RERA Form-‘G’

Go to Menu “Registration → Real Estate Agent → New Registration”.

OR

Go to Header “Register → Agent”

Fill the form, with all mandatory (* marked) minimum fields. You can use “Save as Draft” button, before filling all the fields and submitting for getting the Real Estate Registration certificate.

Only two Tabs needed to get filled in this process. These are :-

1. Registration
2. Fee

*Note :- The screenshots for the above mentioned procedure and list of documents required are given below.
List of Documents required to be uploaded for applying Real Estate Agent Registration

1. PAN Card
2. Copy of resolution regarding authorization
3. Requisite Experience Certificate
4. Address proof of place of business.
5. Details of registration in other State / Union Territory.
1) **Agent Registration**: Here information regarding agent and its other state registration details needed to be entered.
2) **Fee Payment**: Here Agent registration fee payment details / online payment needed to be done.
PROCEDURE & CHECKLIST FOR REAL ESTATE AGENT REGISTRATION

(RULE 8(1) of HPRERA Rules, 2017)

Who can Apply?

Individual / Association of People / Company / Partnership Firm /Proprietorship Firm / Societies / Competent Authority etc.

1. Every real estate agent required to register as per sub-section (2) of section 9 shall make an application in writing to the Authority through RERA web portal.

2. The brief details of his enterprise including its name, registered address, type of enterprise (proprietorship, societies, partnership, company etc.);

3. The particulars of registration (whether as a proprietorship, partnership, company, society etc.) including the Bye-laws, Memorandum Of Association (MOA) and Articles Of Association (AOA) etc. as the case may be;

4. Name, address, contact details and photograph of the real estate agent, if it is an individual and the name, address, contact details and photograph of the partners, directors etc. in case of other entities;

5. The authenticated copy of the PAN card of the real estate agent;

6. The authenticated copy of the address proof of the place of business.

7. Registration Fee: The real estate agent shall pay a registration fee at the time of application for registration by way of a demand draft or through online payment, as the case may be,

   a) Five thousand rupees in case of the applicant being an individual.

   b) Twenty thousand rupees in case of the applicant other than an individual.

8. State Government may levy e-charges on the real estate agent by notification for online services.

9. The registration granted under this rule shall be valid for a period of five years.

10. The registration granted under this rule shall be valid for a period of five years.
Renewal of registration of Real Estate Agents

1. The registration granted to a real estate agent under the Act, may be renewed, on an application made by the real estate agent in Form - J which shall not be less than three months prior to the expiry of the registration granted.

2. The application for renewal of registration shall be accompanied with a demand draft or through online payment, as the case may be,

   a) Rupees two thousand and five hundred in case of the real estate agent being an individual
   
   b) Rupees ten thousand in case of the real estate agent other than an individual.

3. The real estate agent shall also submit all the updated documents set out in clauses (a) to (e) of sub-rule (1) of Rule 8 of HPRERA Rules 2017, at the time of application for renewal. (Documents as required for fresh registration of real Estate Agents.)

4. The renewal granted under this rule shall be valid for a period of five years.