



KERALA REAL ESTATE REGULATORY AUTHORITY

Kesavadasapuram, Thiruvananthapuram - 695 004

www.rera.kerala.gov.in Email- info.rera@kerala.gov.in

Phone: 0471 3501012

No:KRERA/1114/2026-TA2

26/10/2026

ORDER

Sub: Mandatory Documents Required for Registration/Renewal of Registration as a Real Estate Agent under the Real Estate (Regulation and Development) Act, 2016 – Reg.

The Kerala Real Estate Regulatory Authority, in exercise of the powers conferred under Sections 34(f) and 37 read with Sections 9 and 10 of the Real Estate (Regulation and Development) Act, 2016, and Rules 11, 13, 15 and 16 of the Kerala Real Estate (Regulation and Development) Rules, 2018, hereby directs that the following requirements shall be complied with by applicants for registration/renewal of registration as Real Estate Agent and by existing registered real estate agents.

1. Registration / Renewal of Registration

Every application for registration or renewal of registration as a real estate agent submitted through the K-RERA web portal shall be accompanied by the following documents as prescribed under Section 9 of the Real Estate (Regulation and Development) Act, 2016, read with Rules 11 and 13 of the Kerala Real Estate (Regulation and Development) Rules, 2018, listed below:

- a. Application in Form G duly completed.
- b. Proof of registration of the enterprise including particulars like name, registered address, type of enterprise (proprietorship, society, partnership, company etc);
- c. Details of registration including the bye-laws, memorandum of association, articles of association, etc., as the case may be;
- d. Photograph of the real estate agent if it is an individual proprietorship and the photograph of the partners and directors in the case of other entities;
- e. Authenticated copy of the PAN card
- f. Income tax returns filed under the provisions of the Income Tax Act 1961 (Central Act 43 of 1961) for three financial years preceding the application or in case the applicant was exempted from filing returns under the provisions of the Income Tax Act 1961 (Central Act 43 of 1961) for any of the three years preceding the application, a declaration to that effect.
- g. Authenticated copy of the address proof of the place of business.
- h. **Affidavit-cum-Undertaking** in the prescribed format published along with this order,

duly executed on ₹200/- non-judicial stamp paper and notarized; and

i. **Police Clearance Certificate (PCC)** issued by the competent police officer having jurisdiction over the business premises of the applicant, certifying that the applicant has no adverse criminal antecedents.

The application shall be treated as complete only upon uploading all the required documents in the prescribed manner.

2. Annual Compliance Report

Every registered Real Estate Agent, **including agents registered prior to the issuance of this Notice**, shall submit an Annual Compliance Reporting Statement to the Authority in the prescribed format published along with this Order. The Annual Compliance Reporting Statement shall be submitted **for each financial year ending 31st March**, on or before **31st May of the succeeding financial year**. The statement shall be submitted through the K-RERA web portal in the prescribed format.

Failure to submit the Annual Compliance Reporting Statement within the prescribed time shall be treated as non-compliance with the requirements applicable to registered Real Estate Agents and may invite appropriate action by the Authority under the provisions of the Real Estate (Regulation and Development) Act, 2016 and the Kerala Real Estate (Regulation and Development) Rules, 2018.

The Annual Compliance Reporting Statement and the additional documents prescribed as item 1(h) and 1(i) above shall be submitted by all registered real estate agents, including those already registered prior to the issuance of this Order, **within 30 days** from the date of this Order, through the K-RERA web portal. Failure to submit the required documents within the stipulated period shall constitute non-compliance with the requirements applicable to registered Real Estate Agents and may invite appropriate action by the Authority in accordance with the provisions of the Real Estate (Regulation and Development) Act, 2016 and the Kerala Real Estate (Regulation and Development) Rules, 2018.

The prescribed format of the Affidavit-cum-Undertaking and Annual Compliance/Reporting Statement are available on the K-RERA web portal.

This Public Notice and Order shall come into force with immediate effect.

Forwarded by order of Authority.

Digitally signed by
Pradeep R

Date: 27-10-2026

10:57:31p
Dr. Pradeep. R.

Secretary (Technical and Administration)
Kerala Real Estate Regulatory Authority

Enclosures:

1. Format of Affidavit-cum-Undertaking
2. Annual Compliance Report
3. Guidelines on Acceptable Documents