

**Checklist for Scrutiny for Renewal of Registration of Real Estate Agent**  
[Individual/ Proprietorship/ Company/ LLP/ Firm]

**NAME OF AGENT** : \_\_\_\_\_

**AGENT TYPE** : Individual/ Proprietorship/ Company/ LLP/ Firm (Renewal)

**APPLICATION NO.** : \_\_\_\_\_

**APPLICATION FOR** : Renewal of registration of Real Estate Agent

<b>S. No.</b>	<b>Document Type/ Information</b>	<b>Remarks</b>
<b>I</b>	<b>II</b>	<b>III</b>
<b>A</b>	<b><i>Old Application details of Real Estate agent:</i></b>	
01	<b>Application No.</b>	
02	<b>Name of Real Estate Agent</b> (Individual/ Proprietorship/ Company/ LLP/ Firm)	
03	<b>Real Estate Agent type</b> (Individual/ Proprietorship/ Company/ LLP/ Firm)	
04	<b>Old issued form H</b> , i.e. Old issued registration certificate of Real Estate Agent	
<b>B</b>	<b><i>Documents for renewal of Real Estate Agent Registration:</i></b>	
05	<b>Form J</b> , application for renewal of Real Estate Agent, with all details	
06	<b>Status of applicant</b> (whether Individual/ Proprietorship/ Company/ LLP/ Firm)	
07	<b>Date of Submission of Form-J</b>	
08	<b>Registration Renewal fee</b> deposited along with Payment receipt	
09	a) In case of Individual/ Proprietorship: <b><u>Details of Individual / Proprietorship:</u></b> Names, Addresses, contact details and Photographs of Individual / Proprietorship. Or,	

	<p>b) In case of Company/Firm:  <b><u>Details of Company/ Firm:</u></b>  Names, Addresses, contact details and Photographs of all directors/Partners of Company i.e. cross-signed by them.</p>	
10	<b>Contact Email &amp; Mobile no.</b> of the Applicant	
11	<b>Address</b> of Real Estate Agent	
12	<b>Place of business</b> of the Organization/ Individual as per the Registered address of the organization/ Individual	
13	<b>The particulars of registration-</b> including the Bye-laws, Memorandum of Association, Article of Association, Certificate of Registration etc., as the case may be. [Not required in case of Individual]	
14	Authenticated copy of the <b>Address Proof</b> of the place of business	
15	Authenticated copy of <b>PAN and Aadhar Card</b> Individual / Proprietorship	
16	As per Rule 13 of Bihar Real Estate (Regulation and Development) Rules, 2017, registered real estate agents need to <b>maintain and preserve books of account, records</b> and documents in accordance with the provisions of the Income Tax Act, 1961 (43 of 1961), as amended from time to time, and the rules made thereunder. [In line with the aforementioned provisions and to keep track on the transactions being made by registered real estate agent, the Authority directs all such agents to maintain and preserve books of account, records along with the names of the projects in which they facilitated sale/purchase of plots/flats, <u>as per RERA Notice no.-RERA/Reg-Agent/ Misc/ 10/2023/ 514, dated 15/12/23.</u> ]	