

**Checklist for Scrutiny of documents for Registration as
Real Estate Agent**

[Individual/ Proprietorship/ Company/ LLP/ Firm]

S. No.	Document Type/ Information	Remarks
I	II	III
01	Application No.	
02	Status	
03	Date of Submission	
04	Agent Registration type	
05	Name of Applicant (Individual/ Proprietorship/ Company/ LLP/ Firm)	
06	Email & Mobile no. of the Applicant	
07	Address Proof of the place of business	
08	Place of business of the Organization as per the Registered address of the organization	
09	PAN Number of Applicant/ Company	
10	IT Returns for Preceding three financial years ending on 31 st March (if any) [Not mandatory]	
11	The particulars of registration- Certificate of Registration or, Memorandum of Association/Article of Association [In case of Company]	
12	a) In case of Individual/ Proprietorship: <u>Details of Individual / Proprietorship:</u> Names, Addresses, contact details and Photographs of Individual / Proprietorship. Or, b) In case of Company/Firm: <u>Details of Company/ Firm:</u> Names, Addresses, contact details and Photographs of all directors/Partners of Company i.e. cross-signed by them.	
13	a) In case of Individual/ Proprietorship: Authenticated copy of PAN and Aadhar Card Individual Or, b) In case of Company/ Firm: Authenticated copy of PAN card and Aadhar Card of all directors/partners of the Company/firm	
14	Registration fee deposited along with Payment receipt	