

User Manual for
Agent Registration (Individual)



Prepared by
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1.0	NA	NA	NA	NA
1.1	01/08/2018	APRERA	5 (Affected Points: 1, 2, 12, 16, 17, 22 & 23)	Logo, Screen Colours and Litigations
1.2	25/01/2018	APRERA	5 (Affected Points: 1, 2 & 19)	Home Screen and Print Preview option
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Change Note History

Ref. No.	Release Date	Version No.	Section No.	Page No. & Line No.	Remarks
1	25/12/2017	1.1	5	Point 1, Page 8, Figure 1	Logo Changed
2	25/12/2017	1.1	5	Point 2, Page 8, Figure 2	Logo Changed

3	5/1/2018	1.1	5	Point 12, Page 13, Figure 13(New Screen)	Added Declaration statement for litigations are no
4	5/1/2018	1.1	5	Point 16, Page 13, Figure 17	Upload Documents Screen Changed
5	5/1/2018	1.1	5	Point 17, Page 13, Figure 18 (New Screen)	Added Declaration Statement
6	5/1/2018	1.1	5	Point 17, Page 16, Figure 20	Preview page modified as per changes
7	5/1/2018	1.1	5	Point 22, Page 18, Figure 23	Payment Screen Changed
8	5/1/2018	1.1	5	Point 23, Page 18, Figure 24	Acknowledgment Screen Changed
9	25/1/2018	1.2	5	Point 1, Page 8, Figure 1	Home Screen Changed
10	25/1/2018	1.2	5	Point 2, Page 8, Figure 2	Home Screen Changed
11	25/1/2018	1.2	5	Point 19, Page 16, Figure 20	Added Print Button in Preview
12	25/1/2018	1.2	5	Point 19, Page 16, Figure 21	New Screen

13	30/4/2018	1.3	5	<p>Point: - 3,4,9,14,27,28,29,30,31,32 & 33</p> <p>Page: - 10, 12,15,21,22 &23</p> <p>Figure: - 3,4,9,15,29,30,31,32,33,34 & 35</p>	<ul style="list-style-type: none"> • Added Instructions • Replaced Existing with Partially Completed • Added New Validation • Changes in “No Litigation” case • Added New Screens in Partial Completed application
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1. INTRODUCTION

APRERA (Andhra Pradesh Real Estate Regulatory Authority) has been developed under section 4.3 of the Real Estate (Regulation & Development) Act, 2016. The Department of Municipal Administration & Urban Development, Government of Andhra Pradesh is the nodal department for the implementation of RERA Act in the state of Andhra Pradesh.

All sections of the Real Estate (Regulation & Development) Act, 2016 came into force with effect from 1st May, 2017. The Andhra Pradesh Real Estate (Regulation & Development) Rules, 2017 was approved by Government of Andhra Pradesh and notified on March 27, 2017.

2. OBJECTIVE

- ✓ Ensuring Transparency & Efficiency in real estate sector in regards to sale of plot, apartment, building or real estate project.
- ✓ Protecting the interest of consumers in real estate sector.
- ✓ Establishing adjudicating mechanism for speedy dispute redressal.
- ✓ Establishing Appellate Tribunal to hear appeals from the decisions, directions or orders of the Real Estate Regulatory Authority.

3. ABBREVIATIONS

Abbreviation	Expansion
APRERA	Andhra Pradesh Real Estate Regulatory Authority

Table 1: List of Abbreviations

4. SOFTWARE AND TECHNOLOGIES

S. No.	Software	Version
1	ASP .NET	4.5
2	SQL Server	2010

Table 2: Software and Technologies

5. PROCESS – AGENT REGISTRATION (INDIVIDUAL)

The below mentioned process of Agent (Individual) Registration under Andhra Pradesh Real Estate (Regulation and Development) Rules, 2017.

Navigate to portal www.rera.ap.gov.in.

1. **Agent:** Click **Registration** Link under APRERA Home Page as depicted in Figure 1.

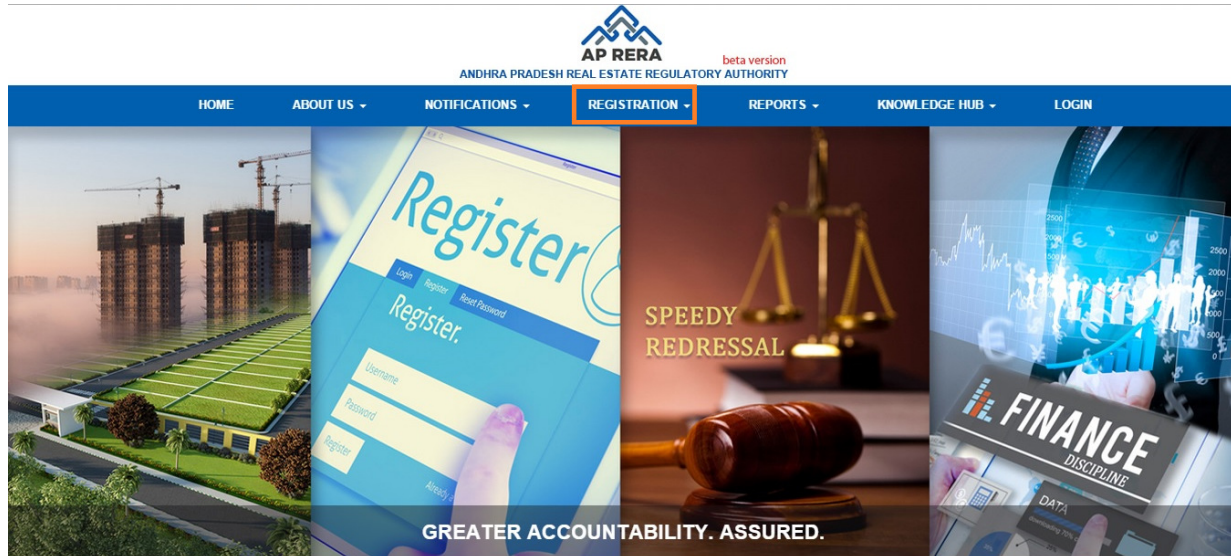


Figure 1: Home Page

2. Select **Agent Registration** link under '**Registration**' (in Home page) as depicted in Figure 2.



Figure 2: Agent Registration Selection Page

3. Agent registration page is displayed as depicted in Figure 3.

You are here : [Home](#) / [Registration](#) / [Real Estate Agent Registration](#)

Real Estate Agent Registration

1

2

3

4

5

Agent Detail

Upload Documents

Preview

Payment

Acknowledgement

General Instructions :

1. This is not a mobile App (however can be viewed on mobile screen) so kindly use laptop/desktop for use of this site.
2. Clear the cookies before filling the online form
3. Remove pop-up block from your browser
4. Photograph - Passport size (35mm x 45mm, 300 DPI, Straight view/Light background) and in JPEG format.
5. All the documents that are to be uploaded in the application should be in PDF format and should not be password protected, Drawings in DWG format and self-attested (every page of every document).
6. Site best viewed in "Google Chrome (Version 62.0.3202.94)"
7. Fields marked with*are mandatory.

Guide to fill online registration form :

1. For step by step understanding of filing online application, kindly refer [Guidelines for Registration](#) page.
2. Select "New" as application type, if you are a new applicant.
3. Select "Existing" as application type, if application was incomplete / Shortfall / Withdraw / Change Request
4. The entire form is divided to various parts with "Save and Continue" facilities for each part
5. **List of Address Proof:** Aadhaar/Ration Card/Bank Book/Driving License/Voter Id/Gas/Phone Bill/Passport (Any one)

Application Type* ☒ New ☐ Existing

[Submit](#)

Figure 3: Agent Registration Home Screen

Case – 1: New Registration

4. Select Application Type as New and click Submit button as depicted in Figure 4

Guide to fill online registration form :

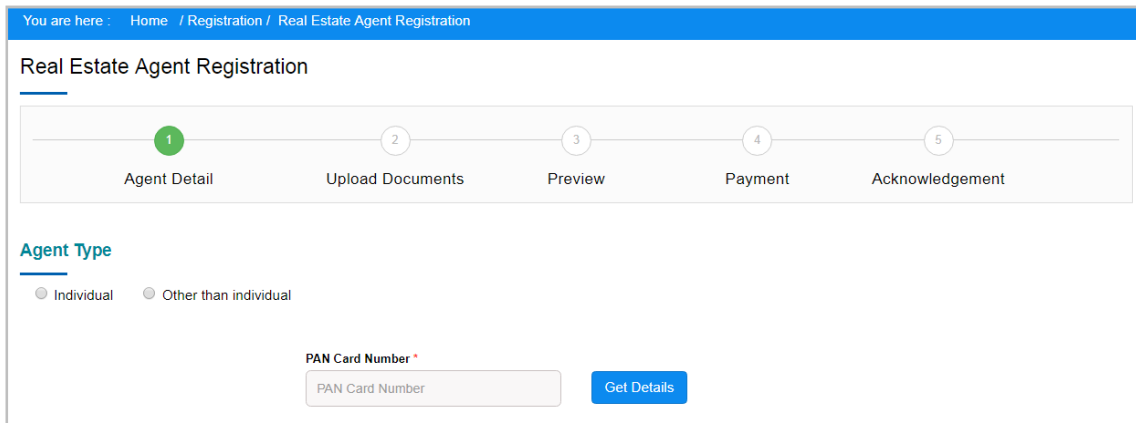
1. For step by step understanding of filing online application, kindly refer [Guidelines for Registration](#) page.
2. Select "New" as application type, if you are a new applicant.
3. Select "Existing" as application type, if application was incomplete / Shortfall / Withdraw / Change Request
4. The entire form is divided to various parts with "Save and Continue" facilities for each part
5. **List of Address Proof:** Aadhaar/Ration Card/Bank Book/Driving License/Voter Id/Gas/Phone Bill/Passport (Any one)

Application Type* ☒ New ☐ Existing

[Submit](#)

Figure 4: Application Type Selection

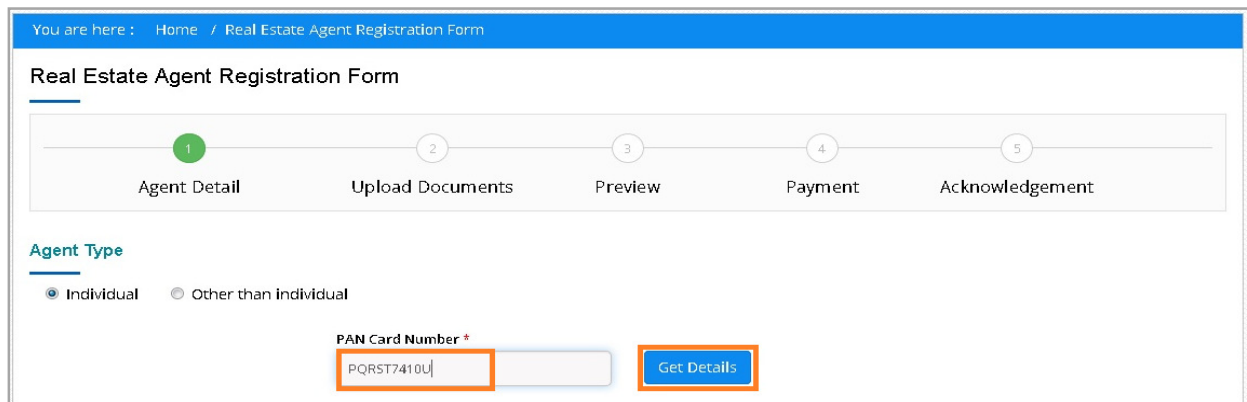
5. Once click Submit button in Figure 4, Agent registration page displayed as depicted in Figure 5.



The screenshot shows the 'Real Estate Agent Registration' page. At the top, a breadcrumb trail reads 'You are here : Home / Registration / Real Estate Agent Registration'. Below this is a progress bar with five steps: 1. Agent Detail (active), 2. Upload Documents, 3. Preview, 4. Payment, and 5. Acknowledgement. Under the 'Agent Type' section, there are two radio buttons: 'Individual' (selected) and 'Other than individual'. Below this is a 'PAN Card Number *' field with a text input containing 'PAN Card Number' and a blue 'Get Details' button.

Figure 5: Agent Registration Screen

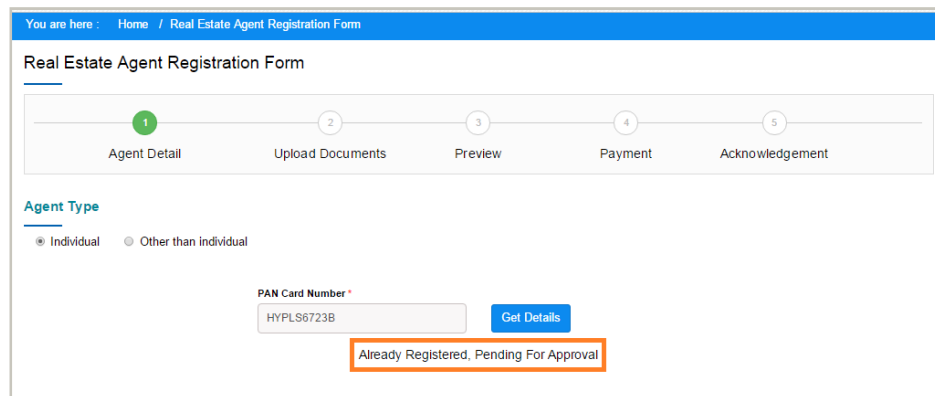
6. Enter PAN Card Number and click Get Details button as depicted in Figure 6.



The screenshot shows the 'Real Estate Agent Registration Form' page. The breadcrumb trail is 'You are here : Home / Real Estate Agent Registration Form'. The progress bar is the same as in Figure 5. Under the 'Agent Type' section, 'Individual' is selected. The 'PAN Card Number *' field now contains the text 'PQRST7410U'. The 'Get Details' button is highlighted with an orange border.

Figure 6: Get Details Button Page

7. If Agent already registered based on the PAN Card Number, An alert message shows a message as “Already registered, Pending for Approval” as depicted in Figure 7.

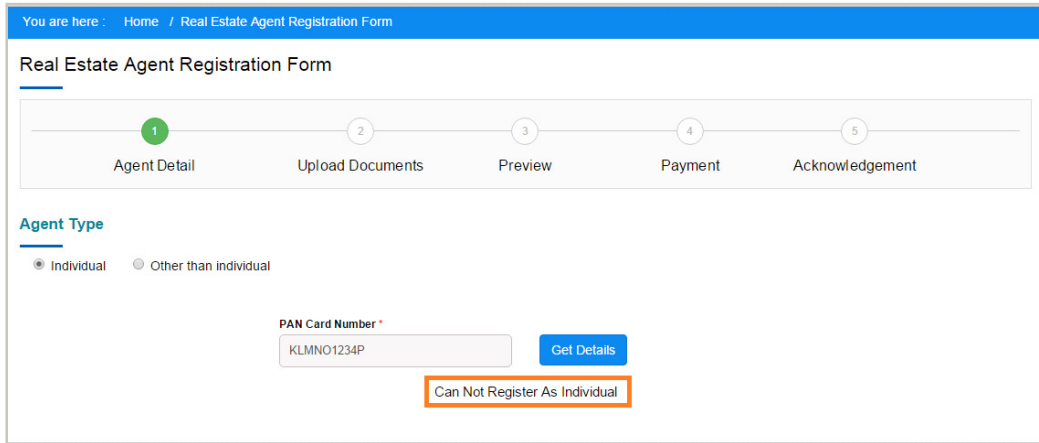


The screenshot shows the 'Real Estate Agent Registration Form' page. The breadcrumb trail is 'You are here : Home / Real Estate Agent Registration Form'. The progress bar is the same as in Figure 5. Under the 'Agent Type' section, 'Individual' is selected. The 'PAN Card Number *' field now contains the text 'HYPLS6723B'. The 'Get Details' button is highlighted with an orange border. Below the button, an orange-bordered box displays the message 'Already Registered, Pending For Approval'.

Figure 7: Alert Message, if already Registered

Note: If already approved, then it shows a message as “Your Registration No: XXXXXXXXXXXXXXXX”

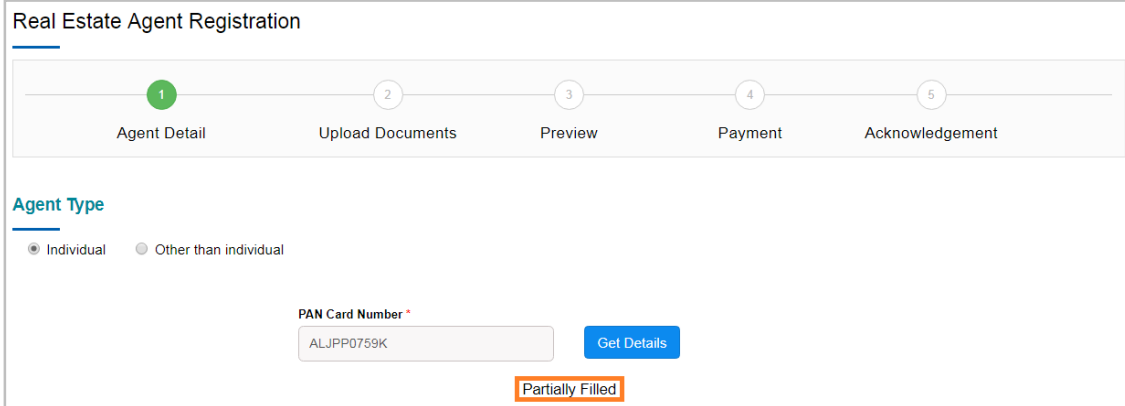
8. If PAN Card is used for other-than Individual, an alert message shows a message as **“Can Not Registered as Individual”** as depicted in Figure 8.



The screenshot shows the 'Real Estate Agent Registration Form' with a progress bar at the top indicating five steps: 1. Agent Detail (active), 2. Upload Documents, 3. Preview, 4. Payment, and 5. Acknowledgement. Below the progress bar, the 'Agent Type' section has two radio buttons: 'Individual' (selected) and 'Other than individual'. The 'PAN Card Number' field contains 'KLMNO1234P' and a 'Get Details' button is next to it. An orange-bordered alert box at the bottom displays the message 'Can Not Register As Individual'.

Figure 8: Alert Message, Cannot Register as Individual

9. If Agent details are already available on PAN Card Number, an alert message shows a message as **“Partially Filled”** as depicted in Figure 9.



The screenshot shows the 'Real Estate Agent Registration' form with the same progress bar as Figure 8. The 'Agent Type' section has 'Individual' selected. The 'PAN Card Number' field contains 'ALJPP0759K' and a 'Get Details' button is next to it. An orange-bordered alert box at the bottom displays the message 'Partially Filled'.

Figure 9: Partial Completed Application

10. Click **Get Details** button as shown in Figure 6, Agent registration page displayed as depicted in Figure 10.

Real Estate Agent Registration

1

2

3

4

5

Agent Detail

Upload Documents

Preview

Payment

Acknowledgement

Agent Type

☒ Individual
 ☐ Other than individual

Applicant Details

Agent Name *

Agent Name

Upload Photograph *

Choose File No file chosen

Father's Name *

Father Name

Occupation *

Select

Email Id *

Email Id

Aadhaar Number *

Aadhaar Number

PAN Card Number *

PRASA1234N

Upload PAN Card *

Choose File No file chosen

Mobile Number *

Mobile Number

Land Line Number

Land Line Number

License Number by the local bodies

License Number by the local bodies

License issued date

License issued date

Upload License certificate

Choose File No file chosen

GST Num

GST Num

Upload GST Num Document

Choose File No file chosen

Local Address For Communication

Address Line 1 *

Address Line 1

Address Line 2

Address Line 2

State *

Select

District *

Select

Mandal *

Select

Local Area/Village *

Select

PINCode *

PINCode

Upload Address Proof *

Choose File No file chosen

Projects Launched In The Past 5 Years

Last five years project details *

☐ Yes
 ☐ No

Litigations

Any Civil/Criminal Cases *

☐ Yes
 ☐ No

Other State/UT RERA Registration Details

Do you have registration in other states *

☐ Yes
 ☐ No

Save And Continue

Figure 10: Agent Registration Home Page

- Enter **Applicant Details** such as Agent Name, Father Name, Occupation (Self/Salaried/Others), e-mail ID, Aadhaar number, PAN Card Number, Mobile Number, Land Line Number, License Number by the local bodies, License issued date, GST Number and upload relevant documents as depicted in Figure 11.

Applicant Details

Agent Name * <input type="text" value="PRASANTHA REDDY C"/>	Upload Photograph * <input type="button" value="Choose File"/> IMG-0340.JPG IMG-0340.JPG	Father's Name * <input type="text" value="ESWAR REDDY"/>	Occupation * <input type="text" value="Self"/>
Email Id * <input type="text" value="prasanth.chappidi@gmail.com"/>	Aadhaar Number * <input type="text" value="999999999999"/>	PAN Card Number * <input type="text" value="PRASA1234N"/>	Upload PAN Card * <input type="button" value="Choose File"/> TEST.pdf TEST.pdf
Mobile Number * <input type="text" value="9246226600"/>	Land Line Number <input type="text" value="08669653265"/>	License Number by the local bodies <input type="text" value="1236954654"/>	License issued date <input type="text" value="08/11/2017"/>
Upload License certificate <input type="button" value="Choose File"/> TEST.pdf TEST.pdf	GST Num <input type="text" value="12GFS96325M3265"/>	Upload GST Num Document <input type="button" value="Choose File"/> TEST.pdf TEST.pdf	

Figure 11: Applicant Details Page

- Enter **Local Address for Communication** details such as Complete Address (street, nearby, district, Mandal, Local Area/Village and PIN code) and upload relevant address proof document as depicted in Figure 12.

Local Address For Communication

Address Line 1 * <input type="text" value="GANDI ROAD"/>	Address Line 2 <input type="text" value="MAIN BAZAR"/>	State * <input type="text" value="Andhra Pradesh"/>	District * <input type="text" value="Ananthapuramu"/>
Mandal * <input type="text" value="Tadipatri"/>	Local Area/Village * <input type="text" value="TADPATRI (R)"/>	PINCode * <input type="text" value="515411"/>	Upload Address Proof * <input type="button" value="Choose File"/> TEST.pdf TEST.pdf

Figure 12: Local Address for Communication Page

- Enter **Past Experience** if any and Click **Add** button as depicted in Figure 13.

Past Experience

Any projects handled in last 5 Years * ☒ Yes ☐ No

Project Name *

S.No.	Project Name	Action
1	MAYA TOWERS PHASE 1	<input type="button" value="Delete"/>
2	MAYA TOWERS PHASE 2	<input type="button" value="Delete"/>

Figure 13: Past Experience

14. Enter **Litigation** details if any, such as Case No, Name & Place of Tribunal/Authority, Name of the Petitioner, Name of the Respondent, Facts of the case/Contents of the Petitioner, Present status of the case, Interim Order if any (if yes, upload relevant document) and details of final order if disposed (if yes, upload relevant document) as depicted in figure 14, otherwise upload Self declared affidavit as depicted in Figure 15.

Litigations

Any Civil/Criminal Cases ☒ Yes ☐ No

Note : In case Petitioner, Respondent are more than one Please provide their names by comma seperated.

Case No. *

Name & Place of Tribunal/Authority *

Name of the Petitioner *

Name of the Respondent *

Facts of the case/Contents of the Petitioner *

Present Status of the case *

Interim Order if any * ☒ Yes ☐ No

Details of final order if disposed * ☒ Yes ☐ No

Interim Order Certificate * TEST.pdf

Disposed Certificate * TEST.pdf

Figure 14: Litigation Details

Note: In case Petitioner, Respondent are more than once please provide their names by comma (,) separated.

Any Civil/Criminal Cases * ☐ Yes ☒ No

Self Declared Affidavit *

Note: "A self declared affidavit(on Rs. 20 non judicial stamp paper) has to be uploaded if there are no cases pending, refer form A4 in form downloads for proforma of this Self Affidavit."

TEST.pdf

TEST.pdf

Figure 15: Litigations (No) Screen

15. Click **Add** button, details will be shown as Grid as depicted in Figure 16.

Note : In case Petitioner, Respondent are more than one Please provide their names by comma seperated.

Case No. *

Name & Place of Tribunal/Authority *

Name of the Petitioner *

Name of the Respondent *

Facts of the case/Contents of the Petitioner *

Present Status of the case *

Interim Order if any * ☐ Yes ☐ No

Details of final order if disposed * ☐ Yes ☐ No

S.No.	Case No.	Name And Place	Petitioner	Respondent	Facts Of Case	Present Status	Interim Order	Final Order If Disposed	Interim Certificate	Dispose Certificate	Action
1	12	RURAL POLICE STATION, GUNEDALA	RAM, RAHEEM	BHEEM, RABORT	FEE NOT PAID	ON GOING	Yes	Yes	View Certificate	View Certificate	<input type="button" value="Delete"/>

Figure 16: Grid View of Litigation Details

16. Enter **Other RERA Registration Details** if any (If available, i.e., Yes, enter Registration number, State and District and Click **Add** Button) as depicted in Figure 17.

Other RERA Registration Details

Do you have any registration in other states ☒ Yes ☐ No

Registration Number *

Registration Number

State/UT *

Select

District *

Select

Add

S.No.	Registration Number	State/UT	District	Action
1	RERA12345	Kerala	Kasaragod	Delete

Figure 17: Other RERA Registration Details

Note: All the mandatory fields have to be filled in; otherwise request will not be accepted by the system

17. Click '**Save and continue**' button, a dialog box will appear '**Agent details saved successfully**', where click **OK** button as depicted in Figure 18.

Other RERA Registration Details

Do you have any registration in other states ☒ Yes ☐ No

Registration Number *

Registration Number

State/UT *

Select

District *

Select

Add

S.No.	Registration Number	State/UT	District	Action
1	RERA12345	Kerala	Kasaragod	Delete

Save And Continue

The page at rera.ap.gov.in says:

Agent details saved successfully

OK

Figure 18: Confirmation Screen for Agent Details

18. Upload three years Income – Tax return acknowledgments and upload into the system, as depicted in Figure 19.

You are here : Home / Registration / Real Estate Agent Registration

Real Estate Agent Registration

1 Agent Detail
 2 Upload Documents
 3 Preview
 4 Payment
 5 Acknowledgement

Upload Documents

Note : "If the entity is registered below 3 years period, and if the IT returns are not available for 3 years period agent has to upload the available IT returns of the entity with a specific reason, refer form A3 in form downloads for proforma of this Sample Affidavit."

Document Name	Upload Document	Uploaded Document
Income Tax Return Acknowledgement of Preceding Year 1 *	Choose File TEST.pdf	TEST.pdf
Income Tax Return Acknowledgement of Preceding Year 2 *	Choose File TEST.pdf	TEST.pdf
Income Tax Return Acknowledgement of Preceding Year 3 *	Choose File TEST.pdf	TEST.pdf

Figure 19: Upload Documents

Note: If the entity is registered below 3 years period, and if the IT returns are not available for 3 years period agent has to upload the available IT returns of the entity with a specific reason, refer A3 in form downloads for proforma of this Sample Affidavit.

19. Check **Declaration** statement as depicted in Figure 20.

Declaration

☒ /We **Prasantha Reddy** solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.

[Save And Continue](#)

Figure 20: Declaration Statement

Note: Where Applicant name capture from Applicant details automatically.

20. Click **Save and Continue** button in Figure 19, pop-up will be appearing “**Documents Uploaded Successfully**” and Click **OK** button as depicted in Figure 21.

HOME ABOUT US NOTIFICATIONS ONLINE REGISTRATION STATUS MIS REPORTS FEE CALCULATOR MEDIA KNOWLEDGE HUB LOGIN

You are here : Home / Real Estate Agent Registration Form

Real Estate Agent Registration Form

1 Agent Detail
 2 Upload Documents
 3 Preview
 4 Payment
 5 Acknowledgement

Documents Uploaded Successfully
 [OK](#)

Figure 21: Confirmation Screen for Upload Documents


21. Preview page displayed as depicted in Figure 22.

You are here : Home / Registration / Real Estate Agent Registration

Real Estate Agent Registration

1 Agent Detail
2 Upload Documents
3 Preview
4 Payment
5 Acknowledgement

Agent Type Individual



Applicant Details

Agent Name	PRASANTHA REDDY C	Father's Name	ESWAR REDDY
Occupation	Self	Email Id	prasanth.chappidi@gmail.com
Aadhaar Number	99999999999	PAN Card Number	PRASA1234N
PanCard Proof	TEST.pdf	Mobile Number	9246226600
Land Line Number	08669653265	Registration Number	1236954654
Date of Registration	08/11/2017	Registration Upload	TEST.pdf
GST Num	12GFS96325M3265	GST Num Document	TEST.pdf

Local Address For Communication

Address Line 1	GANDHI ROAD	Address Line 2	MAIN BAZAR
State	Andhra Pradesh	District	Ananthapuramu
Mandal	Tadipatri	Local Area/Village	TADPATRI (R)
PINCode	515411	Address Proof	TEST.pdf

Projects Launched In The Past 5 Years

Last five years project details Yes

S.No.	Project Name
1	MAYA TOWERS PHASE 1
2	MAYA TOWERS PHASE 2

Litigations

Any Civil/Criminal Cases No

Self Declared Affidavit TEST.pdf

Note: "A self declared affidavit (on Rs.20 non judicial stamp paper) has to be uploaded if there are no cases pending, refer form A4 in form downloads for proforma of this Self Affidavit."

Other State/UT RERA Registration Details

Do you have registration in other states Yes

S.No.	Registration Number	State/UT	District
1	RERA12345	Kerala	Kozhikode

S.No.	ITR Of Preceding Year 1	ITR Of Preceding Year 2	ITR Of Preceding Year 3
1	ITR Of Preceding Year 1	ITR Of Preceding Year 2	ITR Of Preceding Year 3

Declaration

☒ I/We **PRASANTHA REDDY C** solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.

Mobile Number * 9246226600

Get OTP

Print

Figure 22: Preview

Note: In the Above Figure (Figure 22), Mobile Number automatically fetched from Applicant details and also applicant need to print preview of the application click Print button as depicted in Figure 23.

S.No.	ITR Of Preceding Year 1	ITR Of Preceding Year 2	ITR Of Preceding Year 3
1	ITR Of Preceding Year 1	ITR Of Preceding Year 2	ITR Of Preceding Year 3

Declaration

☒ I/We **PRASANTH** solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.

Print

Mobile Number *

8341508696

Get OTP

Figure 23: Print Preview Screen

22. Click **Get OTP** button (for Mobile Number validation) as depicted in Figure 24.

Documents

S.No.	Photo	Pan Card	Address	Reg Certificate	GST Upload	Memorandum of articles/Bye-laws Upload	Litigation File	Aadhaar	AS Photo	Board Resolution
1	Photo	Pancard	Address	NA	NA	NA	NA	NA	NA	NA

S.No.	Year 2016-2017	Year 2015-2016	Year 2014-2015
1	View	View	View

Mobile Number *

9246226600

Get OTP

Figure 24: Mobile No Validation

23. Enter OTP number received by agent and click **Verify OTP** as depicted in Figure 25.

S.No.	Year 2016-2017	Year 2015-2016	Year 2014-2015
1	View	View	View

Mobile Number *

9246226600

Resend OTP

OTP(One Time Password):*

308452

Verify OTP

Figure 25: Verification of Mobile No with OTP

24. After OTP Verification is completed, if agent wants to download his/her application, click 'Download PDF', then next click **Proceed for Payment** button as depicted in Figure 26.

Documents

S.No.	Photo	Pan Card	Address	Reg Certificate	GST Upload	Memorandum of articles/Bye-laws Upload	Litigation File	Aadhaar	AS Photo	Board Resolution
1	Photo	Pancard	Address	NA	NA	NA	NA	NA	NA	NA

S.No.	Year 2016-2017	Year 2015-2016	Year 2014-2015
1	View	View	View

Download PDF
Proceed for Payment

Figure 26: Download filled Application and Proceed to Payment

Note: - Registration Fee for Agent (Individual): Rs. 10000/-

25. Click **Proceed for Payment** button in Figure 26, Payment Page displayed as depicted in Figure 27.

You are here : Home / Payment Page

Payment Page

Payment Details

Transaction Id 1050118001
Date 04/01/18

Name	PRASANTH
Mobile No.	9246226600
Payment For	Agent Registration Fee
Amount	10000.00
Additional Charges	0.00

Total Amount 10000.00

Make Payment
Cancel Payment

Figure 27: Payment Page

26. Click **Make Payment** button in Figure 27, it will redirect to Payment Gateway page where agent can pay Registration Fee through Net Banking/Debit Card/Credit Card/UPI. Once payment confirmed, an acknowledgment page displayed as depicted in Figure 28.

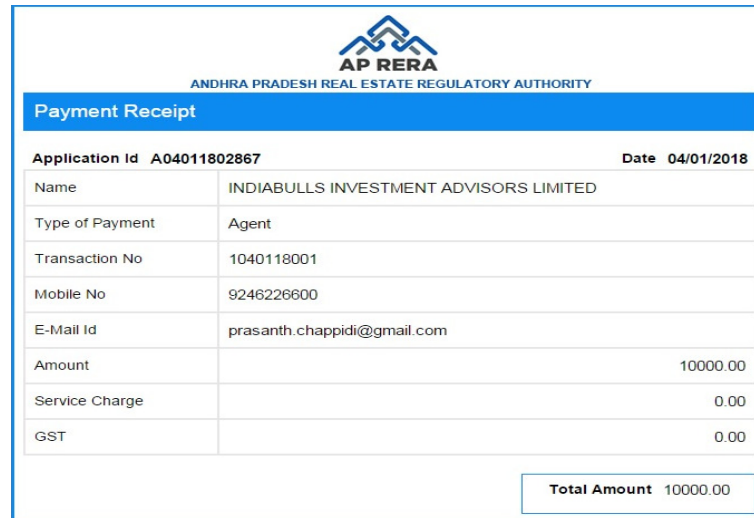


Figure 28 is a screenshot of a 'Payment Receipt' from the Andhra Pradesh Real Estate Regulatory Authority (APRERA). The receipt includes the following details:

ANDHRA PRADESH REAL ESTATE REGULATORY AUTHORITY	
Payment Receipt	
Application Id	A04011802867
Date	04/01/2018
Name	INDIABULLS INVESTMENT ADVISORS LIMITED
Type of Payment	Agent
Transaction No	1040118001
Mobile No	9246226600
E-Mail Id	prasanth.chappidi@gmail.com
Amount	10000.00
Service Charge	0.00
GST	0.00
Total Amount 10000.00	

Figure 28: Acknowledgment Receipt

Case 2: Partially Completed Application

Note: Partially Completed application is used, Only if the application has not reached the final Submission stage, then the Project Registration form can still be edited.

27. Select Agent Type as **Existing** and Click **Submit** button as depicted in Figure 29.

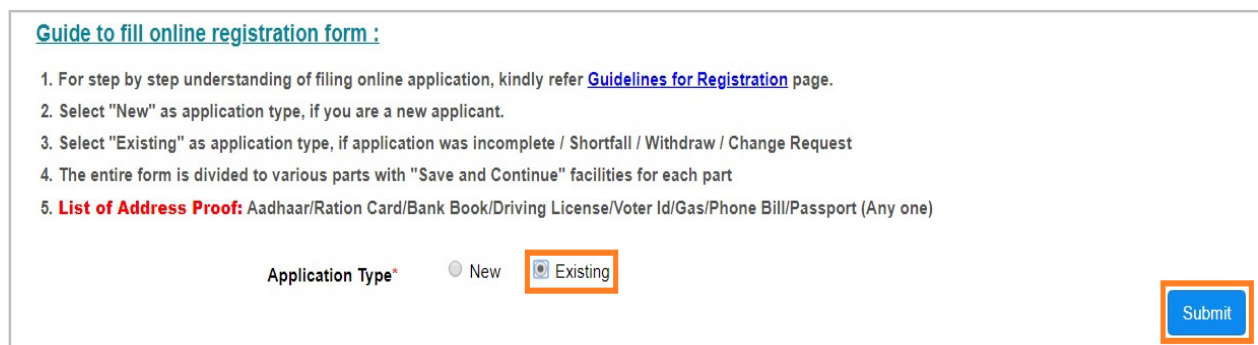


Figure 29 is a screenshot of the 'Guide to fill online registration form' page. It includes a list of instructions and a form for selecting the application type.

Guide to fill online registration form :

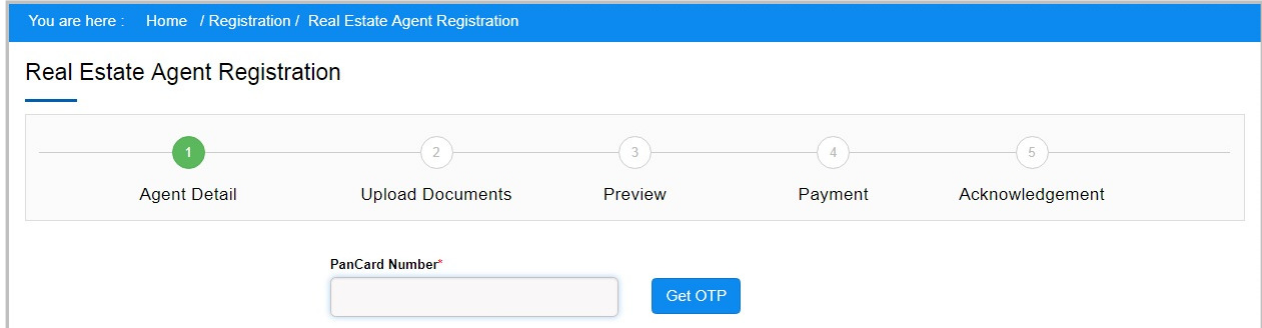
1. For step by step understanding of filing online application, kindly refer [Guidelines for Registration](#) page.
2. Select "New" as application type, if you are a new applicant.
3. Select "Existing" as application type, if application was incomplete / Shortfall / Withdraw / Change Request
4. The entire form is divided to various parts with "Save and Continue" facilities for each part
5. **List of Address Proof:** Aadhaar/Ration Card/Bank Book/Driving License/Voter Id/Gas/Phone Bill/Passport (Any one)

Application Type* ☐ New ☒ Existing

Submit

Figure 29: Partial Completed Application Home Screen

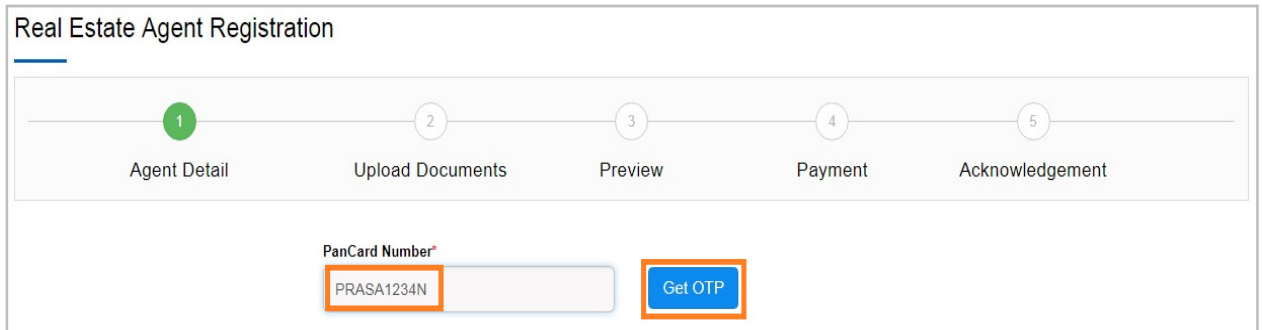
28. Click Submit Button in Figure 29, Agent registration page displayed as depicted in Figure 30.



The screenshot shows the 'Real Estate Agent Registration' page. At the top, a blue breadcrumb trail reads 'You are here : Home / Registration / Real Estate Agent Registration'. Below this, the page title 'Real Estate Agent Registration' is underlined. A progress bar contains five steps: 1. Agent Detail (highlighted with a green circle), 2. Upload Documents, 3. Preview, 4. Payment, and 5. Acknowledgement. Below the progress bar, there is a text input field labeled 'PanCard Number*' and a blue button labeled 'Get OTP'.

Figure 30: Agent Registration Home Screen

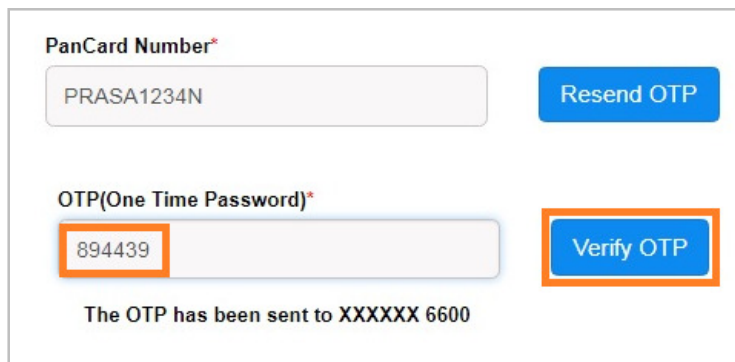
29. Enter **PAN Card Number** and click **Get OTP** button as depicted in Figure 31.



The screenshot shows the 'Real Estate Agent Registration' page with the 'Agent Detail' step highlighted. The 'PanCard Number*' input field now contains the text 'PRASA1234N'. The 'Get OTP' button is highlighted with an orange border.

Figure 31: OTP Request Screen

30. Enter OTP number received by agent and click **Verify OTP** as depicted in Figure 32.

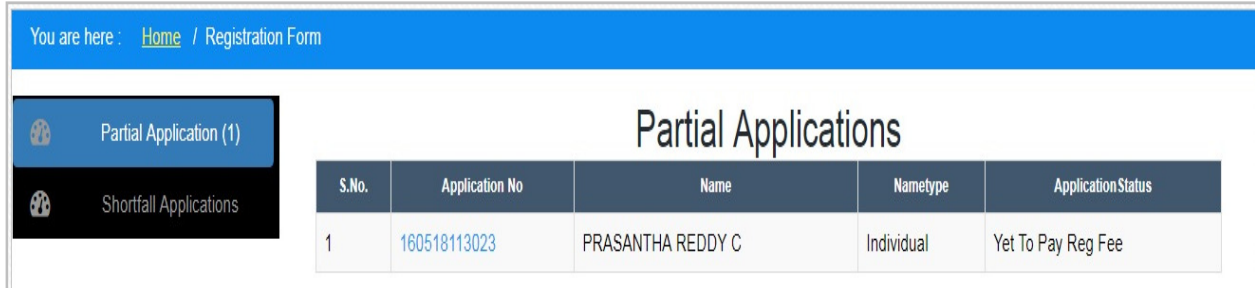


The screenshot shows the authentication verification screen. It features two input fields: 'PanCard Number*' (containing 'PRASA1234N') and 'OTP(One Time Password)*' (containing '894439'). To the right of the first field is a blue 'Resend OTP' button. To the right of the second field is a blue 'Verify OTP' button, which is highlighted with an orange border. Below the input fields, a message states: 'The OTP has been sent to XXXXXX 6600'.

Figure 32: Authentication Verification Screen

Note: Here OTP sent to mobile number, which is already captured at New Registration.

31. After OTP Verification is completed, Partial Applications home page displayed as depicted in Figure 33.



You are here : [Home](#) / Registration Form

Partial Application (1)

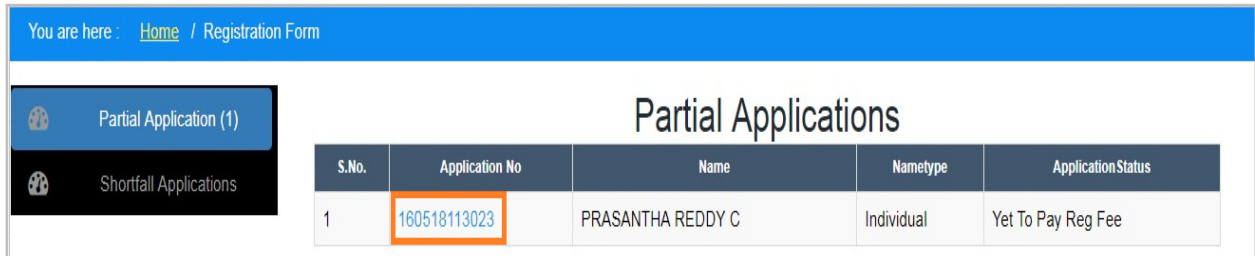
Shortfall Applications

Partial Applications

S.No.	Application No	Name	Nametype	ApplicationStatus
1	160518113023	PRASANTHA REDDY C	Individual	Yet To Pay Reg Fee

Figure 33: Partial Completed Applications Home Screen

32. Click on Application Number link as depicted in Figure 34.



You are here : [Home](#) / Registration Form

Partial Application (1)

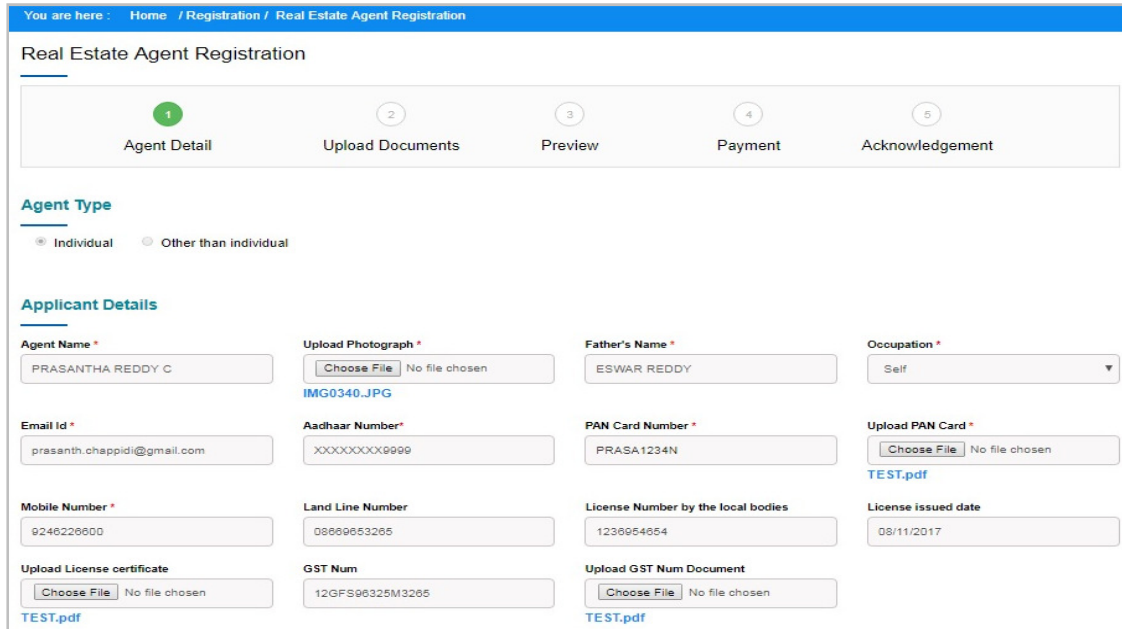
Shortfall Applications

Partial Applications

S.No.	Application No	Name	Nametype	ApplicationStatus
1	160518113023	PRASANTHA REDDY C	Individual	Yet To Pay Reg Fee

Figure 34: Select Partial Completed Application

33. Once click on the Application Number, Agent registration page will be displayed as depicted in Figure 35.



You are here : [Home](#) / Registration / Real Estate Agent Registration

Real Estate Agent Registration

1 Agent Detail 2 Upload Documents 3 Preview 4 Payment 5 Acknowledgement

Agent Type

☒ Individual ☐ Other than individual

Applicant Details

Agent Name * PRASANTHA REDDY C

Upload Photograph * [Choose File](#) No file chosen
IMG0340.JPG

Father's Name * ESWAR REDDY

Occupation * Self

Email Id * prasanth.chappidi@gmail.com

Aadhaar Number * XXXXXXXX9999

PAN Card Number * PRASA1234N

Upload PAN Card * [Choose File](#) No file chosen
TEST.pdf

Mobile Number * 9246220600

Land Line Number 08669653265

License Number by the local bodies 1236954654

License issued date 08/11/2017

Upload License certificate [Choose File](#) No file chosen
TEST.pdf

GST Num 12GFS96325M3265

Upload GST Num Document [Choose File](#) No file chosen
TEST.pdf

Figure 35: Partial Filled Agent Registration Form

Form the Above screen onwards Agent Continues the rest of the application as explain above

6. CHANGE MANAGEMENT PROCEDURES

This document is meant for usage by the Andhra Pradesh Real Estate Regulatory Authority team Usage by Agent (Individual Registration). Any changes made to the requirements in future shall have to go through a formal change approval process, wherever necessary and shall not make any alterations without the permission of the client and the development team.

7. APPROVALS

Inspected By	Date	Signature
Sudhakar Volukula		
Approved By	Date	Signature
B.Bala Kishore		

Table 3: Approvals