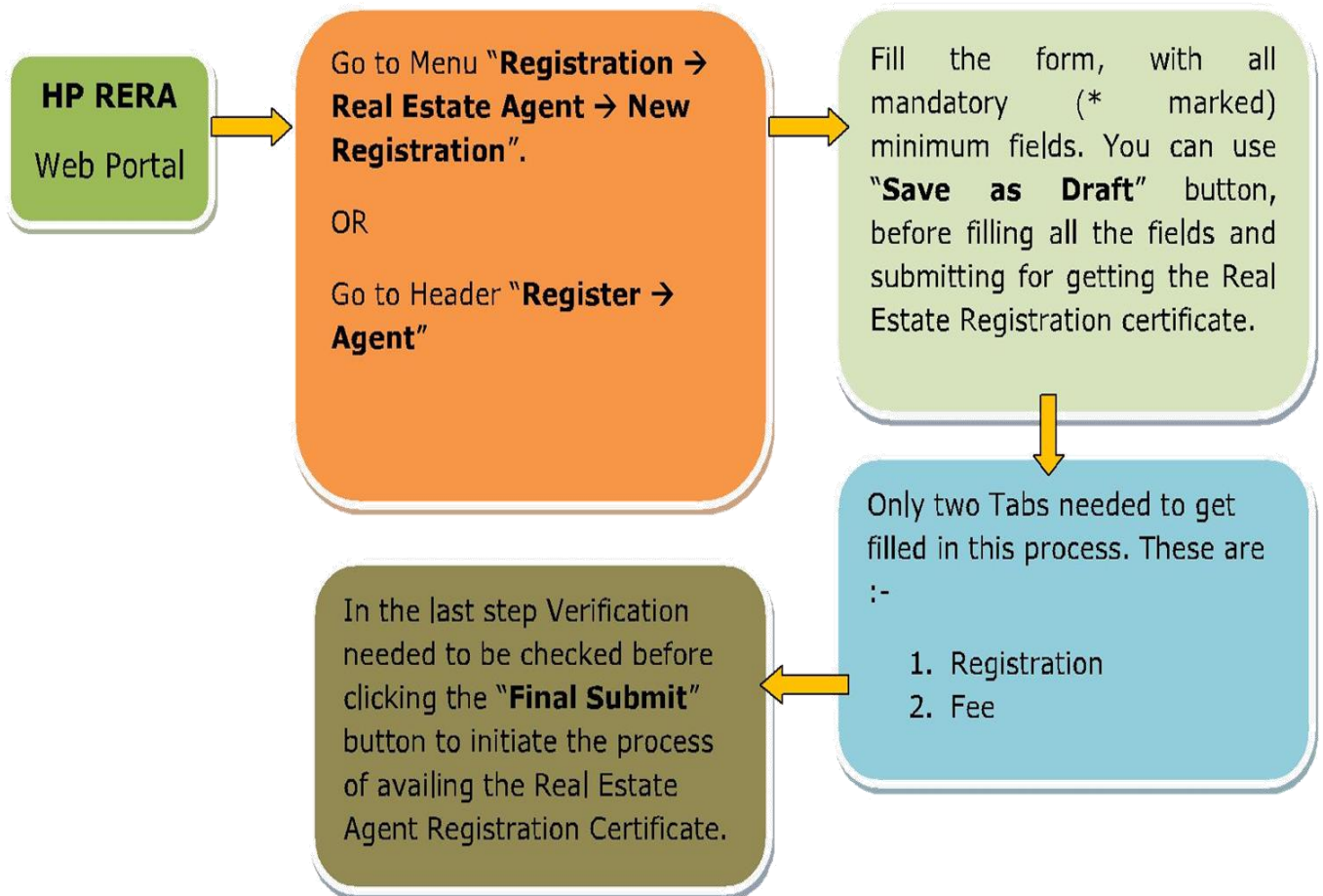


PROCEDURE & CHECKLIST FOR REAL ESTATE AGENT REGISTRATION

RERA Form-'G'



***Note** :- The screenshots for the above mentioned procedure and list of documents required are given below.

PROCEDURE & CHECKLIST FOR REAL ESTATE AGENT REGISTRATION

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.

REAL ESTATE AGENT REGISTRATION AS PER RULE 8(1) Form - G

1) Agent Registration: - Here information regarding agent and its other state registration details needed to be entered.



Real Estate Regulatory Authority
The Government of Himachal Pradesh

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Agent Register

Registration

Fee

Applicant Status *

Individual

Applicant Name

Applicant Name

Gender *

Male Female Other

Mobile No *

Mobile No

Fax No.

Fax No

PAN No *

PAN No

Aadhar No *

Aadhar No

Copy of resolution regarding authorization *

Requisite Experience Certificate

Address Proof of place of business

Father Name *

Father Name

Profile Photo *



Upload Image

Email *

Email ID

Major activities

Major activities

PAN Document *

Browse... No file selected.

(pdf file only and Max file Size 3 MB)

Aadhar Document *

Browse... No file selected.

(pdf file only and Max file Size 3 MB)

Browse... No file selected.

(pdf file only and Max file Size 3 MB)

Browse... No file selected.

(pdf file only and Max file Size 3 MB)

Browse... No file selected.

(pdf file only and Max file Size 3 MB)

Correspondence Address of Applicant**Name ***

Guardian *

State *

District *

Tehsil *

Town/Village/Ward *

Address *

PIN *

Other information

Maximum 400 characters

Permanent Address Same as Corr. Address**Name ***

Guardian *

State *

District *

Tehsil *

Town/Village/Ward *

Address *

PIN *

Other information

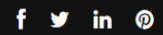
Maximum 400 characters

Details of registration in other State / Union Territory

State	District	Tehsil	Registration No	Registered On	Registration Certificate	Manage
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Sele"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/> No file selected. ? (pdf file only and Max file Size 3 MB)	<input type="button" value="+"/>

Other Information as specified by regulation

Maximum 200 characters

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2) **Fee Payment:** - Here Agent registration fee payment details / online payment needed to be done.



Home / [Agent Register](#)

Agent Register

Registration

Fee

Registration Payment Details

Transaction Type *

Bank Draft Online

Payment through Demand Draft

Bank Name *

Bank Address *

Account Holder Name *

Transaction Date *

Transaction No *



[I/We] solemnly affirm and declare that the particulars given in herein are correct to [my /our] knowledge and belief and nothing material has been concealed by [me/us] there from.

Prev

Save As Draft

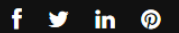
Final Submit

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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.