

The Haryana Real Estate Regulatory Authority Gurugram (renewal of registration of Real Estate Agent and Reporting of quarterly transaction details and maintenance of real estate transaction register by the registered real estate agent) Regulations, 2022

No. 24/RERA GGM Regulations 2022

In exercise of the powers conferred on it under Clause I of Sub Section 2 of Section-85 of the Real Estate (Regulation and Development) Act, 2016, the Haryana Real Estate Regulatory Authority hereby makes the regulations for renewal of the license granted to the real estate agents registered with the Authority under section 9 of the Act.

1. Short Title, Object, Commencement and Extent:

- (a)** These regulations may be called the Haryana Real Estate Regulatory Authority, Gurugram (renewal of registration of Real Estate Agent and Reporting of quarterly transaction details and maintenance of real estate transaction register by the registered real estate agent) Regulations, 2022.
- (b)** The purpose of the Haryana Real Estate Regulatory Authority Gurugram (renewal of registration of Real Estate Agent and Reporting of quarterly transaction details and maintenance of real estate transaction register by the registered real estate agent) Regulations, 2022 is to devise a procedure for renewal of registration of real estate agent with the Authority and further describes the books of accounts and transactions register that the broker/agent needs to maintain as per section 10(b) of the Act which states that every real estate agent registered under section 9 of the Act shall *maintain and preserve such books of account, records and documents as may be prescribed.*
- (c)** These regulations will come into force from the date of their publication in the official gazette;
- (d)** These Haryana Real Estate Regulatory Authority Gurugram ((renewal of registration of Real Estate Agent and Reporting of quarterly transaction details and maintenance of real estate transaction register by the registered real estate agent) Regulations, 2022 shall apply to all real estate agents engaged in sale of on-going projects falling within the jurisdiction of the Real Estate Regulatory Authority, Gurugram as notified by the Government of Haryana vide notification No. 1/92/2017-1TCP dated 14/12/2017, which comprises entire area of Gurugram District.

2. Definitions

- (a) Unless the context otherwise requires in these regulations: -
- (i) "Act" means the Real Estate (Regulations and Development) Act, 2016 as amended from time to time;
 - (ii) "Authority" means the Haryana Real Estate Regulatory Authority, Gurugram;
 - (iii) "Collector" means the Collector of the District or any officer specially appointed or empowered' by the State Government under this Act;
 - (iv) "DC License" means a license issued by the competent Authority to the brokers/agents/intermediaries under section 4 and 5 of the Haryana Regulation of Property Dealers and Consultants Act, 2008.
 - (v) "property dealer" means any person or a company registered under the Companies Act, 1956 (Act 1 of 1956) or a Society registered under the Societies Registration Act, 1860 (Act 21 of 1860) or a Firm registered under the Indian Partnership Act, 1932 (Act 9 of 1932), and has been granted a license under sections 4 and 5 of this Act and discharges the responsibility of getting a deal finalized or negotiating for the sale, purchase, exchange, letting Of taking on lease of or any other dealing with, the buyer and seller, lessor and lessee, landlord and tenant, in respect of any immovable property and gets commission as remuneration and includes a property consultant and estate agent;
 - (vi) "Real Estate agent" shall have the same meaning as assigned to it under sub-section (zm) of section 2 of the Act.
 - (vii) "Regulations" means the Haryana Real Estate Regulatory Authority, Gurugram (renewal of registration of Real Estate Agent and Reporting of quarterly transaction details and maintenance of real estate transaction register by the registered real estate agent) Regulations, 2022
 - (viii) "Rules" means the Haryana Real Estate Regulatory Authority (Regulation and Development) Rules, 2017 as amended from time to time;

3. PROPOSED PROCEDURE AND CHECKLIST FOR RENEWAL OF AGENT

Step 1: Login to Authority's web portal www.hareraggm.gov.in

Step 2: Click on registration box of the two options select **"Agent"**

Step 3: Click on Apply for Agent extension.

Click on Agent sign in in case of agents registered online registration became operational)

Step 4: Dialogue box will appear, fill the application for renewal

Step 5: Fill **FORM REA -1V** and attach all relevant documents

Step 7: Deposit 2 sets of **FORM REA-1V** with all the relevant documents in a cobra file on the reception desk of HARERA, Gurugram

Step 8: Upon scrutiny of documents by the officers/officials of the Authority, if found complete and in order by the Authority, real estate registration certificate shall be issued by the authority within a period of 30 days in **FORM REA-V**.

4. Fees payable for categories in registration as per Schedule II

S No.	Type of agent	Renewal Fee
1.	For Individual	5,000/-
2.	Other than individual including sole proprietorship firms	50,000/-

In case of Off-Line payment for Real Estate Agent Registration, please make the payment through Bank Demand Draft in favour of “Haryana Real Estate Regulatory Authority” Payable at Gurugram

For online payment through NEFT/RTGS payment shall be made as under

1.	Account Name	Haryana Real Estate Regulatory Authority, Gurugram
2.	Bank Name	ICICI Bank
3.	Account number	103101002050
4.	IFSC Code	ICIC0001031

5. List of Documents required to be uploaded for applying Real Estate Agent Renewal of registration

- i. Original registration certificate granted by the Authority.
- ii. The particulars of registration (whether as a proprietorship, partnership, Company society etc. including the bye laws, memorandum of association, articles of association etc.
- iii. Name, address, contact details and photograph of real estate agent, if it is an individual and Name, address, contact details and photograph of the partners, directors in case of other entities.
- iv. The authenticated copy of PAN CARD of the real estate agent.
- v. The authenticated copy of the address proof of the place of business.
- vi. Renewed License to property dealers under the Haryana regulation of property dealers and consultants Act, 2008, Rules 2009. (DC License)
- vii. Such other documents and information as may be specified by regulations.
- viii. maintain and preserve such books of accounts, records and documents as per Income Tax Act, 1961 as provided below.
- ix. a cash book.

- x. a journal if the accounts are maintained according to the mercantile system of accounting.
- xi. a ledger.
- xii. carbon copies of bills, whether machine numbered or otherwise serially numbered, wherever such bills are issued by the person, and carbon copies or counterfoils of machine numbered, or otherwise serially numbered receipts issued by him.
- xiii. facilitate the possession of all the information and documents, as the allottee, is entitled to, at the time of booking of any plot, apartment or building, as the case may be.
- xiv. maintain a logbook of every person coming to him/her for the enquiry of the property in the registered project.
- xv. have the land title search report of the property under transaction.
- xvi. Percentage of brokerage received by the Real Estate Agent in transactions undertaken.
- xvii. Any inquiry/complaint relating to the transactions undertaken by the real estate agent
- xviii. maintain the record of quarterly transactions.
- xix. maintain the record of the properties which he/she proposes to sell.
- xx. maintain the record of deals executed by him/her for proceeding 5 years.

6. Updating of quarterly details with the Authority and maintain real estate transaction register

The real estate agents registered with the Authority under section 9 of the Real estate (Regulation and Development) Act, 2016 shall submit the Real Estate Transactions Register to a quarterly basis (end of March, June, September and December) of each year, within 15 working days from the end of each quarter, in an electronic format as prescribed by RERA. This Record must include transactions concluded by the real estate agents, and it must be submitted whether transactions have been concluded or not. In addition, all real estate agents are required to provide the RERA with a comprehensive Transactions Register for all transactions concluded in the last 3 years.

FORM "REA-IV"
[See Rule 11(1)]

**APPLICATION FOR RENEWAL OF REGISTRATION
OF REAL ESTATE AGENT**

From:

To

The Real Estate Regulatory Authority,

Gurugram, Haryana

Sir,

I/we hereby apply for renewal my/our registration as a real estate agent under registration certificate bearing No. _____, which expires on_____.

As required, I/we submit the following documents and information, namely: -

(i) A demand draft or bankers cheque no._____ dated _____ of Rs._____ in favour of the Authority drawn on_____ bank or a proof of online payment for rupees_____ in favour of the Authority as renewal of registration fee (give details of online payments);

(ii) The authenticated copy of the registration certificate; and

(iii) Status of the applicant, whether individual / company / proprietorship firm / society / partnership firm / limited liability partnership.

(iv) (In case of individual)

(a) Name (individual/proprietorship firm)

(b) Father's Name

(c) Occupation

(d) Permanent address

(e) Contact details (Phone No., e-mail, Fax etc.)

(f) Name, photograph, contact details and address of the proprietor

(g) renewed DC License

or

(In case of firm / society / company etc.)-

- (a) Name
- (b) Address
- (c) Copy of registration certificate as firm / society / company etc.
- (d) Major activities
- (e) Contact details (Phone No., e-mail, Fax etc.)
- (f) Name, photograph, contact details and address of partners / directors etc.
- (v) Particulars of registration as proprietorship/ firm/ partnership/ society/ company etc including the byelaws, memorandum of association, articles of association etc. as the case may be.
- (vi) Authenticated copy of the address proof of the place of business.
- (vii) Authenticated copy of PAN card of the real estate agent.
- (viii) Renewed DC License
- (ix) Any other information as specified by regulations.

[I/We] solemnly affirm and declare that the particulars given in herein are correct to [my /our] knowledge and belief and nothing material has been concealed by [me/us] therefrom.

Yours faithfully,

Signature and seal of the applicant(s)

Date:

Place:

FORM REA-V
[see rule 11(4)]
RENEWAL OF REGISTRATION OF REAL ESTATE AGENT

1. This renewal of registration is granted under section 9 of the Real Estate (Regulation and Development) Act, 2016 to -

(in the case of an individual)

Mr./Ms. _____ son/daughter/wife of
Mr./Ms. _____ Tehsil _____ District _____
_____ State _____;

or

(in the case of a firm / society / company etc.)

Name of firm / society / company etc _____ having its registered
office / principal place of business at _____.
in continuation to registration certificate bearing No. _____, of
_____.

2. This renewal of registration is granted subject to the following conditions, namely: -

(i) The real estate agent shall not facilitate the sale or purchase of any plot, apartment, or building, as the case may be, in a real estate project or part of it, being sold by the promoter which is required but not registered with the regulatory authority.

(ii) The real estate agent shall maintain and preserve such books of account, records and documents as provided under section 10(b).

(iii) The real estate agent shall not involve himself in any unfair trade practices as specified under clause (c) of section 10.

(iv) The real estate agent shall facilitate the possession of all documents, as the allottee is entitled to, at the time of booking of any plot, apartment, or building, as the case may be.

(v) The real estate agent shall provide assistance to enable the allottee and promoter to exercise their respective rights and fulfil their respective obligations at the time of booking and sale of any plot, apartment or building, as the case may be.

(vi) The real estate agent shall comply with the provisions of the Act and the rules and regulations made thereunder.

(vii) The real estate agent shall not contravene the provisions of any other law for the time being in force in the area where the project is being developed.

(viii) The real estate agent shall discharge such other functions as may be specified by the Authority by regulations.

3. This renewal of registration is valid for a period of five years commencing from_____ and ending with_____ unless further renewed by the regulatory authority in accordance with the provisions of the Act or the rules and regulations made thereunder.

4. If the above-mentioned conditions are not fulfilled by the real estate agent, the regulatory authority may take necessary action against the real estate agent including revoking the registration granted herein, as per the Act and the rules and regulations made thereunder.

Signature and seal

Secretary

Date:

Place:

**Secretary
Haryana Real Estate
Regulatory Authority,
Gurugram**

RENEWAL OF LICENSE GRANTED TO REAL ESTATE AGENTS REGISTERED UNDER SECTION 9 OF THE REAL ESTATE (REGULATION AND DEVELOPMENT) ACT, 2016

LOGIN TO WESITE [Hareragurugram.gov.in]

Click on Registration

Click on Agent

Click apply for Agent Extension

AGENT SIGN UP

AGENT SIGN IN

Sign in ID created at the time of initial registration as agent with the Authority

(Sign up required only for the agents who applied for initial registration in physical mode and not online mode)

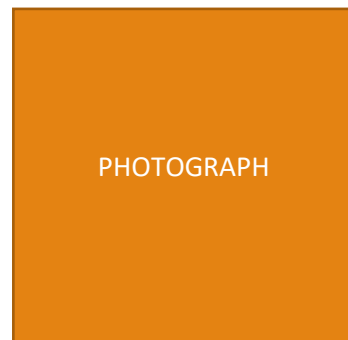
**AGENT EXTENSION
REGISTRATION**

FORM REA-IV

FORM "REA-IV"
[See Rule 11(1)]

**APPLICATION FOR RENEWAL OF REGISTRATION
OF REAL ESTATE AGENT**

From	To
	<p>The Haryana Real Estate Regulatory Authority</p> <p>New PWD Rest House, Civil lines, Gurugram (Haryana) PIN: 122001 Email ID: hareragurugram@gmail.com Landline: (0124) 2891057</p>



Subject: Renewal of Real Estate Agent under Section 10 of the Real Estate (Regulation and Development) Act, 2016

[I/We] apply for the grant of registration as a real estate agent to facilitate the sale or purchase of any plot, apartment or building, as the case may be, in real estate projects registered in the State of Haryana in terms of the Act and the rules and regulations made thereunder,

1	Category	Company	
2	Details		
	i	Name of Company	
	ii	Registered Office	
	iii	Principal Place of Business	

	iv	Status of the applicant	Company
	v	RERA registration issued on	
	vi	Issued by	Interim RERA Gurugram Authority ✓
	vi	Contact Details of Director 1	
		Name	
		Phone No.	
		Email ID	
		Whatsapp No.	
		Contact Details of Director 2	
		Name	PARUL ARORA
		Phone No.	
		Email ID	
		Whatsapp No.	
	vi	Whether Registration issued by any other Real Estate Regulatory Authority	

	vii	Particulars of registration including the bye-laws, memorandum of association, articles of the association etc. as the case may be;		
3.	Registration Fee Payment Details			
	Mode of Payment		Demand Draft	
	i	Demand Draft		
	ii	Dated		
	iii	For a sum of	50,000/-	
	iv	In favour of	HARERA, Gurugram	
	v	Drawn on (Details of Issuing Bank)		
		a.	Bank Name	
		b.	Branch Name	
		c.	IFSC Code	
vi	Payable			
4.	[I/We] enclose the following documents along with, namely, -			
	i	Demand Draft	View	
	ii	Company's MoA/AoA	View	

	iii	Company's Pan Card		View
	iv	Incorporation Certificate		View
	v	Company Resolution		View
	vi	GST Registration No. / Certificate		View
	vii	Status of Business Premises Holding Rights		View
	viii	Renewed License issued by District Collector		View
	ix	Books of accounts		View
	x	Quarterly real estate transaction register		View
5.	Details of all the Directors:			
	DIRECTOR 1			
	Aadhar Card			View
	PAN Card			View
	Photograph			View
	DIRECTOR 2			
	Aadhar Card			View
	PAN Card			View

	Photograph	View
6.	[I/We] solemnly affirm and declare that the particulars given in herein are correct to [my/our] knowledge and belief and nothing material has been concealed by [me/us] therefrom.	
Dated: 20 May 2022 Place:		 Seal of the Company Signature