

FORM 'A'
[See rule 3(2)]

APPLICATION FOR REGISTRATION OF PROJECT

To

The Real Estate Regulatory Authority

Sir,

I/We hereby apply for the grant of registration of my/our project to be set up
at _____ Tehsil _____ District _____ State _____.

1. The requisite particulars are as under:-

- (i) Status of the applicant, whether individual / company / proprietorship firm / societies / partnership firm / competent authority;
- (ii) In case of individual –
 - (a) Name
 - (b) Father's Name
 - (c) Occupation
 - (d) Permanent address
 - (e) Photograph

OR

In case of firm / societies / trust / companies / limited liability partnership / competent authority -

- (a) Name
- (b) Address
- (c) Copy of registration certificate
- (d) Main objects
- (e) Name, photograph and address of chairman of the governing body / partners / directors etc.
- (iii) PAN No. _____;
- (iv) Name and address of the bank or banker with which account in terms of section 4 (2)(I)(D) of the Act will be maintained _____;
- (v) Details of project land held by the applicant _____;
- (vi) brief details of the projects launched by the promoter in the last five years, whether already completed or being developed, as the case may be, including the current status of the said projects, any delay in its completion, details of cases pending, details of type of land and payments pending etc. _____
- (vii) Agency to take up external development works _____ Local Authority / Self Development;
- (viii) Registration fee by way of a demand draft dated _____ drawn on _____ bearing no. _____ for an amount of Rs. _____/- calculated as per sub-rule (3) of rule 3;
- (ix) Any other information the applicant may like to furnish.

2.

I/we enclose the following documents in triplicate, namely:-

- (i) authenticated copy of the PAN card of the promoter;
- (ii) audited balance sheet of the promoter for the preceding financial year and income tax returns of the promoter for three preceding financial years;
- (iii) copy of the legal title deed reflecting the title of the promoter to the land on which development is proposed to be developed along with legally valid documents with authentication of such title, if such land is owned by another person;
- (iv) the details of encumbrances on the land on which development is proposed including any rights, title, interest or name of any party in or over such land along with details;
- (v) where the promoter is not the owner of the land on which development is proposed details of the consent of the owner of the land along with a copy of the collaboration agreement, development agreement, joint development agreement or any other agreement, as the case may be, entered into between the promoter and such owner and copies of title and other documents reflecting the title of such owner on the land proposed to be developed;
- (vi) an authenticated copy of the approvals and commencement certificate from the competent authority obtained in accordance with the laws as may be applicable for the for the real estate project mentioned in the application, and where the project is proposed to be developed in phases, an authenticated copy of the approvals and commencement certificate from the competent authority for each of such phases;
- (vii) the sanctioned plan, layout plan and specifications of the proposed project or the phase thereof, and the whole project as sanctioned by the competent authority;
- (viii) the plan of development works to be executed in the proposed project and the proposed facilities to be provided thereof including fire-fighting facilities, drinking water facilities, emergency evacuation services, use of renewable energy;
- (ix) the location details of the project, with clear demarcation of land dedicated for the project along with its boundaries including the latitude and longitude of the end points of the project;
- (x) proforma of the allotment letter, agreement for sale, and the conveyance deed proposed to be signed with the allottees;
- (xi) the number, type and the carpet area of apartments for sale in the project along with the area of the exclusive balcony or verandah areas and the exclusive open terrace areas apartment with the apartment, if any;
- (xii) the number and areas of garage for sale in the project;
- (xiii) the number of open parking areas available in the real estate project;
- (xiv) the names and addresses of the real estate agents, if any, for the proposed project;
- (xv) the names and addresses of the contractors, architect, structural engineer, if any and other persons concerned with the development of the proposed project;
- (xvi) a declaration in FORM 'B'.

3. I/We solemnly affirm and declare that the particulars given in herein are correct to my/our knowledge and belief.

Dated: Place:

Yours faithfully,
Signature and seal of the applicant(s)

FORM 'B'
[See rule 3(4)]

**DECLARATION, SUPPORTED BY AN AFFIDAVIT, WHICH SHALL BE SIGNED BY
THE PROMOTER OR ANY PERSON AUTHORIZED BY THE PROMOTER**

Affidavit cum Declaration

Affidavit cum Declaration of Mr./Ms. _____ promoter of the proposed project / duly authorized by the promoter of the proposed project, vide its/his/their authorization dated _____;

I, _____ promoter of the proposed project / duly authorized by the promoter of the proposed project do hereby solemnly declare, undertake and state as under:

1. That I / promoter have / has a legal title to the land on which the development of the project is proposed

OR

_____ have/has a legal title to the land on which the development of the proposed project is to be carried out

AND

a legally valid authentication of title of such land along with an authenticated copy of the agreement between such owner and promoter for development of the real estate project is enclosed herewith.

2. That the said land is free from all encumbrances.

OR

That details of encumbrances _____ including details of any rights, title, interest or name of any party in or over such land, along with details.

3. That the time period within which the project shall be completed by me/promoter is _____.
4. That seventy per cent of the amounts realised by me/promoter for the real estate project from the allottees, from time to time, shall be deposited in a separate account to be maintained in a scheduled bank to cover the cost of construction and the land cost and shall be used only for that purpose.
5. That the amounts from the separate account, to cover the cost of the project, shall be withdrawn in proportion to the percentage of completion of the project.
6. That the amounts from the separate account shall be withdrawn after it is certified by an engineer, an architect and a chartered accountant in practice that the withdrawal is in proportion to the percentage of completion of the project.

7. That I/promoter shall get the accounts audited within six months after the end of every financial year by a chartered accountant in practice, and shall produce a statement of accounts duly certified and signed by such chartered accountant and it shall be verified during the audit that the amounts collected for a particular project have been utilised for the project and the withdrawal has been in compliance with the proportion to the percentage of completion of the project.
8. That I/promoter shall take all the pending approvals on time, from the competent authorities.
9. That I/promoter have / has furnished such other documents as have been prescribed by the rules and regulations made under the Act.

Deponent

Verification

The contents of my above Affidavit cum Declaration are true and correct and nothing material has been concealed by me therefrom.

Verify by me at _____ on this _____ day of _____.

Deponent

FORM 'C'
[See rule 6(1)]

REGISTRATION CERTIFICATE OF PROJECT

This registration is granted under section 5 of the Act to the following project under project registration number _____ :

(Specify Details of Project including the project address);

1. (in the case of an individual) Mr./Ms. _____ son of
Mr./Ms. _____ Tehsil _____ District _____ State _____

OR

(in the case of a firm / society / company / competent authority) _____
firm/society/company/competent authority _____ having its registered
office / principal place of business at _____.

2. This registration is granted subject to the following conditions, namely:-
- (i) The promoter shall enter into an agreement for sale with the allottees as provided in 'Annexure A';
 - (ii) The promoter shall execute and register a conveyance deed in favour of the allottee or the association of the allottees, as the case may be, of the apartment or the common areas in accordance with the section 17;
 - (iii) The promoter shall deposit seventy percent of the amounts realised by the promoter in a separate account to be maintained in a schedule bank to cover the cost of construction and the land cost to be used only for that purpose in accordance with the sub- clause (D) of clause (1) of sub-section (2) of section 4;
 - (iv) The registration shall be valid for a period of _____ years commencing from _____ and ending with _____ unless renewed by the Real Estate Regulatory Authority in accordance with section 6 read with rule 7 of the Act;
 - (v) The promoter shall comply with the provisions of the Act and the rules and regulations made thereunder;
 - (vi) The promoter shall not contravene the provisions of any other law for the time being in force in the area where the project is being developed.
3. If the above mentioned conditions are not fulfilled by the promoter, the regulatory authority may take necessary action against the promoter including revoking the registration granted herein, in accordance with the Act and the rules and regulations made thereunder.

Dated:

Place:

Signature and seal of the Authorized Officer
Real Estate Regulatory Authority

FORM 'D'
[See rule 6(2), rule 7; rule 8]

**INTIMATION OF REJECTION OF APPLICATION FOR REGISTRATION OF
PROJECT / REJECTION OF APPLICATION FOR EXTENSION OF REGISTRATION
OF PROJECT / REVOCATION OF REGISTRATION OF PROJECT**

From:

The Real Estate Regulatory Authority,
.....
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To

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.....

Application/Registration No.:

Dated:.....

You are hereby informed that your application for registration of your project is rejected.

OR

You are hereby informed that your application for extension of the registration of your project is rejected.

OR

You are hereby informed that the registration granted to your project is hereby revoked.

for the reasons set out:- _____

Place:

Dated:

Signature and seal of the Authorized Officer
Real Estate Regulatory Authority

FORM 'E'
[See rule 7(1)]

APPLICATION FOR EXTENSION OF REGISTRATION OF PROJECT

From:

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.....
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To

The Real Estate Regulatory Authority,

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Sir,

I/We hereby apply for renewal of registration of the following project:

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.....
registered with the regulatory authority vide project registration certificate bearing
No., which expires on

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

- (i) A demand Draft No. dated for rupees
..... in favour of drawn on bank as
extension fee as provided under sub-rule (2) of rule 7;
- (ii) Authenticated Plan of the project showing the stage of development works undertaken
till date;
- (iii) Explanatory note regarding the state of development works in the project and reason
for not completing the development works in the project within the period declared in
the declaration submitted in Form 'B' at the time of making application for the
registration of the project
- (iv) Authenticated copy of the permission/approval from the competent authority which is
valid for a period which is longer than the proposed term of extension of the registration
sought from the regulatory authority;
- (v) The original project registration certificate; and
- (vi) Any other information as may be specified by regulations.

Place:

Dated:

Yours faithfully,
Signature and seal of the applicant(s)

FORM 'F'
[See rule 7(2)]

CERTIFICATE FOR EXTENSION OF REGISTRATION OF PROJECT

This extension of registration is granted under section 6 of the Act, to the following project:

.....
.....
registered with the regulatory authority vide project registration certificate bearing
No. of

1. (in the case of an individual) Mr./Ms. son of
Mr./Ms. Tehsil District
State

OR

(in the case of a firm / society / company / competent authority)
firm / society / company / competent authority having its
registered office/principal place of business at

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

- (i) The promoter shall execute and register a conveyance deed in favour of the allottee or the association of the allottees, as the case may be, of the apartment or the common areas in accordance with the section 17;
- (ii) The promoter shall deposit seventy percent of the amounts realised by the promoter in a separate account to be maintained in a schedule bank to cover the cost of construction and the land cost to be used only for that purpose in accordance with the sub-clause (D) of clause (I) of sub-section (2) of section 4;
- (iii) The registration shall be valid for a period of years commencing from and ending with unless renewed by the Real Estate Regulatory Authority in accordance with section 6 read with section 7 of the Act;
- (iv) The promoter shall comply with the provisions of the Act and the rules and regulations made thereunder;
- (v) The promoter shall not contravene the provisions of any other law for the time being in force in the area where the project is being developed;
- (vi) If the above mentioned conditions are not fulfilled by the promoter, the regulatory authority may take necessary action against the promoter including revoking the registration granted herein, in accordance with the Act and the rules and regulations made thereunder.

Dated:

Place:

Signature and seal of the Authorized Officer
Real Estate Regulatory Authority

FORM 'G'
[See rule 10(1)]

APPLICATION FOR REGISTRATION OF REAL ESTATE AGENT

To

The Real Estate Regulatory Authority

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.....

Sir,

I/We beg to 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 in terms of the Act and the rules and regulations made thereunder,

1. (in the case of an individual) Mr./Ms. son of
Mr./Ms. Tehsil District
State

OR

(in the case of a firm / society / company) firm / society /
company having its registered office/principal place of business at
.....

2. The requisite particulars are as under:-

(i) Status of the applicant, whether individual / company / proprietorship
firm / societies / partnership firm / limited liability partnership;

(ii) In case of individual –

- (a) Name
- (b) Father's Name
- (c) Occupation
- (d) Permanent address
- (e) Photograph

OR

In case of firm / societies / companies –

- (a) Name
- (b) Address
- (c) Copy of registration certificate
- (d) Major activities
- (e) Name, photograph and address of partners / directors etc.

- (iii) income tax returns filed under the provisions of the Income Tax Act, 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 for any of the three year preceding the application, a declaration to such effects;
- (iv) particulars of registration including the bye-laws, memorandum of association, articles of association etc. as the case may be;
- (v) authenticated copy of the address proof of the place of business;
- (vi) Details of registration in any other State or Union territory;
- (vii) Any other information the applicant may like to furnish.

3. I/we enclose the following documents along with, namely:-

- (i) Demand Draft No. dated for a sum of Rs., in favour of, drawn on bank as registration fee in accordance with the sub-rule (2) of rule 10;
- (ii) Income tax returns of the last 3 years or declaration as the case may be;
- (iii) authenticated copy of the PAN card of the real estate agent; and
- (iv) authenticated copy of the registration as a real estate agent in any other State or Union territory, if applicable;

4. I/we solemnly affirm and declare that the particulars given in herein are correct to my /our knowledge and belief.

Dated:

Place:

Yours faithfully,
Signature and seal of the applicant(s)

FORM 'H'
[See rule 11(1)]

REGISTRATION CERTIFICATE OF REAL ESTATE AGENT

1. This registration is granted under section 9 of the Act with registration certificate bearing No. to -

(in the case of an individual) Mr./Ms. son of
Mr./Ms. Tehsil District
State

OR

(in the case of a firm / society / company) firm / society /
company having its registered office/principal place of business at
.....

to act 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 in terms of the Act and the rules and regulations made thereunder,

2. This 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 or account, records and documents as provided under rule 14;
 - (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 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.
 - (v) The real estate agent shall comply with the provisions of the Act and the rules and regulations made thereunder;
 - (vi) 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;
 - (vii) The real estate agent shall discharge such other functions as may be specified by the regulatory authority by regulations;
3. The registration is valid for a period of five years commencing from and ending with unless 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, in accordance with the Act and the rules and regulations made thereunder.

Dated:

Place:

Signature and seal of the Authorized Officer
Real Estate Regulatory Authority

FORM 'I'
[See rule 11(2), 12(4), 13]

**INTIMATION OF REJECTION OF APPLICATION FOR REGISTRATION OF REAL
ESTATE AGENT / REJECTION OF APPLICATION FOR RENEWAL OF
REGISTRATION OF REAL ESTATE AGENT / REVOCATION OF REGISTRATION
OF REAL ESTATE AGENT**

From:

The Real Estate Regulatory Authority,

.....

.....

To

.....

.....

.....

Application / Registration No.:

Dated:

You are hereby informed that your application for registration as real estate agent is rejected.

OR

You are hereby informed that your application for the renewal of the registration as real estate agent is rejected.

OR

You are hereby informed that the registration granted to you as real estate agent is hereby revoked.

for the reasons set out:- _

Place:

Dated:

Signature and seal of the Authorized Officer
Real Estate Regulatory Authority

FORM 'J'
[See rule 12(1)]

APPLICATION FOR RENEWAL OF REGISTRATION OF REAL ESTATE AGENT

From:

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.....
.....

To

The Real Estate Regulatory Authority,

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.....
.....

Sir,

I/we beg to 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 no. dated for rupees in favour of drawn on bank as renewal fee;
- (ii) The original registration certificate; and
- (iii) Status of the applicant, whether individual / company / proprietorship firm / societies / partnership firm / limited liability partnership;
- (iv) In case of individual –
 - (a) Name
 - (b) Father's Name
 - (c) Occupation
 - (d) Permanent address
 - (e) Photograph

OR

In case of firm / societies / companies –

- (a) Name
- (b) Address
- (c) Copy of registration certificate
- (d) Major activities
- (e) Name, photograph and address of partners / directors

- (v) income tax returns filed under the provisions of the Income Tax Act, 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 for any of the three year preceding the application, a declaration to such effect;
- (vi) particulars of registration including the bye-laws, memorandum of association, articles of association etc. as the case may be;
- (vii) authenticated copy of the address proof of the place of business;
- (viii) Details of registration in any other State or Union territory;
- (ix) Any other information as specified by regulations.

Dated:

Place:

Yours faithfully,
Signature and seal of the applicant(s)

FORM 'K'
[See rule 12(4)]

RENEWAL OF REGISTRATION OF REAL ESTATE AGENT

1. This renewal of registration is granted under section 9 of the Act to -

(in the case of an individual) Mr./Ms. son of
Mr./Ms. Tehsil District
State

OR

(in the case of a firm / society / company) firm / society /
company 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, name:-

- (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 rule 14;
- (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 regulatory authority by regulations;

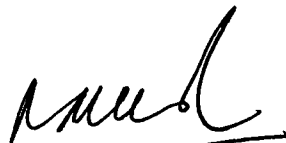
3. The registration is valid for a period of five years commencing from and ending with unless renewed by the regulatory authority in accordance with the provisions of the Act or the rules and regulations made thereunder.
4. If the above mentioned conditions are not fulfilled by the real estate agent, 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.

Dated:

Place:

Signature and seal of the Authorized Officer
Real Estate Regulatory Authority

By order and the name of the Governor of Gujarat,



(Neela Munshi)

Officer on Special Duty & Ex-Officio Joint Secretary
to the Government of Gujarat
Urban Development and Urban Housing Department