

THE REAL ESTATE REGULATORY AUTHORITY

National Capital Territory (NCT) of Delhi

File No. F2 (Directions) / REA / RERA /2025

Dated: 04.06.2025

In exercise of the powers conferred by section 37 of the Real Estate (Regulation & Development) Act, 2016 (16 of 2016), and all the other powers enabling it in that behalf, the Real Estate Regulatory Authority for NCT of Delhi, hereby notify the following Directions namely “The National Capital Territory of Delhi Real Estate (Regulation & Development) (Real Estate Agents) Directions, 2025”.

CHAPTER I

PRELIMINARY

- 1. Short Title and Commencement:** (1) These Directions may be called “The National Capital Territory of Delhi Real Estate (Regulation & Development) (Real Estate Agents) Directions, 2025”.
- (2) They shall come into force with effect from the date of issue of Directions and supersede all other guidelines issued on the subject earlier.
- 2. Definition:** (1) In these Directions, unless the context otherwise requires: - (a) “Act” means the Real Estate (Regulation & Development) Act, 2016 (16 of 2016),
 - (b) “Authority” means the Real Estate Regulatory Authority, NCT of Delhi,
 - (c) “Directions” means directions issued to the promoters, real estate agents and allottees issued by the Authority under section 37 of the Real Estate (Regulation and Development) Act, 2016.
 - (d) “Real Estate Agent” as defined in Section 2(zm) of Real Estate (Regulation & Development) Act, 2016 (16 of 2016);
 - (e) “Registration Certificate” means an official document providing proof of registration with the Authority.
 - (f) “Regulations” means Regulations issued by the Authority under section 85 of the Real Estate (Regulation and Development) Act, 2016.
 - (g) “Rules” means the National Capital Territory of Delhi Real Estate (Regulation and Development) (General) Rules, 2016,
 - (h) “Section” means a section of the Act.

- (2) Words and expressions used but not defined in these Directions, but defined in the Act or the Rules, as the case may be, shall have the same meaning respectively assigned to them in the Act or the Rules, as the case may be.
- 3. Purpose:** These Directions are meant to establish procedures to allow change in any detail of the Real Estate Agent after issue of Registration Certificate, re-validate period of registration due to extension of lease of premises or renewal of registration after expiry of period of registration on completion of five years and prescribe fee for such purposes.

CHAPTER II

PROCEDURE FOR REAL ESTATE AGENT REGISTRATION WITH THE AUTHORITY

- 4. Application for registration by the real estate agent:** (1) Every applicant seeking registration as real estate agent with the Authority shall submit an application in Form 'G', appended to the Rules, along with all required documents as detailed in clause 5 below, online on the website of the Authority.
- (2) The applicant shall, within three days of uploading the application, submit a copy of the application and all other documents, in hard copy, along with proof of payment of prescribed fee to the Authority.
- (3) All pages of hard copy of the application including annexures shall be serial numbered, indexed and bound.
- 5. Details to be submitted along with application:** (1) Every application for registration as real estate agent shall be submitted along with the following details and documents
- (a) in cases of an individual, sole proprietorship firms:
 - i. name, address, photograph, contact details and email Id of the applicant;
 - ii. self-attested copy of PAN card;
 - iii. self-attested copy of Aadhaar card;
 - iv. self-attested copies of ITRs filed for last three financial years;
 - v. proof of place of business being self-owned or rented or leased etc.;
 - vi proof of place of business being commercial use, if not self-owned, and in case of mixed use or commercial use in residential area receipts showing payment of conversion charges and latest Property Taxes Returns.

Explanation: The Real Estate Agents will be allowed to work from self-owned residential premises as per the policy of DDA. In view of Hon'ble Delhi High Court's

Order dated 27.02.2004 in WP(C) 5370/2001 in the matter of Association of Property Consultants versus Delhi Development Authority.

(b) in cases of 'other than individual':

- i. brief details of entity including name, registered address, contact details, email Ids, photograph(s) of the partners, chairman, directors, etc. as the case may be and that of the authorized persons;
- ii. type of enterprise (proprietorship, limited liability partnership, society, partnership firm, company etc.);
- iii. certificate of incorporation of the entity;
- iv. copy of the Memorandum of Association and Article of Association, partnership deed etc.;
- v. self-attested copy of GST Registration Certificate;
- vi. self-attested copy of PAN card of the company;
- vii. self-attested copies of PAN card of all the partners, chairman, directors.;
- viii. self-attested copies of ITRs and audited annual statements of accounts filed for financial years;
- ix. Authority letter, for authorized signatory for the partnership firm, limited liability partnership firm, society, company.
- x. proof of place of business being self-owned, rented or leased etc.;
- xi. proof of place of business being commercial use, if not self-owned, and in case of mixed use or commercial use in residential area receipts showing payment of conversion charges and latest Property Taxes Returns.

(2) Every Application for the registration shall also be accompanied with an affidavit to the following effect that:

- i. the applicant or partners / directors of applicant entity have never been convicted in the past by any Court;
 - ii. the applicant or partners / directors of applicant entity have never been charged or found guilty of moral turpitude;
 - iii. the applicant or partners / directors of applicant entity have never been declared insolvent;
 - iv. no criminal case pending against the applicant or partners /directors of the applicant entity. If any such criminal case is pending, the details thereof;
 - v. no insolvency proceeding is pending against the applicant or partner / director of the applicant entity. If any such proceeding is pending, the details thereof.
- Iv the registration of the applicant as real estate agent has never been revoked by this Authority in past.

Note: The above affidavit may be got verified subsequently by the Authority. In case of adverse report, the Authority may take appropriate action, including rejection / revocation of the registration.

- 6. Registration fees:** The real estate agent shall pay a fee at the time of application for registration by way of a demand draft or a bankers cheque drawn on any scheduled bank or through online payment, as the case may be, of Rs. 10,000/- (Rupees Ten Thousand only) if the applicant is an individual or sole proprietorship firm and Rs. 50,000/- (Rupees Fifty Thousand only) if the applicant is other than an individual or sole proprietorship firm.

CHAPTER III

PROCEDURE FOR CHANGE OF NAME AND OTHER DETAILS

7. Procedure for change of name and other details after grant of the Registration

Certificate: (1) In case, any real estate agent registered as individual or sole proprietorship firm, proposes to make any changes in any detail in the Registration Certificate, he may submit an application for the purpose along with a processing fee of Rs. 2000/- (Rupees Two Thousand only) for each change, to the Authority.

(2) In case, any real estate agent entity, other than individual or sole proprietorship firm, proposes to make any change in the name or any other detail in the Registration Certificate, the entity may submit an application for the purpose along with processing fee of Rs. 5000/- (Rupees Five Thousand only) for each change, to the Authority.

CHAPTER IV

PROCEDURE FOR RE-VALIDATION OR RENEWAL

- 8. Procedure for Re-validation:** (1) If the business premises is rented or leased, then the registration would be granted upto the period of lease if lease or rent agreement is registered. In case the rent agreement or lease is not registered, then registration will not extend beyond 12 months. However, such registration granted by the Authority can be re-validated up to five years from the date of registration, on an application made by the Real Estate Agent before fifteen days of expiry of validity of Registration, along with the proof of extension of lease of business premises on payment of payment of processing fee as follows;

Individuals and sole proprietorship firms:

- i. Application made before 60 days of the expiry of validity – Rs. 2,000/-
- ii. Application made before 15 days of the expiry of validity – Rs. 4,000/-

Other than Individuals and, sole proprietorship firms:

- i. Application made before 60 days of the expiry of validity – Rs. 5,000/-
- ii. Application made before 15 days of the expiry of validity – Rs. 10,000/-

9. Procedure in case of failure to apply for re-validation before fifteen days of expiry of validity of Registration: The real estate agents who fail to apply for revalidation before fifteen days of expiry of validity of registration without showing sufficient grounds for delay to the satisfaction of the Authority, shall have to make fresh application in Form 'G' with requisite fee.

10. Procedure for Renewal: (1) For renewal beyond five years, the application shall be made as per the provisions of the Act and Rules made thereunder.

(2) The Authority may consider late applications for renewal made before fifteen days of the expiry of the validity of registration on payment of late fee as below:

Individuals and solo proprietorship firms:

- i. 61 to 90 days prior to expiry of validity of registration- Rs. 5,000/-
- ii. 31 to 60 days prior to expiry of validity of registration- Rs. 10,000/-
- iii. 16 to 30 days prior to expiry of validity of registration- Rs. 15,000/-

Others than individual and sole proprietorship firms:

- i. 61 to 90 days prior to expiry of validity of registration- Rs. 10,000/-
- ii. 31 to 60 days prior to expiry of validity of registration- Rs. 20,000/-
- iii. 16 to 30 days prior to expiry of validity of registration- Rs. 30,000/-

11. Procedure in case of failure to apply for renewal before fifteen days of expiry of validity of Registration: The Real Estate Agents who fail to apply for renewal before fifteen days of expiry of validity of registration without showing sufficient grounds for delay to the satisfaction of the Authority, shall have to make fresh application in Form 'G' for registration with requisite fee.

CHAPTER V

MISCELLANEOUS

12. Interpretation of Directions: If any doubt arises as to the interpretation of these Directions, the decision of the Authority shall be final and binding on all concerned.

Mrs. Anshu Kakar
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Real Estate Regulatory Authority,
NCT of Delhi