

पत्रांक: 4668 / यू.पी.रेरा / तक.प्रकोष्ठ / 2023-24, दिनांक: 30-03-2024 का संलग्नक।

Annexure 3

Evaluation Checklist for Real Estate Agent Registration Application

Checklist for Registration of Real Estate Agent - <Date of Application>		
S.No	Name of Required Filed	Details
A. Real Estate Agent Training & Certification		
1	Certification Status	
2	Date of Certification	
B. Basic Agent Details (Individual)		
3	Agent Name and Father's Name	
4	PAN Number	
5	Copy of PAN	
6	Registered Address	
7	Correspondence Address	
8	Mobile Number	
9	Land Line Number	
10	Email Address	
C. Basic Agent Details (Company/Firm)		
i. Authorized Representative Detail		
11	Name and Father's Name	
12	Copy of Board Resolution	
ii. Company Details		
13	CIN/DIN Number (as applicable)	
14	Copy of Registration Certificate (in case of Sole Proprietorship) OR Partnership deed (in case of Partnership Firm)	
15	Date of Incorporation	
16	Main Objective of the Entity	
17	Copy of Memorandum of Association (in case of LLP and Company)	
18	Copy of Articles of Association (in case of LLP and Company)	
iii. Chairman / Director / Partner Details		
19	Name	
20	DIN/DPIN Number	
21	Address	
22	Adhaar linked Mobile Number	
23	Email Address	
24	Photograph	
25	Masked AADHAR Number	
26	Masked Copy of AADHAR	
<Add More>		
iv. Branch Office Details		
27	Number of Branch Offices	
28	Branch Office Name	
29	Registered Address	
30	Land Line Number	

31	Email Address	
32	Copy of Address Proof	
<Add_More>		
D. Litigations		
33	Police Enquiry / Investigation Pending?	
34	Criminal Case / Civil Case Pending?	
35	Case Pending before Regulatory Authorities / Tribunals?	
36	Any adverse order passed?	
37	If no to above, copy of Declaration.	
E. Past Experience in Real Estate Sector		
38	Experience working as Agent with Registered Project of U.P. RERA?	
F. Registration with other RERAs		
39	Registration in other States and UTs?	
40	State / UT	
41	Registration No.	
42	Validity of Registration	
43	Copy of Registration Certificate	
<Add_More>		
G. Additional Documents		
44	Self-Certified copies of all letter heads with rubber stamp	
45	Self-Certified copy(s) of acknowledgement receipts proposed to be used by the real estate agent	
46	IITRs of last three years or in case the applicant was exempted from uploading returns, a declaration to such effect.	
45	Other Documents, if any.	
H. Registration Fees		
47	Registration Fee Paid	
48	Date of Payment	

