> <p>a) Copy of proceeding of General Body Meeting</p> <p>b) Copy of notice issued for conduct of GB meeting</p> <p>c) List of allottees (Name, Flat No, Mobile, Email)</p>
5	The Bye-law of the Association of allottees in consonance with the model Bye-law as provided in the schedule of the Odisha Apartment (Ownership & Management) Rules, 2024
6	<p>Attested copies of the following documents which were submitted during registration of the project with ORERA</p> <p>a. A brief details of his enterprise including its name, registered address, type of registration and the particulars of registration, and the names and photographs of the promoter</p> <p>b. A brief details of the projects launched by him in last 5 years whether already completed or being developed, as the case may be including the current status of such projects, any delay in its completion, details of cases pending, details of type of land and payments pending.</p> <p>c. The authenticated copy of the approvals and commencement certificate from the competent authority obtained. Where the project is proposed to be developed in phases, an authenticated copy of the approvals and approval certificates from competent authority for each of such phases.</p> <p>d. The sanctioned plan, lay out plan and specifications of the proposed project or the phase thereof, and the whole project as sanctioned by competent authority</p> <p>e. 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, emergency evacuation etc.</p> <p>f. The location details of the project with clear demarcation of land dedicated for the project along with boundaries including latitude and longitude of the end points</p>

	<ul style="list-style-type: none"> g. Performa of the allotment letter, agreement for sale, and the conveyance deed proposed to be signed with the allottees. h. 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 terrace areas apartment with the apartment, if any. i. The number and areas for garage for sale in the project j. The names and address of his real estate agents if any, for the proposed project. k. The name and address of the contractors, architect, structural engineer, and other persons concerned with the development of the proposed project. l. A declaration supported by an affidavit which shall be signed by the promoted or any person authorized by the promoter as stated in section 4 (2) (l) m. Copy of authenticated copy of PAN Card of Promoter
	<ul style="list-style-type: none"> n. Annual report of the promoter including audited profit and loss account, balance sheet, cash flow statement, directors report and the Auditors report and IT report of the promoters for the immediately preceding 3 financial years. o. The number of open parking areas and the number of covered parking areas available in the real estate project.
	<ul style="list-style-type: none"> p. Authenticated copy of the title deed of the project on which the project has been taken up. If the promoter is not the owner, then copy of the collaboration agreement, development agreement, joint development agreement and copy of title and other documents. q. The details of encumbrances on the land on which development of project is proposed including details of any rights, title, interest, dues, litigation and name of party in or over such land r. Name, Photograph, contact details and address of the promoter. In case of company, the above said documents/details of chairman/ partners/ directors
7	<p>For projects, where ORERA registration is not required as provided under subsection 2 of section 3 of the Real Estate (Reg. & Devp.) Act, 2016, the following documents shall be furnished</p> <ul style="list-style-type: none"> a. A copy of Project Completion certificate b. A copy of sanctioned plan and lay-out plan issued by Competent Authorities c. Authenticated copy of the title deed of the project on which the project has been taken up d. Details of common areas and facilities available in the project site (in form of an affidavit) e. Name, Photograph, contact details and address of the promoter

**Application for modification of bye-laws of the existing Association of Allottees
under the Odisha Apartment (Ownership & Management) Act, 2023**

Checklist for Form C

SI No	Forms/Documents
1	Application is submitted in Form C as provided in the Odisha Apartment (Ownership & Management) Rules, 2024
2	A copy of certificate of registration of project with ORERA, if any
3	Copies of all documents relating to the General Body Meeting for modification of the bye-laws of the Association of Allottees
	<ul style="list-style-type: none">a. Copy of proceeding of General Body Meetingb. Copy of the notice issued for conduct of the GB meetingc. List of allottees (Name, Flat No, Mobile, Email)
4	A copy of certificate of registration of the Association of Allottees, registered under the Societies Registration Act, 1860 or any other law which was in force before commencement of the Odisha Apartment (Ownership & Management) Act, 2023
5	A copy of the old bye-law/memorandum of the Association of Allottees
6	A copy of Bye-laws of the Association of allottees adopted in consonance with the model Bye-law as prescribed in the schedule of the Odisha Apartment (Ownership & Management) Rules, 2024
7.	A copy of sanctioned plan and lay-out plan issued by Competent Authorities
8.	Authenticated copy of the title deed of the project on which the project has been taken up
9.	A copy of Project Completion certificate issued by Accredited person (if any)
10.	Name, Photograph, contact details and address of the promoter

**Application for registration of Declaration under the Odisha Apartment
(Ownership & Management) Act, 2023**

Checklist for Form D

Sl No	Forms/Documents
1	Application is submitted in Form D as provided in the Odisha Apartment (Ownership & Management) Rules, 2024
2	Authenticated copies of site plan, layout plan and building plan as Annexure A, B & C
3	Copies of relevant ownership documents in Annexure-D
4	<p>The following particulars as required under sub section 3 of section 9 of the said Act</p> <p>a) Details of the land including the right, title and interest on which the buildings and improvements are or to be located and the status of the land (free hold or lease hold) in standard format as Annexure E</p> <p>b) Description of the building stating number of stories and basements, the number of apartments and the principal materials of which it is or is to be constructed in standard format as Annexure F</p> <p>c) Description of the apartment, number of each apartment along with its location, area of the project, number of rooms, immediate common area to which it has access and other necessary information for its proper identification in standard format as Annexure-G</p> <p>d) Description of common areas and facilities including lifts in standard format as Annexure-H</p> <p>e) A copy of the approved plan of the project from the Authority competent to approve the said plan as Annexure-I</p> <p>f) Details of value of the property and of each apartment and the percentage of undivided interest in the common areas and facilities pertaining to each apartment and its owner in standard format as Annexure-J</p> <p>g) The statement that the apartment and the percentage of undivided interest are not encumbered in any manner what so ever on the day of filing of declaration in form of affidavit as Annexure-K</p> <p>h) Statement indicating the purposes for which the building and each of the apartment are intended and restricted to be used as Annexure-L</p> <p>i) The copy of the registration certificate of the Association of allottees or association of apartment owners and its registration number, if any as Annexure-M</p> <p>j) A copy of registration of the project by the ORERA, if any as Annexure-N</p> <p>k) A copy of Occupancy certificate as Annexure-O</p> <p>l) Name, address and contact no of the person to receive service of process, if any as Annexure-P</p>

Documents to be attached as part of Annexure-D-

1. RoR/Sale deed/Lease Agreement
2. Power of Attorney, if any
3. Deed of execution of development of project

Annexure-E

Details of the land on which the buildings and improvements are or to be located

Annexure-F

Description of the building

Sl. No	Total No of Towers/Bl ocks	Block/Tower Number	Total Number of floors in the Block/Tower	Number of apartments in each floors	Number of basements	Principal materials used/to be used
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Annexure-G

Description of the apartment

Annexure-H

Description of common area and facilities

A. Building

Sl. No	Description	Area in sqm.	Floor	Total
(1)	(2)	(3)	(4)	(5)
1	Stair case			
2	Lift			
3	Lobbies			
4	Fire Escape			
5	Common Basement			
6	Corridor			
7	Watchmen's room			
8	General Toilet/Bath			
9	Electrical room			
10	Pump house			
11	Open terrace			
12	Society Room			
13	Gym			
14	Club			
15	Office Room			
16	Others			

B. Facilities

Sl. No	Description	Area in sqm.	Floor	Total
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(1)	(2)	(3)	(4)	(5)
1	Air conditioning plant			
2	Incinerator			
3	Open parking			
4	Water Tank			
5	Sumps			
6	Fire installation equipments			
7	Rain water harvesting structure			
8	Composting pits			
9	Micro composting centre			
10	STP			
11	Motors			
12	Solar panels			
13	Water heating system			
14	Swimming pool			
15	Children's play area			
16	Parks			
17	Equipments			
18	Others			

C. Maintenance charges levied by the promoter (if maintenance of common areas and facilities is yet to be handed over to the Association of Allottees

Maintenance charges of common areas and facilities levied by the promoter is Rs _____ per square feet of carpet area

Annexure-I

Plan Approval details

Sl. No	Plan approving Authority	Letter No. of plan approval	Date of approval
(1)	(2)	(3)	(4)

Annexure-J

Details of value of property of each apartment and percentage of undivided interest

Sl. No	Apartment No	Location	Total value of the apartment	Total Built up area of the apartment	Sum of built up areas of all the apartments	Percentage of undivided interest in the common areas (5/6*100)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Annexure-K

Statement on-non-encumbrance of the apartments and percentage of undivided interest

Before the Secretary, BDA-cum-Competent Authority under the Odisha Apartment (Ownership & Management) Act, 2023

I _____, Son/wife of _____
Promoter/Secretary of _____ do hereby state that the apartments and the percentage of undivided interest of any apartment in respect of the above said project are not encumbered in any manner whatsoever on this day of _____ (month) 29 _____.

Promoter/Secretary of Association of Allottees

Annexure-L

Statement relating to use of the building and each of the apartment

Before the Secretary, BDA-cum-Competent Authority under the Odisha Apartment (Ownership & Management) Act, 2023

I _____, Son/wife of _____
Promoter/Secretary of _____ do hereby state that the above said building is used for _____ purpose and details of use of each apartment has been provided in Annexure-G.

This is submitted on this day of _____ (month) 29 _____.

Promoter/Secretary of Association of Allottees