

REAL ESTATE REGULATORY AUTHORITY (RERA)

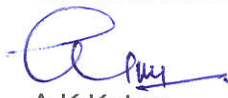
National Capital Territory of Delhi
2nd Floor, Shivaji Stadium Annexe Building,
Shaheed Bhagat Singh Marg, New Delhi-110001.

ORDER

18.11.2022

Subject: Registration of Real Estate Agents with RERA, NCT of Delhi-change in name or address or both regarding.

- i. The Authority notes that as per its present instructions a Real Estate Agent, individual or entity, if changes the place of his/her/their business on lease or rent, then he/she/they are required to file a fresh application with required fee and obtain new registration.
- ii. The Authority, after considering few applications, has considered the matter and decided as follows:
 - a) In case, a Real Estate Agent, individual or HUF proposes to make any change in the name, due to correction or otherwise, he/she/Karta may submit an application alongwith a processing fee of Rs.1,000/-(Rupees One Thousand only) for seeking the permission of the Authority.
 - b) In case, a Real Estate Agent, individual or HUF, proposes to change the address of the place of business, then he/she/Karta may submit an application alongwith processing fee of Rs.1,000/-(Rupees One Thousand only).
 - c) In case, a Real Estate Agent, individual or HUF, proposes to make changes, in both name and place of business, then, he/she/Karta may submit an application alongwith processing fee of Rs.2,000/-(Rupees Two Thousand only) for seeking the permission of the Authority.
 - d) In case of all other applicants, other than Individuals/HUFs, they can apply for change in name or address or both by submitting an application alongwith processing fee of Rs. 5000/-, 5000/- and 10,000/- (Ten thousand only) respectively.
- iii. This shall come into force with immediate effect.


A K Kuhar
Member


Ramesh Chandra
Member


Anand Kumar
Chairperson

Steps for online registration of agents with RERA Delhi

Step-1

Read carefully The National Capital Territory of Delhi Real Estate (Regulation and Development) (General) Rules, 2016 by clicking on the icon Regulations on the home page of RERA, Delhi

Step-2

Before login and starting to fill up the forms for registration of Agent, the applicant should keep the following documents ready in soft copy:

(1) In the case of Individual/Hindu Undivided Family (HUF):-

- a) Photograph of the applicant in jpeg, jpg, png. (Maximum Size: 300 x 350, Minimum Size: 100 x 115). To upload size of the image should not be more than 2 MB.
- b) PAN card, Aadhar card, and Address proof of place of business in NCT of Delhi.

(2) In case of other than Individual (Proprietorship firm, Partnership Firm, Society, Company, etc.):-

- (I) photographs of the director, partners, etc.
- (II) Address proof of business, PAN Card, Aadhar Card, MOA, certification of incorporation of the company

IMPORTANT NOTE

- 1. As per the DDA letter no. PLG/MP/0028/2020/F-20-o/o DY DIRECTOR(PLG) MP and DC/03 dated 05-01-2022 the profession of Real Estate Agent does not fall under the category of the professional activities permitted from residential premises. (See letter from DDA), Registration of Real Estate Agent will not be issued at a residential address.**
- 2. In case of a registered Rent Agreement/ Lease agreement, the period of lease/Rent agreement is less than 5 years. The registration certificate shall be issued for the period for which lease/rent agreement is valid.**
- 3. In case the applicant gets the lease/rent agreement extended for the same place of business, the applicant can submit the application to the Authority before one month of the expiry of registration of the initial lease/rent agreement for further period of**

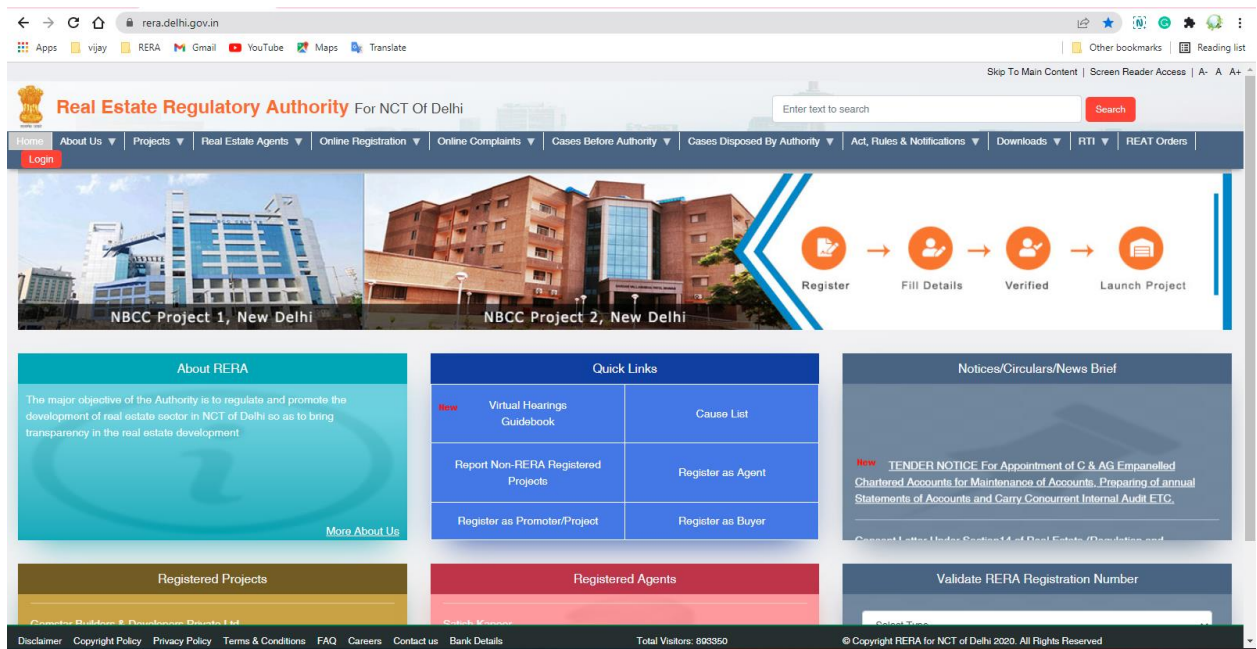
fresh lease/rent agreement up to a period of 5 years and no extra fee would be payable by the applicant.

- 4. After expiry of 5 years period, the applicant will be required to submit another application for renewal of registration with necessary fee.**
- 5. In case the applicant changes the place of business of lease/rent, then the applicant is required to file a fresh application.**
- 6. All documents must be self-attested.**
7. For Business Address Proof, the Applicant can attach any of the following documents.
 - i) Registered/Notarized rent/lease agreement.
 - ii) Registered sale deed/ conveyance deed/gift deed.
 - iii) Registered/ Notarized MOU/Special Power of attorney /NOC.
 - iv) Allotment letter.
 - v) Any other legal document of ownership/any legal authorization document from the owner/owners
 - vi) Electricity Bill in the name of applicant (Only Commercial Connection)

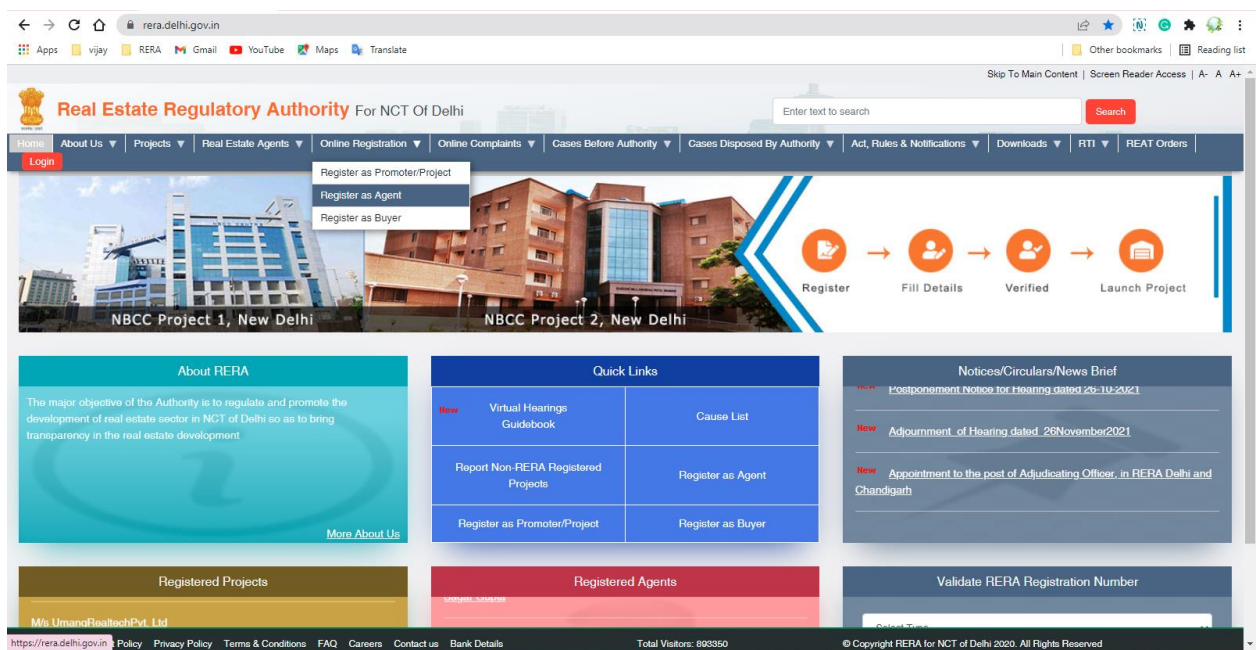
Step-3

After reaching Home Page of RERA, Delhi

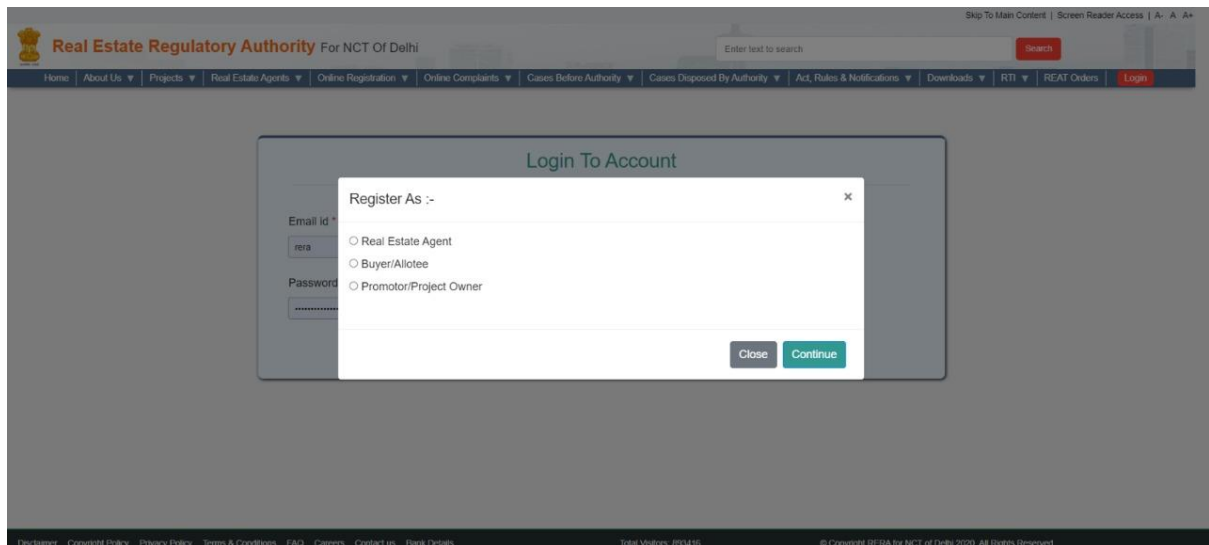
(<https://rera.delhi.gov.in/> → RERA Delhi), click on the icon “Online Registration” then → click on the icon “Register as Agent”. Following screen will come-up for creating login id and password. All fields must be filled up properly for creation of login id and password.



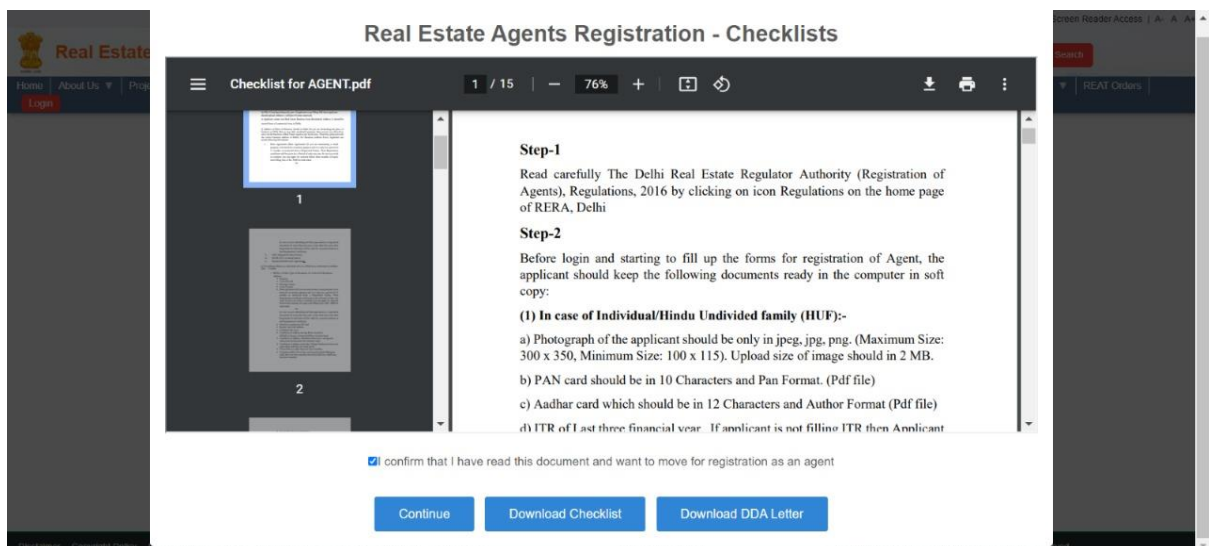
Step -4:-> Go to Online registration tab.



Step- 5:-> One popup will open, Select Agent and continue.



Step- 6:-> One Model will appear, here you can view and download the Checklist and DDA Letter for registration. Then click on continue button.



Step 7:-> One page will appear and select Individual or Other than Individual fill details and click on Create new Account button.

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Real Estate Agent Registration

Agent Type: ☒ Individual ☐ Other than Individual

Name Of Applicant:

Mobile Number:

E-mail address:

New Password:

Confirm New Password:

Password compliance:

Passwords match: yes

Provide a password for the new account in both fields.

Passwords must meet the following requirements:

- Password must have at least 1 numeral.
- Password must have at least 6 characters.
- Password must have at least 1 special character. Such as - @#%&? etc.
- Password must have upper and lower case letter.

OTP:

[Create new account](#) [Send OTP](#)

Step -8:-> Verify OTP Send to registered Email ID.

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Verify OTP

OTP has been sent to your registered email and phone number

OTP:

[Verify](#)

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Step-9:-> Enter OTP. Once you have successfully created your account. Then login to RERA portal. The email filled in the screen will become the login id of the applicant.

Step-10:-> Now you can see the below User Interface. You have to fill the details one by one.

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Real Estate Agent Registration For Individual

Personal Details *

Contact Details *

Address Details *

Additional Details

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Real Estate Agent Registration For Individual

Form 'G'

1 FORM FILL UP DETAILS

To,

The Real Estate Regulatory Authority _NCT OF DELHI

siir,

I/we apply for the grant of registration as a real estate agent to facilitate the sale or purchase of any plot, apartment or building, as the case may be, in real estate projects registered in National Capital Territory of Delhi in terms of the Act and the rules and regulations made thereunder

Personal Details *

Contact Details *

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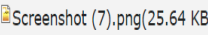
Logout

Personal Details

Name *

Agent Test

Photograph *

 Remove

Instructions regarding Photos to be submitted by Applicant/ Registrants: .

1. Must be a close-up of the applicant's head and top of their shoulders so that their face takes up 70-80% of the photograph.

2. Must show the applicant looking directly at the camera at the center with a neutral expression and their mouth closed..

3. Must show the applicant's eyes open and clearly visible - no hair across their eyes (except for cases wherein a medical condition or disability prevents them from opening their eyes)..

4. Must show the applicant alone in the picture (e.g. no chair, bags, or other people visible)..

5. both edges of the face and ears must be clearly shown..

6. Must show the applicant's natural skin tone..

7. Must have the appropriate brightness and contrast..

8. Must be taken with a plain white background..

9. Must be taken with uniform lighting without shadows or flash reflections on the applicant's face and no red eye..

10. Pixel i.e. can't bluer the Image, Color photograph with one color background.

Father's Name *

Tested

Also applicable for married women applicants

Occupation *

Tested

PAN *

ARJPC8987N

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PAN *

ARJPC8987N

PAN card *

Screenshot (6).png(517.2 KB)

Remove

Self attested copy to be submitted

Aadhaar Number *

898989898989898

Aadhaar Card *

Screenshot (5).png(535.77 KB)

Remove

Please make sure to upload Self attested copy of document

Do you have ITR for Last 3 year ?

No

Affidavit for No ITR

Screenshot (7).png(203.17 KB)

Remove

Contact Details *

Address Details *

Additional Details

Next

Save draft

View changes

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silr,

I/we apply for the grant of registration as a real estate agent to facilitate the sale or purchase of any plot, apartment or building, as the case may be, in real estate projects registered in National Capital Territory of Delhi in terms of the Act and the rules and regulations made thereunder

Personal Details *

Contact Details *

Mobile Number *

9910014827

Email Address *

testagent2022_01@yopmail.com

Phone Number

FAX Number

Address Details *

Additional Details

Next

Save draft

View changes

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Since NCT Of Delhi, Real estate agents business cant' be carried out from residential area as per master plan of Delhi 2021. The place of business should be in commercial space Co-working Space, either owned or taken on business or power of attorney, by way lease ownership or permission to use among blood relation.

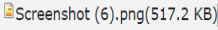
State *

District *

Pin code *

List of Supported Documents (for place of bussiness in Delhi) *

Address Proof Of Business Place In Delhi *



Registered Rent Agreement
Registered Rent Agreement
Registered Lease Agreement
Registered Sale Deed
Conveyance Deed
Gift Deed
Lease Deed
Registered Memorandum of Understanding (MOU)
SPL. Power of Attorney
No Objection Certificate (NOC)
Allotment Letter

Additional Details

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Contact Details

Address Details *

Additional Details

Do you have Registration as Real Estate Agent in any other State or Union Territory? *

Details of Registration as a Real Estate Agent in any other State or Union Territory

State * Registration No *

Registration certificate for Real Estate Project in other States or Union Territories

Files must be less than 5 MB.
Allowed file types: pdf.

No file chosen

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Registration certificate for Real Estate Project in other States or Union Territories No file chosen

Files must be less than **5 MB**.
Allowed file types: **pdf**.

State * Registration No *

Registration certificate for Real Estate Project in other States or Union Territories No file chosen

Files must be less than **5 MB**.
Allowed file types: **pdf**.

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Step-11:-> After successful filling of details by the applicant, need to make payment and final submit the application.

Steps-12->Click on Processed to payment button it will redirect to SBI Payment Gateway page. Enter your internet banking user ID and password and make payment for the application.

Steps-13-> One Notification email will send to your registered email ID Mentioning all payment related receipt details and some misc. details, submit 3 set of hard copy in RERA office.