

# **KERALA REAL ESTATE REGULATORY AUTHORITY (K-RERA)**



## **AGENT REGISTRATION MANUAL**

KERALA REAL ESTATE REGULATORY AUTHORITY



KERALA REAL ESTATE REGULATORY AUTHORITY



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## CREATE NEW USER

To start, first a promoter has to create a new user ID and password. All the projects done by the promoter will be registered under this user ID.

Click on New Registration to create a user.

The screenshot displays the Kerala Real Estate Regulatory Authority (KERA) website. At the top center is the KERA logo, a circular emblem with a map of Kerala and the text 'KERALA REAL ESTATE REGULATORY AUTHORITY'. Below the logo, the text 'Kerala Real Estate Regulatory Authority' is displayed. The main content area is divided into two sections. On the left, there is a green sidebar with a map of Kerala, containing links for 'Latest Updates', 'Guidelines', and 'Supports'. Below these links, there is a section titled '> THE REAL ESTATE (REGULATION AND DEVELOPMENT) ACT, 2016 VIEW'. On the right, there is a white box titled 'Login to your Account'. This box contains a 'User Name' input field, a password input field (masked with asterisks), a CAPTCHA image showing the word 'STRNK', and a text prompt 'Enter the text below as you see in the captcha'. Below the CAPTCHA is a 'Log In' button. Underneath the 'Log In' button, there are two links: 'Forgot Password' and 'New Registration'. The 'New Registration' link is circled in red. At the bottom of the white box is a 'Search Project Details' button. The footer of the page contains copyright information: 'Copyright © Kerala RERA 2021', 'RERA Online Information System Designed and Developed by MAHA IT', 'PMU Consultancy Support - IIITMK', and 'Hosted at State Data Center (SDC), Department of Electronics & Information Technology, GoK.'. The 'Maha' logo is also present in the bottom right corner.

- After clicking, you will get a new window.

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## Kerala Real Estate Regulatory Authority

### Create New Account

**Select User Type \***

Promoter  Real Estate Agent

**User Name \***

User Name

**Password \*** **Confirm Password \***

Enter New Password Confirm New Password

**Note :** Password must contains one digit from 0 - 9, and contains atleast one lowercase characters and one uppercase characters, Must contains one special symbols in the list @\$% and Password length atleast 7 character and maximum

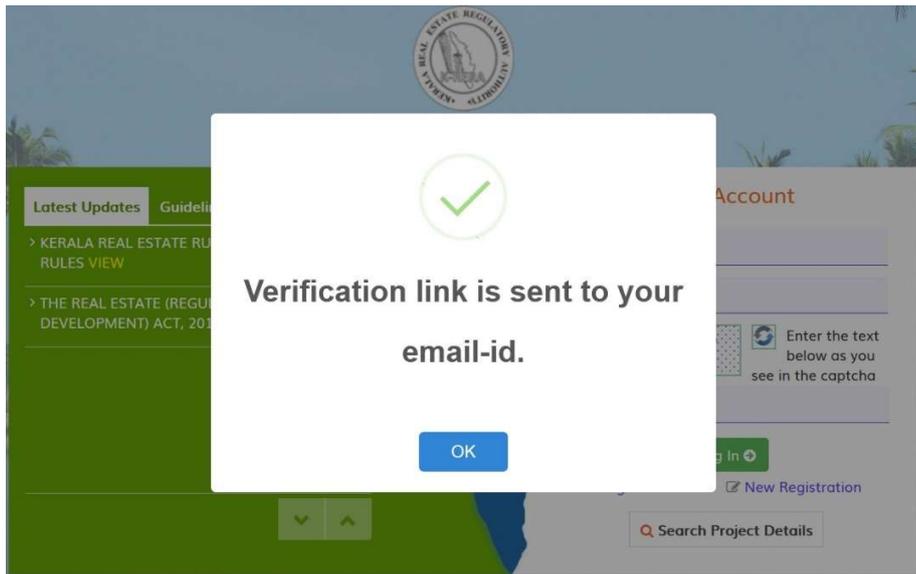
**Mobile Number \*** **E-mail ID \***

Mobile Number Email ID

  Enter the text below as you see in the captcha

Create User
Go to Login

- Select user type as Real Estate Agent, if you are an agent. Same for promoter and Complainant.
- Enter all details and click on Create user. Below message will be displayed as soon as user is created.



- You will get a verification link to the registered e-mail ID. Click on the link to verify your account.
- You can login to your account after verification.

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# AGENT REGISTRATION

## A) ACCOUNT:

### 1. Agent's Profile:

- Once Login through Agent, First Create the Profile.
- If Agent is Individual, then select Type of Agent as 'Individual' and filled the respective details. After filling the form, click on save profile to save the form.
- If you are already registered with K-RERA, you have to fill your registration number

Kerala RERA



Welcome,  
nikh1a  
Real Estate Agent

- ◆ Dashboard
- ◆ Account ▾
- ◆ Registration Details ▾
- ◆ Payment
- ◆ Download Payment Receipts
- ◆ Log Out



Kerala Real Estate Regulatory Authority

### Agent's Profile

All \* Mark field are mandatory.

#### General Information

Type of Agent\*  Individual  Other Than Individual

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#### Individual

Already registered Real Estate Agent? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Real Estate Agent registration Number *	<input type="text" value="K-RERA/AG/0001/2020"/>
First Name *	<input type="text" value="AGENT"/>	Middle Name	<input type="text"/>
Last Name *	<input type="text" value="ONE"/>	PAN Number *	<input type="text" value="AGENT0001K"/>
Father Full Name *	<input type="text"/>	Aadhar Number *	<input type="text" value="xxxxxxxx8348"/>

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#### Permanent address

House Number/ Building Name *	<input type="text" value="JKNDSJC"/>	Street Name *	<input type="text" value="JHISDUCH"/>
Locality	<input type="text" value="JSDIUH"/>	Landmark	<input type="text" value="ISDUHUI"/>
State/ UT *	<input type="text" value="KERALA"/> ▾	District *	<input type="text" value="Thiruvananthapuram"/> ▾
Taluk *	<input type="text" value="KATTAKADA"/> ▾		
Pin Code *	<input type="text" value="886967"/>		

Same as above

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### Contact Details

Mobile Phone Number *	<input type="text"/>	Office Number (With area code)	<input type="text"/>
Email ID *	<input type="text"/>	Website URL	<input type="text" value="eg. https://www.example.c"/>



Upload Profile Image \*

No file chosen

Instruction for Upload Photo

Photograph Format should be JPEG or PNG.



- If Agent is of type Organization, then select 'Other than individual'. While filling director details, Select the respective designation and fill the form. After filling the form, upload the picture and then click on add new member to save the details. You can edit and delete the added details from the table below.


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### Agent's Profile

All \* Mark field are mandatory.

#### General Information

Type of Agent \*  Individual  Other Than Individual

#### Organization

Already registered Real Estate Agent? \*  Yes  No Real Estate Agent registration Number \*

Organization Type \*  Name of the Organization \*

PAN Number of the organization \*

#### Address details

##### Registered address of the Firm/ Company

House Number/ Building Name *	<input type="text"/>	Street Name *	<input type="text"/>
Locality	<input type="text"/>	Landmark	<input type="text"/>
State/ UT *	<input type="text" value="Select State/ UT"/>	District *	<input type="text" value="Select District"/>
Taluk *	<input type="text" value="Select Taluk"/>		
Pin Code *	<input type="text"/>		

### Organization Contact Details

Name of Contact Person *	<input type="text"/>	Designation of Contact Person *	<input type="text"/>
Mobile Number *	<input type="text" value="9447315241"/>	Secondary mobile phone number	<input type="text"/>
Office Number (With area code)	<input type="text"/>	Email ID *	<input type="text" value="kg.nikhilk@gmail.com"/>

### Director Details

Designation *	<input type="text" value="Select Designation"/>	First Name *	<input type="text"/>
Middle Name	<input type="text"/>	Last Name *	<input type="text"/>
PAN Number *	<input type="text"/>	Aadhar Number *	<input type="text"/>
Mobile Phone Number *	<input type="text"/>	Email-ID *	<input type="text"/>

### Address Details

House Number/ Building Name *	<input type="text"/>	Street Name *	<input type="text"/>
Locality	<input type="text"/>	Landmark	<input type="text"/>
State/ UT *	<input type="text" value="Select State/ UT"/>	District *	<input type="text" value="Select District"/>
Taluk *	<input type="text" value="Select Taluk"/>		
Pin Code *	<input type="text"/>		



#### Instruction for Upload Photo

Photograph Format should be JPEG or PNG.

Upload Profile Image\*

No file chosen

**Click on add member button to add member details, After records are added, updated or deleted click on save button**



## 2. Change Password:

- If Agent wants to change the password. Click on change password.

Change Password

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Enter Current Password	Enter New Password	Re-enter new Password
------------------------	--------------------	-----------------------

Send OPT



## B) REGISTRATION DETAILS:

### 1. Document upload:

- In this form, documents are needed to be uploaded about agent. To upload the document, click on upload button to save the document. After uploading the document, one can view the document by clicking on view button.



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### Document Upload

All \* mark fields are mandatory.

[Delete All](#)

#### Documents

Sr. No.	Document Name	Uploaded Document	Action
1	Authenticated Copy of PAN card *	<input type="button" value="Choose File"/> No file chosen	<a href="#" style="background-color: #FF9800; color: white; padding: 2px 5px;">Upload</a> <a href="#" style="background-color: #4CAF50; color: white; padding: 2px 5px;">+ Add</a>
2	Authenticated copy of address proof of the Agent/Director /Partners *	<input type="button" value="Choose File"/> No file chosen	<a href="#" style="background-color: #FF9800; color: white; padding: 2px 5px;">Upload</a> <a href="#" style="background-color: #4CAF50; color: white; padding: 2px 5px;">+ Add</a>
3	Particulars of Registration including bye-laws	<input type="button" value="Choose File"/> No file chosen	<a href="#" style="background-color: #FF9800; color: white; padding: 2px 5px;">Upload</a> <a href="#" style="background-color: #4CAF50; color: white; padding: 2px 5px;">+ Add</a>
4	Authenticated copy of the address proof of the place of business	<input type="button" value="Choose File"/> No file chosen	<a href="#" style="background-color: #FF9800; color: white; padding: 2px 5px;">Upload</a> <a href="#" style="background-color: #4CAF50; color: white; padding: 2px 5px;">+ Add</a>
5	Memorandum of Understanding	<input type="button" value="Choose File"/> No file chosen	<a href="#" style="background-color: #FF9800; color: white; padding: 2px 5px;">Upload</a> <a href="#" style="background-color: #4CAF50; color: white; padding: 2px 5px;">+ Add</a>
6	Articles of Association	<input type="button" value="Choose File"/> No file chosen	<a href="#" style="background-color: #FF9800; color: white; padding: 2px 5px;">Upload</a> <a href="#" style="background-color: #4CAF50; color: white; padding: 2px 5px;">+ Add</a>
7	Income tax returns of last 3 years or declaration for exempting from filing Income Tax returns *	<input type="button" value="Choose File"/> No file chosen	<a href="#" style="background-color: #FF9800; color: white; padding: 2px 5px;">Upload</a> <a href="#" style="background-color: #4CAF50; color: white; padding: 2px 5px;">+ Add</a>
8	In the case of 'authorised signatory', Resolution of the entity authorising such person	<input type="button" value="Choose File"/> No file chosen	<a href="#" style="background-color: #FF9800; color: white; padding: 2px 5px;">Upload</a> <a href="#" style="background-color: #4CAF50; color: white; padding: 2px 5px;">+ Add</a>
9	Other	<input type="button" value="Choose File"/> No file chosen	<a href="#" style="background-color: #FF9800; color: white; padding: 2px 5px;">Upload</a> <a href="#" style="background-color: #4CAF50; color: white; padding: 2px 5px;">+ Add</a>

## C) PAYMENT:

- After filling all the details, click on Confirm and Proceed. Please note if all the details are correct then only proceed to payment.

I have read and agreed above Terms and Conditions \*

Confirm & proceed to Payment

- If you are an already registered agent, submit your application from this menu.

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**Agent Preview**

**General Information**

Application No.

Agent's Information - Individual +

Uploaded Documents +

Confirm & Submit

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**THANK YOU**

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