

Registration Checklist for Real Estate Agent Registration

Sno	Criteria	Requirement as per act/rule
1	Form 'G' as defined in the Rules	Duly filed Form 'G'
2	Name, photograph, contact details and address of the real estate agent	The details of promoter incase of an individual OR The details of Chairman, partners, directors etc. in case of other entities
3	Agent enterprise details	a) Name, registered address, type of enterprise(Proprietorship, society, partnership, company etc.) b) Registration details including bye-law, memorandum of association, articles of association etc.
4	Copy of address proof	Authenticated copy of address proof of the place of business. a) If the premises is self – owned, title deed to this effect shall be furnished. b) If the premises is rented, rent deed for the same shall be furnished.
5	PAN Card of the real estate agent	Authenticated copy of the PAN card
6	Income Tax Returns	Income Tax returns for the last three financial years preceding the application OR In case the enterprise has been in existence for less than 3 years, the income tax returns for all the years in existence OR In case the applicant was exempted from filing returns under the provisions of the Income Tax Act, 1961 for any of the three year preceding the application, a declaration to such effects
7	Registration Fee	a) Demand Draft for a sum as per Schedule - I drawn on any Scheduled Bank b) Copy of the Demand Draft to be annexed with file