

Old Committee to New Committee Handover Check List

Documents and Certificates → Property

1. Architect Certificate for area of each flat, common area and parking area (Original)
2. Completion Certificate (Original)
3. Occupancy Certificate (Original)
4. Approved RCC Plan with certificate (original)
5. Clearance to operate Elevator (original)
6. NOC from fire department (original)
7. NOC from Electrical inspector (original)
8. Approved CC building plan from Local Municipal Body
9. Approved OC building plan from Local Municipal Body
10. AMC Documents – Lifts, Transformers, Pumps, Generator and Gym equipment if any applicable (Original)
11. Undertaking or Promissory Note by Developer/Builder that he will complete the Pending work within deadline. (take written Undertaking)
12. Drawings of water piping (original)
13. STP drawing & certification by pollution control board (original)
14. Drawing of electrical wiring including earthing point (original)
15. All Legal Documents executed between the Builder & Landowner
16. Undertaking by the Builder regarding Indemnity & Limitation of Liabilities of the Society for all.
17. NA Order (original)
18. Approved Construction Plan (original)
19. Extract of 7/12 OR CTS and Mutation Entry No. [Original]
20. Land Agreement for Development Rights
21. City Survey Map / Tikka Sheets

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Documents and Certificates → Society

1. Society Registration Certificate / Society Bye-law book / Share Certificates
2. Flats Buildup Area/ Carpet area with owner Name (Member Register)
3. Sale Deed copy/Index-2/Proof of Ownership of all Owners [Xerox]
4. Car Parking Allocation/Marking Record [original]
5. Contract / Work Orders with vendors (original)
6. List of amenities in the apartment
7. Minutes Book of General Body (AGM/SGM/MCM)
8. Share Register / Nomination Register/ "I" Form Register / "J" Form Register
9. Nomination Form File/ Membership Form File / Register of Transfer of Shares
10. Lift License, if applicable (original)
11. PAN Card / TAN Card / GST Certificate (If applicable)
12. Property Insurance Document, if any (Original)
13. Invoices and Warranties for all Assets – Pumps, Lift, Generator, Transformer, Pool Equipment's, Gym Equipment's [Original]
14. Detail list of work pending till date & till what time you expect it to be Completed.
15. Asset Register / Members Loan Register/NOC Files
16. Bye laws of the Society approved by the Registrar
17. Structural Audit and Audit Registers
18. Associate Membership Register / Flat Transfer Register
19. Complaint from Members and correspondence thereof
20. Counterfoils of share certificates
21. Society Email ID / Password / Society Management Software rights & login details
22. All softcopy files & folder details
23. Application for Registering Society (A form) / Table giving info. of society (B Form)

Old Committee to New Committee Handover Check List

Documents and Certificates → Accounts

1. District co-operative bank account passbook/Statement (Share Capital)
2. Bank account Passbooks/Statements
3. Previous Year Audit Reports (Original)
4. Previous year books of account / General Ledgers
5. Petty Cash Register
6. FD Certificates
7. Payment Vouchers/Bill File
8. Counterfoils of cheques issued