



The Developer Handover Checklist for New Committees

Taking over a building from the developer is a lot for a volunteer committee with day jobs. This checklist lists what to ask for, check and set up, section by section, so nothing important slips. Tick items as you go, share it with your fellow committee members, and bring in a qualified professional wherever the law or money is involved.



Documents & approvals

Ask the developer for copies (and see originals where possible). Keep one indexed set.

- ☐ Occupancy Certificate (OC) for every building or wing, and the Completion Certificate (CC) where issued
- ☐ Commencement certificate and all sanctioned building plans, including any revised or amended plans
- ☐ Title documents for the land, plus the title search or title certificate the developer relied on
- ☐ Society or association registration certificate and the bye-laws adopted
- ☐ Conveyance status: has the land and building been formally transferred to the society? If not, note the timeline and ask a professional about conveyance or deemed conveyance
- ☐ Project registration details with the state real-estate regulator, if the project was registered
- ☐ List of all flat and shop owners with agreement dates (kept privately by the committee)
- ☐ Layout approvals for parking, open spaces and amenities, showing what is common and what is allotted



As-built drawings

What was actually built, not just what was planned.

- ☐ Architectural as-built drawings for every building
- ☐ Structural drawings and the structural stability certificate
- ☐ Plumbing, drainage and water-tank layouts

- ☐ Electrical single-line diagrams, panel and cable routes
- ☐ Fire-fighting layout: hydrants, sprinklers, pumps and alarm zones
- ☐ Soft copies (PDF or CAD), not just paper



Warranties & AMCs

For each system: the vendor, contact, warranty end date and AMC terms.

- ☐ Lifts: warranty, AMC, last inspection and lift licence or certificate
- ☐ DG sets: warranty, AMC, running-hours log and fuel arrangement
- ☐ STP / WTP: operating manual, AMC, recent water-test reports
- ☐ Fire systems: pumps, sprinklers, alarms, extinguishers, with service records
- ☐ Water pumps and tanks: warranty, AMC and cleaning schedule
- ☐ Other equipment: CCTV, intercom, boom barriers, solar, EV chargers, gym and pool equipment
- ☐ Waterproofing and façade guarantees, if any were given



Accounts & deposits

Money matters most to residents. Get it in writing.

- ☐ Statement of maintenance collected from each owner, and how it was spent
- ☐ Maintenance corpus or deposits collected: total amount and transfer to the society's account
- ☐ Sinking fund and repair fund balances, if collected
- ☐ Society bank account opened, signatories agreed, funds transferred
- ☐ Outstanding dues from owners, and any dues owed by the developer for unsold flats
- ☐ Pending bills, vendor payables and refundable utility deposits
- ☐ An audit of the developer-period accounts, by an independent auditor



Utilities & meters

- ☐ Common-area electricity connections transferred to the society's name
- ☐ Water connections and any tanker arrangements, in the society's name
- ☐ Meter numbers and opening readings recorded on handover day
- ☐ Piped gas, internet and telecom arrangements for common areas
- ☐ Property tax status for common areas and any pending payments



Fire safety

- ☐ Fire NOC copy and its validity or renewal date
- ☐ Equipment check: extinguishers, hydrants, sprinklers, alarms and their service dates
- ☐ Fire exits and staircases clear, lit and signposted
- ☐ Evacuation plan displayed, fire wardens named, first mock drill scheduled
- ☐ Records of any periodic fire audits that must be filed



Snag list process

- ☐ One shared list of defects, with photo, location and date for each
- ☐ Common areas and individual flats tracked separately
- ☐ Agreed timeline with the developer for fixing each item
- ☐ Re-inspection and sign-off by the committee before an item is closed
- ☐ Note any defect-liability period and when it ends



Staff & vendor contracts

- ☐ List of all staff and agencies: security, housekeeping, gardening, technicians
- ☐ Copies of contracts, rates, notice periods and end dates
- ☐ Statutory compliance of agencies (for example, labour registrations) checked
- ☐ Decide which contracts to continue, renegotiate or retender



Keys & access

- ☐ Keys for meter rooms, terrace, pump rooms, lift machine rooms, clubhouse and stores
- ☐ Access cards, remotes and software logins (CCTV, intercom, access control) handed over
- ☐ Passwords changed after handover, and a key register started
- ☐ Parking allotment list and stickers



First-year calendar

Put these on one shared calendar with an owner each.

- ☐ First committee meeting, roles agreed (chair, secretary, treasurer, sub-committee leads)
- ☐ First general body meeting and its minutes

- ☐ Building insurance in place, and the renewal date
- ☐ Registrations, filings and returns that apply to your society, with due dates
- ☐ Annual statutory audit appointed
- ☐ AMC and licence renewals (lifts, fire, DG, STP)
- ☐ Elections calendar, as per your bye-laws



Working with the FM

Your facility manager runs the building; the committee sets direction and keeps track.

- ☐ Scope of services agreed in writing, with response times
- ☐ A monthly report format: open issues, closed issues, costs, upcoming renewals
- ☐ One committee owner for the FM relationship, so requests don't come from five people
- ☐ A shared list of resident concerns the committee has passed to the FM, with dates
- ☐ A regular review meeting (monthly works well)

Want help keeping track of all this?

Committee OS gives your committee one private place for the handover tracker, snags, owners and deadlines, so every member knows where things stand.

committeeos.in

Committee OS is a workflow and record-keeping tool. It does not provide legal advice and is not affiliated with or endorsed by any government authority. Laws and bye-laws change; consult a qualified professional for your society's specific situation.

This checklist is general information for organising your handover. Requirements vary by state, by project and over time.