



**HANDING & TAKING OVER POSSESSION
OF NEW FLATS/SHOPS/OFFICES
IN THE REDEVELOPMENT OF
CO-OP. HSG. SOCIETIES**

Godbole Mukadam & Associates

Architects, Project Management Consultants, Regd. Valuers

Mukund Godbole

Jitendra Mukadam

www.godbolemukadam.com

Mob. No. : +91 9322272016

01. JOINT INSPECTION



1. Upon receipt of Occupation Certificate, the Developer will arrange the Joint Inspection with the representatives of Developer, Architect/PMC & respective flat owner for Checking the Completion & Quality Certification of all the Internal & External finishes of Every Flat, Building & Site Development.



02. DOCUMENTATION

- a) After satisfactory Certification, **100% Peaceful Vacant Possession** of **Individual Flat** will be taken by Respective Society Member & the possession of **Land & Building** will be taken by Society Managing Committee.
- b) The documents towards **Handing over & taking over possession** is **signed by Developer, Society Members and Managing Committee.**
- c) PMC should hand over the drawings of each **flat measured on site to check the carpet area** as mentioned in the individual agreement. (3% plus/minus is permissible as per RERA)



02. DOCUMENTATION

- d) The developer should handover following documents to society,
1. All the approved plans, **As Built Architectural, Structural, MEP Drawings.**
 2. Architect **Completion Certificate & Stability Certificate** from Structural engineer & **all test certificate by MEP/certifying agencies regarding Electrical, Water Supply, Drainage, Fire Fighting etc**
 3. **Occupation Certificate with Approved Plans**, all the **Communications & NOC** with all the Local Competent Authority.
 4. All the **receipts for all the taxes, charges paid** to all the Competent Authorities till the date of handing over Possession of new building.

02. DOCUMENTATION

5. **All the Warrantees and Guarantees** of Building Materials, Lifts, Fire Fighting, CCTV, Water pump, Solar Panels, Electrical & Plumbing fixtures, etc...
6. All **Operational Manuals**.
7. All **Receipts and Applications** made for electricity, water, Drainage & Mahanagar Gas connection.
8. **Society registration Certificate** by Registrar. (in case of green field project)
9. **Conveyance deed** if builder has executed. (in case of green field project)



02. DOCUMENTATION

10. Common electrical & water connection details.
11. Details about the process for New Property Tax. (Assessment record of all new flats/shops/offices).
12. Property Tax for Club house/hall details.
13. Tree NOC for the conditions mentioning the maintenance of the Trees.
14. Details of loan or Loan clearance certificate if builder availed loan for construction of redevelopment of project.
15. Detail of unsold flats/shop/offices mortgaged to a bank/financial institute by developer for loan.
16. Details of bank loan of new flat purchasers if any & copy of loan letter received from bank.



02. DOCUMENTATION

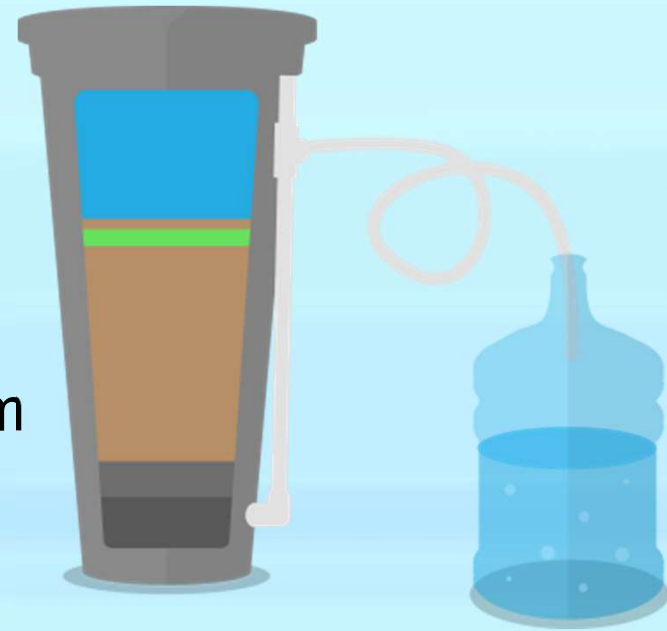
17. All the **Regd. Agreements** of sell of all the flat purchasers along with Membership **Application Form, Entrance Fees, Share Money** to become society Member.
18. **Possession letter, Parking allotment** letter & allotment Drawing of individual unit.
19. Individual society member account details and closer report.
20. **New Flat Owner's** name and **contact information** (Mobile, Email & Existing address).
21. **Individual Flat Area** list with their carpet areas.



03. MEP SERVICES - MECHANICAL

STP/WTP/RO/WATER SOFTENER

1. System drawings along with pipeline grid.
2. Date of installation, Certificate & Test reports from Vendor.
3. NOC by pollution control board.
4. STP Exhaust Layout drawing & (odor Control) report.
5. Water test report by laboratory.
6. Performance test of pump, blower and dosing pump in STP.
7. Equipment Details of Vermi/compost culture/OWC
8. Garbage chute drawing.



03. MEP SERVICES - MECHANICAL

RAIN WATER HARVESTING

1. System drawing.
2. **Layout showing connection** with filtration pit & recharging of bore well water well &/or ring well.
3. **Manual** of maintenance & servicing of filtration pit.



03. MEP SERVICES - MECHANICAL

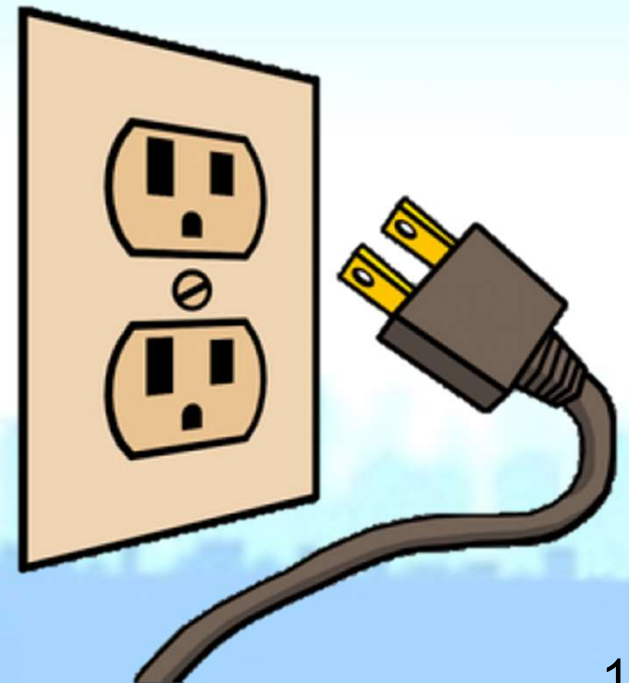
SOLAR SYSTEM (Solar hot water & Solar electricity power generation)

1. **Technical Details** of solar system installed for water heating & electricity generation.
2. Installation and **Commissioning & Testing** certificate.
3. **Reverse electrical metering** system details.
4. Equipment validity certificate.
5. **Hot water Plumbing line** design and layout.



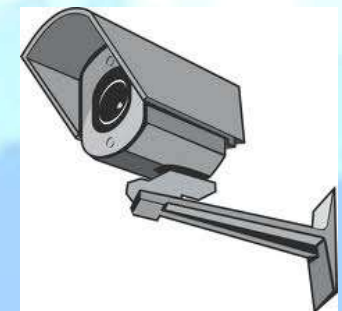
03. MEP SERVICES – ELECTRICAL

1. Detailing of **Electricity Incomer & Transformer** & its connections.
2. **Required & connected load approved** by electrical authority.
3. **Earthing pits** detail & test report.
4. **Lighting Arrester** test report and drawings.
5. **Generator /Power back up** distribution details with the **Change over switches** details.
6. The details of panel drawing of lift.
7. Equipment test certificate.



03. MEP SERVICES – ELECTRICAL

1. All the details of **CCTV, Video door phone, DVR** & computer used for the **Security System** of the building along with **wiring layout**.
2. **Common meter details** its connections to such as wiring connecting to common usages of the building like common lighting, lift, water pump, fire pump, Security system, CCTV etc...
3. Layout showing **all under ground cabling & wirings** from high tension to low tension to meter room, main distribution board & individual flats, telephone line, TV cable lines, back up lines, STP, Lift, DG, Pump house etc...
4. Meter room having all the **meters mentioning the proper flat nos.**



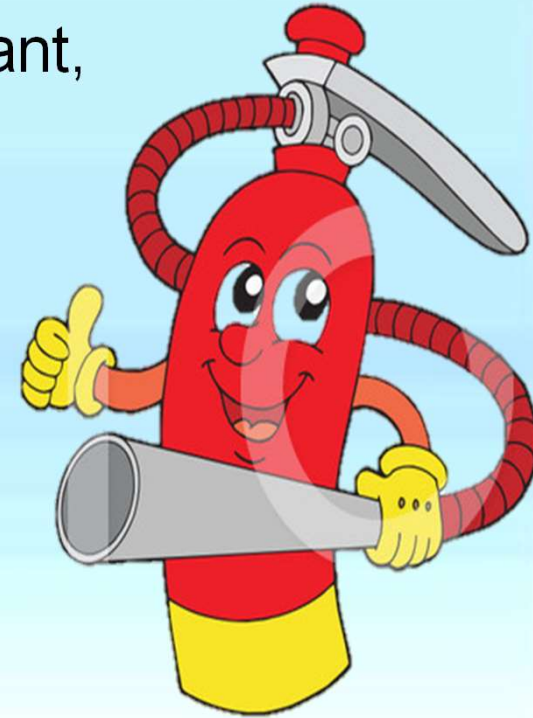
03. MEP SERVICES – PLUMBING

1. All the details & capacity of the **Under ground & Overhead water tank** along with **Firefighting tank water tank** details.
2. Layout showing **all under ground pipe line** for the connection from main municipality water pipe line to Under Ground water Tank to Over Head water Tank.
3. Drawings of **all internal concealed plumbing** layout of toilets & kitchen of all the individual flats including **solar water, flushing water & domestic water** pipe lines.



04. FIREFIGHTING SYSTEM

1. **Firefighting system layout** (nozzle, hose, pump , hydrant, Firefighting pumps, back up pumps etc)
2. **Work Completion report** & Fire NOC .
3. **Performance Test** report of pump.
4. Test report of **plumbing line of fire equipment.**
5. **Water pressure** certificate.
6. Society should **test** all equipment once in a six month.
7. **All common lobbies**, pump room should have the display of **Firefighting system manual.**
8. Firefighting equipment validity certificate.



05. SWIMMING POOL, FOUNTAIN & LANDSCAPING

1. Landscaping layout with **civil, electrical & horticulture detailing.**
2. Plumbing layout in garden & swimming pool.
3. **Swimming pool, filtration plan** & its operational certificate.
4. **No. water leakage** guarantee/certificate in swimming pool.
5. **AMC details** of swimming pool & horticulture.
6. Details of trees & manual for their maintenance



05. SOCIETY OFFICE & GYMNASIUM / FITNESS CENTER.

1. **Details of Society office** equipment such as CCTV, security system equipment, Air Conditioning, Cupboard, Chairs, Table etc...
2. **Gym Equipment** Details.
3. **Steam –sauna** equipment & operating system manual
4. **AMC details.**
5. Equipment validity certificate





THANK YOU!!!

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