

Real Estate Agent Registration Checklist

Information to be kept ready for Agent Registration				
S#	Stage	Particulars	Fill Information	Remarks
Part A - User Creation				
1	Create New Account	Select a preferred username for yourself		Prefer your company's name for corporate.
2	Create New Account	Password		Min 8 Characters, Alphanumeric, at least 1 Caps and Small character, at least 1 special character
3	Create New Account	Mobile No.		Registration message will be sent on this number
4	Create New Account	Email Id.		This email will be validated, so recheck.
Part B1 - Real Estate Agent Details - Individual				
5	Profile Creation	Select agent type		Individual / Non-individual. <i>If you are an individual then go ahead else go Part B2 below.</i>
6	Profile Creation	First Name		
7	Profile Creation	Middle Name		Optional
8	Profile Creation	Last Name		
9	Profile Creation	PAN		Upload copy
10	Profile Creation	Father's full name		For females also it is fathers name.
11	Profile Creation	Aadhaar Number		
12	Communication Address	House Number		
13	Communication Address	Building Name		
14	Communication Address	Street Name		
15	Communication Address	Locality		
16	Communication Address	Landmark		
17	Communication Address	State		
18	Communication Address	Division		
19	Communication Address	District		
20	Communication Address	Taluka		
21	Communication Address	Village		
22	Communication Address	Pin code		
23	Contact Details	Mobile No.		
24	Contact Details	Office No.		
25	Contact Details	Fax Number		Optional

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S#	Stage	Particulars	Fill Information	Remarks
26	Contact Details	Email Id.		
27	Contact Details	Website URL		Optional - Give website name
28	Contact Details	Photograph		Upload copy
Part B2 - Real Estate Agent Details - Non-Individual				
29	Organisation	Name		
30	Organisation	PAN		Upload copy
31	Organisation	Organisation Type		
32	Communication Address	Block Number		
33	Communication Address	Building Name		
34	Communication Address	Street Name		
35	Communication Address	Locality		
36	Communication Address	Landmark		
37	Communication Address	State		
38	Communication Address	Division		
39	Communication Address	District		
40	Communication Address	Taluka		
41	Communication Address	Village		
42	Communication Address	Pin code		
43	Organisation Contact Details	Name of Contact Person		
44	Organisation Contact Details	Designation of Contact Person		
45	Organisation Contact Details	Company mobile no.		
46	Organisation Contact Details	Secondary mobile no.		
47	Organisation Contact Details	Office No.		
48	Organisation Contact Details	Fax Number		Optional
49	Organisation Contact Details	Email Id.		
50	Organisation Contact Details	Website URL		
51	Partner / Director Details	Designation		To be added for each partner / director
52	Partner / Director Details	First Name		To be added for each partner / director
53	Partner / Director Details	Middle Name		Optional

Information to be kept ready for Agent Registration				
S#	Stage	Particulars	Fill Information	Remarks
54	Partner / Director Details	Last Name		To be added for each partner / director
55	Partner / Director Details	PAN		To be added for each partner / director
56	Partner / Director Details	Aadhaar Number		To be added for each partner / director
57	Address Details	House Number		To be added for each partner / director
58	Address Details	Building Name		To be added for each partner / director
59	Address Details	Street Name		To be added for each partner / director
60	Address Details	Locality		To be added for each partner / director
61	Address Details	Landmark		To be added for each partner / director
62	Address Details	State		To be added for each partner / director
63	Address Details	Division		To be added for each partner / director
64	Address Details	District		To be added for each partner / director
65	Address Details	Taluka		To be added for each partner / director
66	Address Details	Village		To be added for each partner / director
67	Address Details	Pin code		To be added for each partner / director
68	Address Details	Photograph		Upload copy
Part C - Past Experience Details				
69	Past Experience	Whether having past experience		Yes / No
70	Past Experience	Project Name		You can add multiple projects one after the another by filling the information of each project.
71	Past Experience	Promoter Name		
72	Past Experience	Project Type		
Part E - Details of Court Cases				
73	Court Case	Criminal or Police Case pending?		Yes / No
74	Court Case	Name of the Court		
75	Court Case	Type Of Case		
76	Court Case	Petition		
77	Court Case	Case Number		
78	Court Case	Year		
79	Court Case	Whether any Preventive/Injunction/Interim Order is Passed		

Information to be kept ready for Agent Registration				
S#	Stage	Particulars	Fill Information	Remarks
80	Court Case	Present Status		
Part D - Branch Details				
81	Branch Information	Branch Office Name		
82	Branch Information	Branch Office Address		
83	Branch Information	Land Line Number		
84	Branch Information	Fax Number		
85	Branch Information	Email Id.		
86	Branch Information	Address Proof		Upload copy
Part E - Other State Registration Details				
87	Other State	Whether registered with other state		(Yes / No)
88	Other State	State Name		Select one
89	Other State	Details of law, rules or regulations under which registered		
90	Other State	Registration Document		Upload copy