

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