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:

To

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Building Proposal Department,   
Municipal Corporation   
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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, and submitted by builder M/s ……………………………… seeking Occupancy Certificate with respect to above mentioned property.

[2] Certified copy of Completion Certificate submitted by Builder M/s …….. '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 name, designation and office address of officer(s) and staff responsible to initiate and process above application for issuance of Occupancy Certificate submitted by the Builder.

[5] certified copy of communication / letter advising specific short-comings and/or deficiencies pointed out for compliance by your public authority to the 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 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.

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