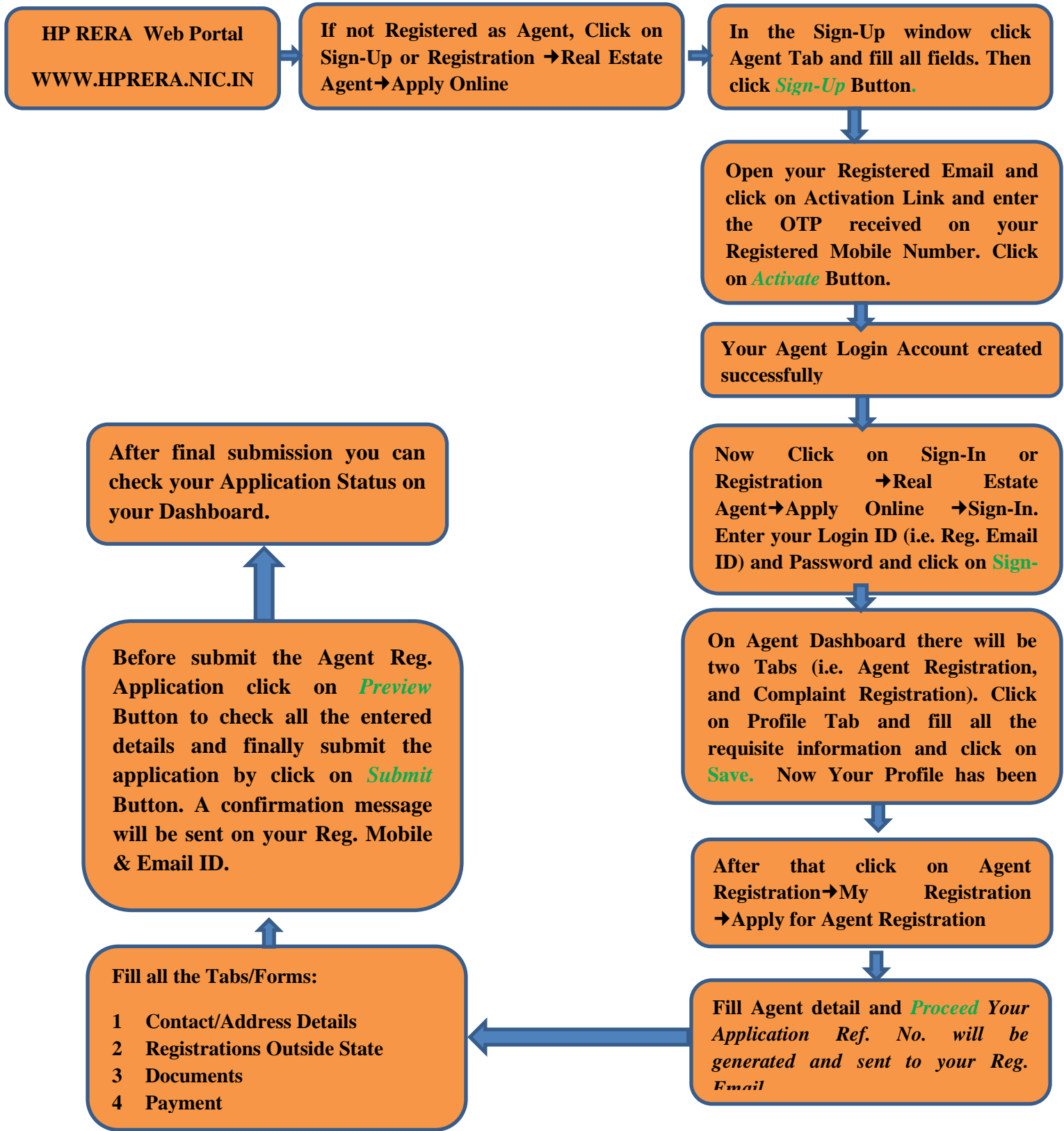


PROCEDURE AND CHECKLIST FOR REAL ESTATE AGENT REGISTRATION

RERA FORM - "G"



GUIDELINES FOR REGISTRATION OF AGENTS

1. Please click on **Sign-Up** on the extreme right-side top corner on the Home Page of the Website, www.hprera.nic.in and proceed to fill your details as asked for. Alternatively, you may also click on the **Registration** Tab on the Home Page, where a drop-down menu will open, please select **Real Estate Agents → Apply Online**. After selecting the same you will be directed to Sign-Up page.
2. In the sign-up window, please select the **Agent Tab** and select the Agent Type, whether Individual or Non-individual (Firms/Companies/ Association of Persons/Societies/Any Other Entity other than Individual).
3. Please proceed to fill the requisite fields, Email Address, Mobile Number, Passwords etc. as per provided guidelines in (?). By entering / pressing the **Sign-Up** Button (green button at the bottom of the page) an Activation Link will be sent on the submitted Email Address and an OTP on the submitted Mobile Number.
4. Please open your Email and click on the received Activation Link and fill the OTP as received on the Mobile Number. Select the **Activate** Button. Your account has been created.
5. Please go to sign-In on the top right corner of the Home Page and Sign-In with your Credentials, your Email Id, by default, is your User Id. Please fill the User Id and Passwords, as Agent and select the **Sign-In** Button which will open the Dashboard of the applicant **Agent**, showing window with menu *Agent Registration and Complaints Registration*: **Registration Info → Click to apply**.
6. Fill all the required fields in the relevant boxes and attach the relevant documents in the respective fields and Save the Profile by selecting **Save** Button in the end. Now, your Profile has been updated successfully. Click **Proceed**.
7. A Dashboard of the Agent, has been created where a ribbon displaying the menu has been provided on top facilitating the applicant to apply for the registration of the Agent and/ or Filing of the Complaint.
8. For Registration of the Agent, please click on the *Agent Registration->My Registration*
9. Please Go through all the guidance steps and keep the list of required documents ready, before proceeding further.

10. Your Application Reference No. has been generated and sent to your Reg. Email Id & Mobile No. A window displaying agent related menu, left side of the page namely Agent Detail, Contact/Address Details, Registration Outside State, Documents and Payment, one by one and saving the draft after successfully filling the details of each sub head.
11. After all the details in all subheads have been uploaded, you may check the complete filled application by selecting the *Preview* Button. In case any Editing/ Updating is required, the same can be done at this stage.
12. Please submit the application by selecting the *Submit* Button

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List of Documents required to be uploaded for applying Real Estate Agent Registration

1. PAN Card of the Applicant Agent(s)/Director(s)/Firm/Company.
2. Passport Size Photograph(s) of the Applicant Agent/Partners or Directors of any Firm/Company.
3. Registration Certificate of the Firm/Company along with copy of Authorization Letter.
4. Requisite Experience Certificate
5. Address proof of place of business. (Should be in Himachal Pradesh)
6. Address proof of place of business. (Permanent Address)
7. Details of registration in other State / Union Territory.