

DETAILS OF THE DOCUMENT TO BE SUBMITTED ALONG WITH THE APPLICATION FOR REGISTRATION OF REAL ESTATE AGENT

DETAILS OF THE DOCUMENTS

SL.No	AGENT INDIVIDUAL	SL.No	OTHER THAN INDIVIDUAL
1	Name,registered address,e-mail address,Telephone number and passport size photo of the agent	1	Brief details of his enterprise including its name, registered address, type of enterprise (proprietorship, societies, partnership, companies etc)
2	GST certificate	2	Particulars of registration including the bye-laws, memorandum of articles etc
3	Authenticated copy of the PAN card-self attested	3	Details of all the Directors/Partners/Office bearers of the Society (Self attested)
4	Registration certificate in case of proprietorship firm		a)Names and registered addresses
5	Details of projects if any for which he has acted as agent in last 5 years before the date of submission of form for registration		b)DIN/CIN numbers
6	Details of any Civil or Criminal cases pending against individual /partners/ directors etc. in case of other entities		c)Email Address (for official communication)
7	Details of RERA registrations in any other states or union territories		d)Telephone Numbers/Mobile (for official communication)
8	Income tax returns of the Agent for three preceding financial years.		e)Passport size Photographs (35mm x 45mm , 300 DPI, Straightview)
9	Authenticated copy of the address proof of the place of business (Address in Andhra Pradesh)	4	Authenticated copy of the PAN card (societies, partnership, companies etc)
		5	Registration certificate
		6	Authenticated copy of the PAN card-self attested (partners/ directors etc.)
		7	Authenticated copy of the Aadhar card-self attested (partners/ directors etc.)
		8	GST certificate
		9	Name,Passport size photograph, registered address, Telephone number and e-mail address for official correspondence of Authorised Signatory along with the Copy of Board Resolution for Authorised signatory
		10	Details of projects if any for which he has acted as agent in last 5 years before the date of submission of form for registration
		11	Details of any Civil or Criminal cases pending against individual /partners/ directors etc. in case of other entities
		12	Details of RERA registrations in any other states or union territories
		13	Authenticated copy of the address proof of the place of business (Address in Andhra Pradesh)
		14	Income tax returns of the Agent for three preceding financial years.