



NCR Property Verification Checklist

For plots, land, homes, commercial and industrial premises in Gurugram, Manesar, Pataudi and nearby NCR locations

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How to use this checklist

Use this document to organise questions and records before paying a token, signing an agreement or taking possession. Mark an item only after seeing reliable evidence. A broker statement, advertisement, registry copy or RERA number alone does not complete every check.

Property / project	_____
Exact location	_____
Seller / promoter	_____
Quoted price and date	_____
Intended use	Self-use / rental / business / investment
Property category	Authority / licensed project / resale / revenue land / industrial

1. Identity and property classification

☐ Record the exact address, sector, village, phase, plot/unit number and khasra numbers where relevant.

☐ Match the seller, allottee, promoter or authorised signatory to the available official record.

☐ Identify the legal category: authority property, licensed project, resale unit, revenue land or industrial estate.

☐ Write the intended use and confirm that the category can support it.

2. Ownership, title and transfer authority

☐ Obtain the complete title or allotment chain, not only the latest document.

☐ Review registered deeds, mutations, conveyance, allotment and possession records as applicable.

☐ Check seller identity, legal capacity and authority to transfer or lease.

☐ Check lender charge, mortgage, lien, attachment, litigation, acquisition and co-owner rights.

3. Project, licence and approval records

☐ Search the exact project and promoter on Haryana RERA where applicable.

☐ Review licence, layout, sanctioned plan, completion or occupation records relevant to the property.

☐ Match the advertised phase, tower or plot to the registered certificate and sanctioned record.

☐ Verify extensions, orders, dues and material changes through official sources.

4. Land use, planning and buildability

☐ Confirm permitted land and building use for the proposed activity.

☐ Verify setbacks, height, coverage, density and building-plan requirements before construction.

☐ Check zoning, CLU requirements, controlled-area restrictions and development-plan impact.

☐ Do not treat registration as proof of approved use or buildability.

5. Physical site and access

☐ Arrange independent measurement, demarcation or survey where appropriate.

☐ Inspect boundaries, encroachment, drainage, levels, utilities and neighbouring land uses.

☐ Confirm legal and usable approach road, width, turning access and entry restrictions.

☐ Visit at relevant times and test the actual route from the property gate.

Property-specific checks

Plot or land

- ☐ Khasra identity and on-ground demarcation
- ☐ Legal road and enforceable access
- ☐ Approved layout or authority record
- ☐ Construction permission and services

Apartment or resale home

- ☐ Unit, tower and carpet area match
- ☐ OC/CC, possession and society records
- ☐ Maintenance, parking and outstanding dues
- ☐ Condition, seepage and major repair plans

Commercial property

- ☐ Sanctioned unit use and occupancy
- ☐ Parking, fire systems and customer access
- ☐ Executed lease and tenant payment evidence
- ☐ Net income after vacancy and recurring costs

Industrial premises

- ☐ Authority file and permitted activity
- ☐ Approved building and occupation record
- ☐ Power, water, fire and pollution requirements
- ☐ Machinery, employees, tax and environmental liabilities

6. Price, costs and agreement terms

- ☐ Compare the applicable collector benchmark without treating it as the market price.
- ☐ Read payment milestones, possession, cancellation, penalty, refund and default clauses.
- ☐ Prepare one all-in sheet: price, stamp/registration, transfer, taxes, brokerage, finance, maintenance and fit-out.
- ☐ Record every representation that matters in the signed agreement; do not rely on verbal promises.

7. Independent professional reviews

- ☐ Property lawyer: title, authority, encumbrance, agreement and transaction route.
- ☐ Tax or finance adviser: taxes, loan, cash flow and total cost.
- ☐ Surveyor or engineer: boundaries, dimensions, structure, services and site constraints.
- ☐ Relevant authority or specialist: land use, fire, pollution, factory or activity-specific compliance.

Pause immediately if

- ☐ Documents or names do not match.
- ☐ Access, area or permitted use is unclear.
- ☐ Token payment is demanded before review.
- ☐ Important promises are absent from writing.
- ☐ Approval or return is described as guaranteed.
- ☐ Payment is requested through an unrelated account.

Official starting points

Haryana RERA	Registered projects, promoters and authority records
District Gurugram collector rates	Official 2026-27 tehsil-wise collector-rate schedules
Jamabandi / Web-HALRIS	Haryana land and deed record services
HSIIDC	Industrial estate policies and services
GMDA OneMap	Planning and GIS context for Gurugram

Important

This checklist is general information, not legal, tax, engineering, financial or investment advice. Records, policies and portals change. Verify every material fact for the exact property with qualified independent professionals and the relevant authority before payment or commitment.