



## SAMBALPUR DEVELOPMENT AUTHORITY

SMC & SDA OFFICE BUILDING, DURGAPALI, SAMBALPUR-768006, Email - secretarysdasbp@gmail.com

No 1333 /SDA.,

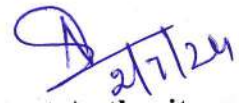
Sambalpur dated the

03<sup>rd</sup>

July, 2024

### Notice

All the promoters and secretaries of Association of Allottees of Apartments in the development area of Sambalpur 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 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 information letter in this regard from the office of the Competent Authority.

  
Competent Authority-cum-Secretary, SDA, Sambalpur.

Memo No. 1334 /SDA, SBP/Dt. 03<sup>rd</sup> July 2024.

Copy forwarded to the Additional Commissioner Sambalpur 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, SDA, Sambalpur.

**Application for registration of Association of Allottee 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	Copy of all documents relating to the General Body for conducting election to the office of the Members of the executive Committee <ul style="list-style-type: none"> <li>a) Copy of proceeding of General Body Meeting.</li> <li>b) Copy of Notice issued for conduct of GB Meeting</li> <li>c) List of Allottees (Name, Flat No., Mobile, Email id)</li> </ul>
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	Attested copies of the following documents which were submitted during registration of the project with ORERA <ul style="list-style-type: none"> <li>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.</li> <li>b) A brief details of the project launched by him in last 5 years whether already completed or being developed, as the case may be including the current status of such project, delay in its completion, details of case pending, details of type of land and payment.</li> <li>c) The authenticated copy of the approval and commencement certificate from the competent Authority obtained. Where the project is proposed to be developed in the phase, an authenticated copy of the approvals and certificates from competent authority for each of such phase.</li> <li>d) The sanctioned plan, lay out plan and specifications of the proposed project of the phase thereof, and the whole project as sanctioned by competent authority.</li> </ul>



	e) The plan of development work to be executed in the proposed project and the proposed facilities to be provided thereof including fire fighting facilities, drinking water, emergency evacuation etc.
	f) The location details of the project with demarcation of the land dedicated for the project along with boundaries including latitude and longitude of the end points.
	g) Performa of the allotment letter, agreement for sale, and the conveyance deed propose to be signed with the allottees.
	h) The number, type and the carpet area of apartment for sale the in the project along with exclusive balcony or verandah areas and the exclusive open terrace area the area of apartment with the apartment. If any.
	i) The number and area for garage for sale in the project
	j) The name and address of his real estate agent if any for the proposed project
	k) The name and address of the contractors architect structural engineer, and other person concerned with the development of the project.
	l) A declaration supported by an affidavit which shall be signed by the promoter or any person authorized by the promoter as stated in section 4 (2) (1)
	m) Copy of authenticated copy of PAN Card of promoter
	n) Annual report of the promoter including audited profit and loss account balance sheet, case flow statement director report and the Auditors repost and IT report of the promoters for the immediately proceeding 3 financial year.
	o) The numbers of open parking areas and the number of covered parking area available in the real estate project.
	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, the copy of the collaboration agreement, development, agreement join development agreement and copy of the title and other documents.
	q) The details of 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 Name, Photograph, contact details and address of the promoter in case of company, the above said documents/details of chairman/partners/directors
7	For projects, where ORERA registration is not required as provided under subsection 2 of section 3 of the Real Estate (Reg. & Devp.) Act, 2At6, the following documents shall be furnished

	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 Affidavit)
	e) Name, Photograph, contact details and address of the promoter

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

**Checklist for form C**

Sl No.	Forms/Documents
1	Application is submitted in form C as provided in the Odisha Apartment (ownership & Management) Rule, 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
	a) Copy of proceeding of General Body Meeting
	b) Copy of the Notice issued for conduct of the GB Meeting
	c) List of Allottees (Name, Flat No. Mobile, E Mail)
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 laws 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 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	The following particulars as required under sub section 3 of section 9 of the said Act
	a) Details of the land including the right, title and interest on which the building and improvements are or to be located and the status of the land (free hold for lease hold) in standard format as Annexure-E
	b) Description of the building stating number of stories and basements, the number of apartment and the principle material of which it is or is to be constructed in standard format as Annexure-F
	c) Description of the Apartment, number of each apartment along with its location, area of the project, numbers of room, immediate common area to which it has access and other necessary information for its proper identification in standard format as Annexure -G
	d) Description of Common Areas and facilities including lifts in standard format as Annexure-H
	e) A copy of the Approved plan of the project from the authority competent to approve the said plan as Annexure-I
	f) Details of value of the property and of each apartment and the percentage of undivided interest in the common areas and facilities pertaining each apartment and its owner in standard format as Annexure-J
	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 filling of declaration in form of affidavit as Annexure-K
	h) Statement indicating the proposes for which the building and each of the apartment are intended restricted to be used as Annexure-L
	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
	j) A Copy of registration of the project by the ORERA, If any annexure-N
	k) A Copy of Occupancy certificate as annexure-O
	l) Name, address and contact No. of the person to receive service of process, if any as Annexure-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**

[illegible]



## **Annexure-F**

### Description of Building

Sl No.	Total Number of towers/blocks	Block/Tower Number	Total number of Floors in the block/Tower	Name of apartment in each floor	Name of basements	Principle materials used/to be used
1	2	2	4	5	6	7

### Annexure-G

### Description of the apartment

[illegible]

**Annexure-H**

**Description of Common Area and facilities**

**A. Building**

Sl. No.	Description	Area in sqm	Floor	Total
(1)	(2)	(3)	(4)	(5)
1	Staircase			
2	Lift			
3	Lobbies			
4	Fire Escape			
5	Common Basement			
6	Corridor			
7	Watchmen Room			
8	General Toilet/ Bath			
9	Electrical Room			
10	Pomp House			
11	Open Tarries			
12	Society Room			
13	Gym			
14	Club			
15	Office Room			
16	Others			

**B. Facilities**

Sl. No.	Description	Area in sqm	Floor	Total
(1)	(2)	(3)	(4)	(5)
1	Air conditioning plant			
2	incinerator			
3	Open parking			
4	Water Tank			
5	Sumps			
6	Fire installation equipment			
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	Park			
17	Equipment			
18	Other			

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 promoters is Rs. \_\_\_\_\_ square feet of carpet area.

### Annexure-1

### 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**

[illegible]

**Annexure-K**

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

Before the secretary SDA-cum-Competent Authority under the Odisha Apartment (Ownership & management) Act.2023.

I \_\_\_\_\_ Son/Wife \_\_\_\_\_  
Promoter/Secretary \_\_\_\_\_ do hereby state that the apartment 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, SDA-cum-Competent Authority under the Odisha Apartment (Ownership & Management) Act. 2023

I \_\_\_\_\_ Son/Wife \_\_\_\_\_ pr  
omoter/Secretary \_\_\_\_\_ do hereby state that the above said building is use for \_\_\_\_\_ purpose and detail 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 all allottees.

\_\_\_\_\_