



List of documents required for Registration of Real Estate Agent

Category: Individual

1. **Permanent Address Proof:** Any one out of the following documents:
Aadhaar card or Passport or Voter ID or Driving Licence.
2. **PAN Card**
3. **Income Tax Returns:** ITR acknowledgment in Form ITR V, of immediately preceding 3 years. If ITR is not filed in any one or more of the immediately preceding 3 years, a declaration may be submitted to this effect stating reasons thereof.
4. **Business Address Proof:**
 - a. If premises are owned by the Applicant: Copy of Title Deed or Allotment Letter or Possession Letter.
 - b. If premises are owned by someone having blood relations with the Applicant: Copy of Title Deed or Allotment Letter or Possession Letter, alongwith an NOC from such owner.
 - c. If premises are taken on rent by the Applicant:
 - i. Registered rent deed, or
 - ii. Notorised rent deed alongwith any one of the following documents,
Property Tax Receipt or Allotment Letter or Possession Letter or Registry Copy, showing the address of the premises and the name of landlord as mentioned in rent deed.
 - d. Additionally, Latest electricity bill or water bill or property tax is to be submitted, if documents submitted above mention the premises as a plot.
5. **Latest photograph** of the Applicant.

Note: All the documents submitted should be clearly readable and self-attested by the applicant or the Authorised signatory, as the case may be. These documents should be valid as on date of submission of application for registration.

Category: Other than Individual

1. Registration document:

a. In case of Sole Proprietorship Firm or HUF: any one of the following documents,

GST registration certificate or UDYAM certificate or MSME Certificate or Business Aadhar, showing the name of firm or HUF, alongwith the name of Sole proprietor or Karta, as the case may be.

b. In case of Partnership Firm or Limited Liability Partnership (LLP): Certificate of Incorporation of LLP or Partnership Deed.

c. In case of Company: Certificate of incorporation alongwith MOA and AOA.

2. **PAN Card:** of the applicant entity (Proprietor or HUF or Partnership Firm or LLP or Company, as the case may be).

3. **Income Tax Returns:** ITR acknowledgment in Form ITR V of the applicant entity, of immediately preceding 3 years. If ITR is not filed in any one or more of the immediately preceding 3 years, a declaration may be submitted to this effect stating reasons thereof.

4. Place of Business Address Proof:

a. If premises are owned by the Applicant: Copy of Title Deed or Allotment Letter or Possession Letter.

b. If premises are taken on rent by the Applicant:

i. Registered rent deed, or

ii. Notorised rent deed alongwith any one of the following documents, Property Tax Receipt or Allotment Letter or Possession Letter or Registry Copy, showing the address of the premises and the name of landlord as in rent deed.

Additionally, Latest electricity bill or water bill or property tax is to be submitted, if documents submitted above mention the premises as a plot.

5. **Identity proof of Organisation members:** Any one of the following documents in respect of Proprietor or Karta or each Partner or each Director and Authorised signatory, as the case may be,

Aadhar card or Passport or Voter ID or Driving Licence.

6. **Latest photograph** of each of organisation member.

Note: All the documents submitted should be clearly readable and self-attested by the applicant or the Authorised signatory, as the case may be. These documents should be valid as on date of submission of application for registration.