

CHECK LIST TO BE SIGNED AND VERIFIED BY COMPLAINANT / ADVOCATE BEFORE FILLING COMPLAINT CASES IN HRERA PANCHKULA.

S.no.	Information Sought	Submitted Yes/No	Page No. of Paper Book
01	Proforma B in complaint has been generated before the Authority		
02	Whether complaint has been filed in prescribed format.		
03	Names of all complainants/ allottees and the respondents have been mentioned and tally with Proforma – B and complaint.		
04	Addresses of all the complainants, mobile Nos. and email IDs.		
05	In case of death of an allottee, legal heirs certificate is attached.		
06	Valid proof of addresses of all the complainants has been given		
07	In case complaint is filed on behalf of allottees through special attorney, power of attorney has been attached.		
08	Pleadings of the complaint have been signed by all the complainants.		
09	Attested Affidavits in support of pleadings of the complaint have been filed by all the complainants or not.		
10	Whether every page of the complaint has been paginated.		
11	Whether prescribed fee has been paid or not? If yes, then Receipt / Demand Draft no.		
12	Whether compliance of Regulation 8 (DD) and (DDD) has been made.		
13	Name and location of the Project.		
14	Date of allotment.		
15	Unit No. , Area of the Plot/ apartment or building in the real estate project.		
16	Total sale price of the plot/ Apartment or building		
17	Date of builder buyer agreement.		
18	Due date of possession and total delay in handing over possession.		
19	Total amount paid and claimed detailing each receipt No. and each amount paid by the receipt.		
20	Whether OC / completion certificate received.		
21	Whether three copies of complaint are being submitted along with original complaint and receipt of email regarding sending copy of complaint to the opposite party		
22	Reliefs sought.		

CHECK LIST TO BE SIGNED AND VERIFIED BY COMPLAINANT / ADVOCATE BEFORE FILLING EXECUTION CASES IN HRERA PANCHKULA.

S.no.	Information Sought	Submitted	Page No. of paper book
01	Proforma B in execution has been generated before the Authority		
02	Whether execution has been filed in prescribed format.		
03	Order under execution has been passed by the Authority.		
04	Whether execution has been signed by all the complainants.		
05	Names of the complainants and the respondents mentioned in proforma B, and complaint tally with order under execution.		
06	Whether Prescribed Fee has been paid or not. If yes Receipt/Demand Draft No.		
07	Total amount awarded by the Authority in the order under execution.		
08	Valid proof of addresses of all the complainants has been attached.		
09	Addresses of all the complainants, mobile Nos. and email IDs.		
10	Whether every page of the execution has been paginated.		
11	Whether order under execution has been attached with the case.		

CHECK LIST TO BE SIGNED AND VERIFIED BY COMPLAINANT / ADVOCATE BEFORE FILLING EXECUTION CASES BEFORE ADJUDICATING OFFICER, HRERA PANCHKULA.

S.no.	Information Sought	Submitted	Page No. of paper book
01	Proforma B in execution has been generated before the Adjudicating Officer.		
02	Whether execution has been filed in prescribed format.		
03	Order under execution has been passed by the Adjudicating Officer .		
04	Whether execution has been signed by all the complainants.		
05	Names of the complainants and the respondents mentioned in proforma B, and complaint tally with order under execution.		
06	Whether Prescribed Fee has been paid or not. If yes Receipt/Demand Draft No.		
07	Total amount awarded by the Adjudicating Officer in the order under execution.		
08	Valid proof of addresses of all the complainants has been attached.		
09	Addresses of all the complainants, mobile Nos. and email IDs.		
10	Whether every page of the execution has been paginated.		
11	Whether order under execution passed by the Adjudicating Officer has been attached with the case.		