

Guidelines for Registration of Real Estate Projects

- As per Section 3(1) of the Real Estate (Regulation and Development) Act, 2016, a promoter shall not advertise, market, book or sell any plot, apartment or building in a real estate project without registering it with RERA.
- Registration is mandatory for the following real estate projects, which are meant for sale (freehold or leasehold):
 1. Layouts with land extent of more than 500 sq.m.
 2. All Commercial buildings
 3. Residential buildings with land extent of more than 500 sq.m. and more than 8 apartments

How to register a real estate project with TNRERA:

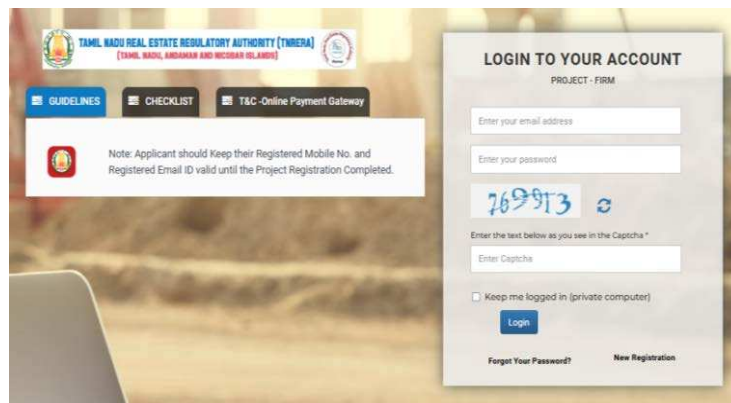
- Go to the website (<https://rera.tn.gov.in/>)
- Go to online registration menu on the home page



Create your login account:

A screenshot of the 'CREATE NEW ACCOUNT' form on the TNRERA website. The form is titled 'CREATE NEW ACCOUNT' and 'PROJECT - FIRM'. It includes fields for 'Name*', 'Email id*', 'Mobile Number*', 'Password*', and 'Confirm Password*'. There is a dropdown menu for 'State (Project Location)*' with 'Tamil Nadu' selected. A captcha image with the text '467218' is displayed. Below the captcha is a field for 'Enter the text below as you see in the Captcha*'. At the bottom, there are two buttons: 'Create New Account' and 'Go to Log In'.

After creating your account, login with your mail ID & password:



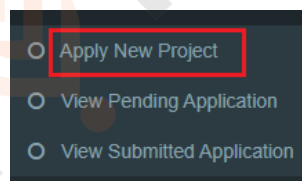
The screenshot shows the login interface of the Tamil Nadu Real Estate Regulatory Authority (TNRERA). The header includes the TNRERA logo and name, along with navigation links for GUIDELINES, CHECKLIST, and T&C-Online Payment Gateway. A note states: "Note: Applicant should Keep their Registered Mobile No. and Registered Email ID valid until the Project Registration Completed." The main section is titled "LOGIN TO YOUR ACCOUNT" and "PROJECT - FIRM". It contains input fields for "Enter your email address" and "Enter your password", followed by a CAPTCHA image showing the text "7699T3". Below the CAPTCHA is a field to "Enter the text below as you see in the Captcha" and a "Login" button. There are also links for "Forgot Your Password?" and "New Registration".

1. Registration of Building projects:



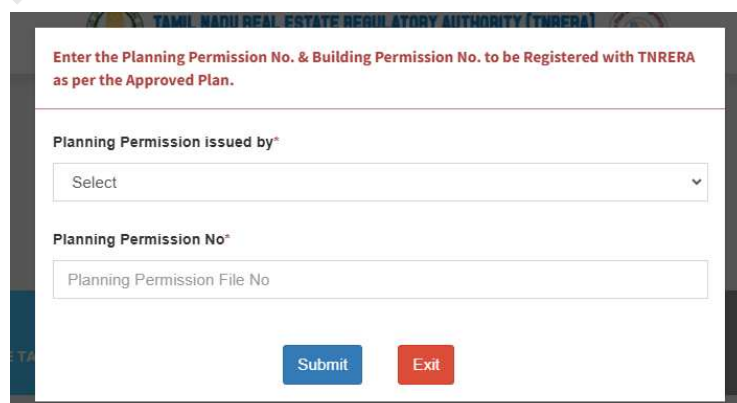
The screenshot shows the "ONLINE REGISTRATION PROJECTS" screen. It features two buttons: "Building (Individual)" and "Building (Firm)".

After successful login, select “Apply New Project” tab:



The screenshot shows a dropdown menu with three options: "Apply New Project", "View Pending Application", and "View Submitted Application". The "Apply New Project" option is highlighted with a red box.

After selecting “Apply New Project” tab, enter the details as prescribed below:



The screenshot shows the registration form for a new project. The header includes the TNRERA logo and name. The form contains the following fields:

- Enter the Planning Permission No. & Building Permission No. to be Registered with TNRERA as per the Approved Plan.
- Planning Permission issued by*: A dropdown menu with "Select" as the current selection.
- Planning Permission No*: A text input field with the placeholder "Planning Permission File No".

At the bottom of the form, there are two buttons: "Submit" and "Exit".

Form-A (Online application):

There are **3 Steps** (information to be furnished / uploaded)

- **Step-1:** Promoter Details
- **Step-2:** Project Details
- **Step-3:** Payment Details

(Registration fee to be paid online only using Credit Card / Debit Card / Net Banking / UPI)

After **Step-3**, the file have to be saved and submitted. On submitting the file, details will get uploaded on TNRERA portal.

Documents to be scanned and uploaded in the respective fields:

i. **Form-B**

- Declaration by the promoter of a real estate project by way of an Affidavit on Rs.100/- stamp paper as per the format.
- Promoter's name in whose name stamp paper is purchased to be mentioned.
- Verification date should be a date after the date of stamp paper.

ii. **Ownership documents**

- Promoter should be the land owner (or) Power of Attorney (GPA) holder with full sale power.
- If the registration is required for the building, land owner and promoter shall jointly file application.
- If the GPA holder has right over the land for a portion of undivided share (UDS) of land, he shall apply for registration of flats for his share of UDS of land along with the land owner who is holding share for the remaining flats.
- For all Joint Ventures – Joint Development Agreement (JDA) duly signed by land owner(s) and promoter(s).
- Land owner's share of flats with UDS of land and promoter's share of flats with UDS of land to be clearly mentioned.
- Share of UDS of land of the promoter should tally with the UDS of land conveyed to the promoter by the land owner by way of GPA with sale clause.

Joint Venture:

Illustration	Total extent	-	1000 sq.m
	UDS of Land owner	-	400 sq.m
	UDS of Promoter		
	GPA with sale clause	-	600 sq.m

			1000 sq.m
JDA - Share of flats			
	Total flats	-	10 Nos. UDS
	Land owner's share	-	4 Nos. - 400 sq.m
	Promoters share	-	6 Nos. - 600 sq.m

			1000 sq.m

Project cost to be indicated correctly – (Please refer TNRERA Rule 5(1)(2))

Project cost includes:

- Land cost (sale value)
- Approval & registration charges / fees
- Professional charges
- Construction cost
- Advertising, promotion and other charges incidental to the project

iii. **Three bank accounts** (as indicated below) in any scheduled bank as per the format to be opened and details to be uploaded.

- a) RERA Designated Collection Account (100%) - Account No-----
- b) RERA Designated Separate Account (70%) - Account No-----
- c) RERA Designated Transaction Account (30%) — Account No-----

In case of a joint venture, joint bank account can be opened in favour of land owner and promoter. If only one bank account is opened in favour of promoter, then consent from the land owner shall be furnished as per the format **(Proceedings No.TNRERA/A3/3816/2025 dated 12.12.2025 are available on TNRERA website).**

- iv. **No Objection Certificates** / clearance / consent obtained from the competent authorities.
- v. **Structural Stability Certificate** for building projects, as per the format (separate format for ongoing development and completed development **available in TNRERA website).**
- vi. Other relevant documents to be mentioned in necessary fields and uploaded like planning authority approved letter, local body approval letter and approved plan with local body seal and signature.

vii. Carpet Area Statement:

- If any land reserved for future development, an abstract to be shown in the carpet area statement mentioning the UDS of land for the approved blocks and UDS of land for the future development.
- The promoter shall sell flat on carpet area basis only.

Carpet area means net usable floor area of an apartment

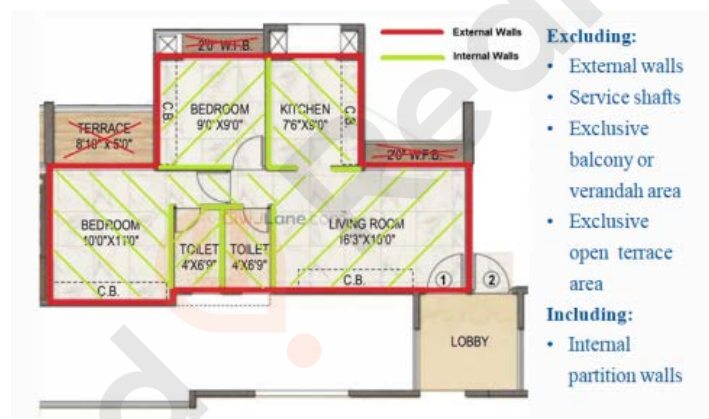
Excluding:

- External walls
- Service shafts
- Exclusive balcony or veranda area
- Exclusive open terrace area

Including:

- Internal partition walls of the apartment

Carpet Area:



Carpet Area Statement:

Promoter to declare break-up details of total area of the flat, UDS land and car parking provision:

Carpet Area Statement													Date:	
Site Address:														
Sl.No.	Block	Floor	Type	Apartment No.	(a) Carpet Area (as per Sec 2(k) of the RERA Act) (sq.m)	(b) Exclusive Balcony (sq.m)	(c) Exclusive Verandah/Utility / Service/Open Terrace (sq.m)	(d) Area of External walls (sq.m)	e = (a + b + c+ d) Floor area of the apartment (sq.m)	(f) Proportionate Common Area (sq.m)	g = (e + f) Gross Area of the apartment (sq.m)	(h) UDS land Area (sq.m)	(i) Car Parking (Nos.)	
													Covered	Open
			</											

Note:

- Carpet Area statement with total UDS for the least extent.
- If any land reserved for future development, an abstract to be shown in the carpet area statement mentioning the UDS for the approved blocks and UDS for the future development.
- If one car parking is required for two apartments, promoter to clearly mention in the carpet area statement as to how car parking will be allotted.
- Car parking to be allotted/provided as per the Tamil Nadu Combined Development and Building Rules (TNCDDBR), 2019.
- Promoter to clearly mention cover, open and visitor car parking.
- Car parking allotted to individual apartment to be shown in the carpet area statement.

If the real estate project is to be developed in phases, abstract to be furnished for the entire extent.

For every such phase, it should be considered a standalone real estate project, and the promoter/builder may obtain registration under the Act for each phase separately.

Intimation about completion of a Real Estate Project (Building):

Vide Proc.No.TNRERA/A3/1840/2026-2 dated 16.06.2026, the Authority has issued directions under Section 37 of the Act regarding intimation about the completion of a real estate project. Therefore, on completion of the development works of the Building, the promoter has to intimate about completion of the project in Form-I along with the following details:

i.	Form-4A duly certified by the Architect (As per the prescribed format)
ii.	Form-4B (Structural Stability Certificate duly certified by a registered Structural Engineer)
iii.	A copy of Form-B submitted along with registration application
iv.	A copy of Form-C and Form-F (if applicable)
v.	A copy of Planning Approval Letter and Approved Plan
vi.	A copy of the Completion Certificate issued by the competent authority or Completion Certificate issued by the Architect / Engineer where Completion Certificate from planning authority is not mandatory
vii.	A declaration by the promoter regarding effecting Water Supply, Sewage Facilities and Power Supply
viii.	Latest Quarterly Progress Report
ix.	Latest Form-7 (Annual report on Statement of Accounts)
x.	Bank Statement of all the three accounts for the last one year
xi.	Certificate from the Chartered Accountant (CA) with the details of funds collected, expenditure incurred and balance in the three RERA designated accounts after duly audited by the said C.A.
xii.	Latest photographs of the project: • 4 photographs of each block/tower covering the exterior and interior • Also submit 2 photographs of each common amenities such as roads, stormwater drains, STP, water facilities, club house, swimming pool, auditorium, lifts, mini halls, park, etc., • 4 aerial photographs covering the entire project • All photos to be geo-tagged • Photographs should be of good quality (high resolution)
xiii.	Details of complaints pending before TNRERA / other courts, if any, in respect of this project
xiv.	Fee Payment Details: (A fee of Rs.5000/- is payable towards scrutiny)

ONLINE REGISTRATION

PROJECTS



General instructions:

- Registration is mandatory for layouts / sub-divisions / regularisation layouts where the site extent is more than 500 sq.m.
- All the original documents including patta and ownership have to be scanned and uploaded.
- If the land owner executed GPA in favour of the promoter, it should contain sale clause.

i. **Form-B**

- Promoter's name in whose name stamp paper is purchased to be mentioned.
- Verification date should be a date after the date of stamp paper.

ii. **Form-5** should be duly signed by the Registered Architect / Registered Engineer and Registration Certificate to be uploaded, if it is a completed project.

iii. **Ownership Document / GPA** to be uploaded separately without merging with other documents. If the documents are more, Flowchart to be uploaded as per the format given below:

[illegible]

iv. Planning Authority approved letter, Local Body approval letter and approved plan with local body seal and signature.

- v. **Three bank accounts** (as indicated below) in any scheduled bank as per the format to be opened and details to be uploaded.

a) RERA Designated Collection Account (100%) - Account No-----

b) RERA Designated Separate Account (70%) - Account No-----

c) RERA Designated Transaction Account (30%) - Account No-----

In a joint venture, joint bank account can be opened in favour of land owner and promoter. If only one bank account is opened in favour of promoter, then consent from the land owner shall be furnished as per the format **(Proceedings No.TNRERA/A3/3816/2025 dated 12.12.2025 are available on TNRERA website).**

- vi. **Photographs**

- Four **(minimum)** road view photos with GPS coordinates and four **(minimum)** aerial photos taken using drone, covering the entire site to be uploaded.
- All conditions laid down by the planning authority and the Local Body to be complied with before filing application such as construction of culverts / bridges / drains and other features / conditions mentioned in the planning approval letter / plan and NOC issued by various agencies such as Water Resource Department (WRD), Collector etc.
- Roads to be laid up to the boundary of the layout and the roads shall not be blocked by constructing compound walls.
- 'Vaikal' or other channels shown in the layout to be restored.
- If any construction done in any of the plots, approved plan to be uploaded or else penalty will be levied.

- vii. LT/HT line passing through the layout to be shifted and site photos with GPS coordinates along with the receipt for payment of line shifting / DCW charges to TNPDCCL to be uploaded.

- viii. In case of construction of culvert / storm water drain / bridges shown in the approved plan, photos with GPS coordinates showing the above infrastructure to be uploaded. In case of culvert, it should be a proper box culvert of the size proportionate to the channel / vaikal over which it is constructed.

Ongoing layout project:

- i. If it is an ongoing development, Form-B with date of completion and bank letter to be furnished.
- ii. Security deposit has to be paid as per the Circular No.TNRERA/A3/1677/2025 dated 07.05.2025 (available on TNRERA website).
- iii. An affidavit to be furnished about the pending works and conditions stipulated by the NOC agencies.
- iv. Project cost to be indicated correctly. Project cost includes
 - a. Land cost (market value)
 - b. Development cost includes site levelling, laying of roads, drains, culverts, bridges, retaining wall, shifting of LT/HT Line, etc.
 - c. Approval & registration charges / fees
 - d. Professional charges
 - e. Advertising, promotion and other charges incidental to the project.

Intimation about completion of a Real Estate Project (Layout):

Vide Proc.No.TNRERA/A3/1840/2026-2 dated 16.06.2026, the Authority has issued directions under Section 37 of the Act regarding intimation about the completion of a real estate project. Therefore, on completion of the development works of the Layout, the promoter has to intimate about completion of the project in Form-II along with the following details:

I.	Form-5 duly certified by the Architect/Engineer (As per the prescribed format)
II.	A copy of Form-B submitted along with registration application
III.	A copy of Form-C and Form-F (if applicable)
IV.	A copy of Planning Approval Letter, Approved Plan with local body seal and local body approval letter
V.	Latest Quarterly Progress Report
VI.	Latest Form-7 (Annual report on Statement of Accounts)
VII.	Bank Statement of all the three accounts for the last one year
VIII.	Certificate from the Chartered Accountant (CA) with the details of funds collected, expenditure incurred and balance in the three RERA designated accounts after duly audited by the said C.A.
IX.	Security Deposit details, amount and remittance details (If applicable)

X.	Latest photographs of the project: • 4 aerial (drone) photos covering the entire project and two normal photos of each of the infrastructure works (such as roads, bridges, culverts, parks, storm water drains etc.) • All photos to be geo-tagged • Bridges, Culverts, Drains, Channels etc. to be clearly visible in the photos • Photographs should be of good quality (high resolution)
XI.	Details of complaints pending before TNRERA / other courts, if any, in respect of this project
XII.	Fee Payment Details: (A fee of Rs.5000/- is payable towards scrutiny)

Only on issue of letter to bank by TNRERA about completion of the project, the promoter can withdraw the balance amount from the RERA designated separate account (70%).

File Processing in TNRERA:

Stage-1:

- Scrutiny of the application by Scrutiny officials
- Application is forwarded to Additional Director with remarks whether the application is complete or some additional particulars / clarifications are required.

Stage-2:

Additional Director super checks the details and

- Forwards the application to the competent authority for approval, if it satisfies all requirements.

OR

- Approves the query, if additional particulars or clarification are required and communicated to the applicant online.

Stage-3:

- The competent authority examines and passes orders on grant of registration.

OR

- Returns back the file with remarks to the Additional Director, if some clarification or additional particulars are required.

Stage-4:

After approval by the competent authority, Registration Certificate in Form-C is issued online.

The Promoter / Applicant who has filed the application for registration will be getting message and he / she can download the Form C from his / her login.

Do's & Don'ts:

Do's:

- Apply for registration only Online.
- Please check whether the planning authority has approved for least extent (least extent as per patta or ownership document).
- Proof of ownership or GPA with sale power.
- Planning permission and layout sanction letter to be submitted.
- Building permit issued by local body to be submitted.
- Approved layout plan to be submitted.
- All conditions laid by planning authority to be complied.
- LT/HT Line to be shifted and proof to be submitted.
- Site photos with GPS coordinates to be submitted.
- Separate photos for various infrastructure facilities in the layouts, such as roads, culverts / bridge, stormwater drain etc., to be submitted.
- Compound wall put across the roads has to be removed.
- In case of any correction in the approval plan / letter, competent authority's signature and seal required.
- Upload all documents and particulars at one stroke and avoid resubmission.
- Channel / water course shown in approved plan to be restored and photos to be submitted.
- In case of ongoing layout projects, an affidavit to be submitted about pending infrastructure and pending conditions.

Don'ts:

- Not to advertise, book or sell any plot without TNRERA registration.
- Penalty will be levied for the plots sold without TNRERA registration - As per the Act penalty may be levied upto 10% of the project cost.
- Failure to comply with orders, decisions or directions will attract punishment under the RERA Act.
- No correction shall be done in the approval letter, approved plan and other documents.
- Don't tamper with TNPDCCL receipts, Encumbrance Certificate, photographs or any other documents.

Process followed by TNRERA for registration of real estate projects:

- End to End Online System – Online application in **Form-A**.
- No need for the promoter to visit the office of the Authority.
- Application is processed on “**First-In-First-Out (FIFO)**” basis.
- Two chances of 15 days each are given to furnish additional particulars, if any.
- If no reply is received after these two chances of 15 days each, application will be returned and 10% of the registration fee is forfeited.
- On resubmission, application is treated as a new application and 10% of the registration fee is to be remitted.
- To expedite the registration process and disposal of applications, powers have been delegated to the individual Members / Chairperson of the Authority for smaller size layout projects.
- As per Section 5(2) of the RERA Act, the Authority shall grant registration or reject the application, as the case may be, within 30 days of receipt of the application. This time line is being followed provided the application is in complete shape with full particulars / documents.
- After obtaining planning approval from CMDA/DTCP, the promoters to submit online application with relevant documents such as property documents including patta, clearance certificate from various NOC agencies, planning approval from competent authority, local body approval, Encumbrance Certificate, etc.
- Application for building projects can also be submitted based on the planning approval before obtaining the local body approval. However, the proposal will be placed before the Authority and Registration Certificate will be issued only after the local body approval letter is submitted.
- On receipt of the online application submitted by the promoters, the application is allotted randomly to one of the scrutiny officials for scrutiny. Further, registration applications are allotted to scrutiny officials on “**First-In-First-Out (FIFO)**” basis for scrutiny, ensuring that applications are examined strictly in the order in which they are received.
- On scrutiny, if some deficiencies are noticed in the application, the query is raised by the scrutiny official and the application is reverted back to the promoter for replying the query.

- And, if the application is found in complete shape with all required documents, it is forwarded to the Additional Directors.
- After verification by the concerned Additional Director, the file is forwarded to the competent authority for final approval.
 - In case of building projects, the Authority is the competent authority to grant registration.
 - For layout projects, upto 20,000m² (2 ha.) outside CMA and upto 10,000m² (1 ha.) in CMA, powers to grant registration are delegated to individual Members / Chairperson.
 - For layout projects of higher area, Authority is the competent authority to grant registration and the files are placed before the Authority for approval, like building files.
- The Authority meeting is conducted every week and all the proposals relating to grant of registration for building projects and for layout projects of more than 10,000m² (1 ha.) in CMA and more than 20,000m² (2 ha.) in rest of the State, are placed before the Authority for approval.
- **After approval by the competent authority, Registration Certificate in Form-C is issued online.**

Other Services by TNRERA:

In the interest of the home buyer / allottees and the promoters, the following services from TNRERA are offered:

- **‘Grievance Redressal’** meeting is conducted every Monday by the Chairperson, TNRERA, to hear the grievances of the home buyers, promoters and other stakeholders.
- An **‘Information Desk’** to address the grievances of the promoters and to inform the status of the registration of the application.
- An **‘e-Seva Desk’** constituted for special assistance to the promoters in filing application for registration with a nominal fee (Fee structure is available in TNRERA website).
- **Training programme** (online/offline) to clarify the doubts on TNRERA registration.

Contact Details:

Postal Address:

Tamil Nadu Real Estate Regulatory Authority (TNRERA),
“RERA Tower”, No 133, G-Block, 1st Avenue,
Anna Nagar (East), Chennai - 600102.

Email: contact.tnrera@tn.gov.in

Website: <https://rera.tn.gov.in>

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