

User Manual

Real Estate Agent Registration

Version : 1.0

Nov 2022

Create login to the application

Go to following website : <https://rera.wb.gov.in/>

WEST BENGAL REAL ESTATE REGULATORY AUTHORITY
WB RERA

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Online registration for Real Estate Project / Real Estate Agent / Complaint

ABOUT US

The Real Estate Regulatory Authority, West Bengal is established under section 20 (f) of the Real Estate (Regulation and Development) Act, 2016 (Act No. 16 of 2016).

Objective : To regulate and promote the housing sector and to ensure sale of plot, apartment or building, as the case may be, or sale of real estate project, in an efficient and transparent manner and to protect the interest of consumers in the real estate sector and to establish a mechanism for speedy dispute redressal and for matters connected therewith or incidental thereto.

Registration of Real Estate Project with the Real Estate Regulatory Authority is compulsory under section 3 of the Real Estate (Regulation and Development) Act, 2016 (Act No. 16 of 2016).

WEST BENGAL

The West Bengal Government Relief Fund and assist the State out of unforeseen emergency.

The 100% Contribution under section 80(G) of Income Tax

Bank details for making Contribution through Cash / Cheque / Online / Debit & Credit Card / UPI are as follows:

A/c Name : **West Bengal State Emergency Relief Fund**
Bank : **ICICI Bank Ltd., Branch: Howrah**
A/c No : **628005501339**
IFS Code : **ICIC0006280**

Please **CLICK** the **ICON** below

Click this link to open registration page

User Application Registration Page

Provide all the required field and click on submit to register into application.
An email will sent to your mentioned email id for validation.

West Bengal Real Estate Regulatory Authority
(WBRERA)

Login User ID

Registration

User Name:

Full Name:

Email:

Mobile:

Registration For:

- Select--
- Select--
- Realestate Project
- Realestate Agent
- Complaint

Select Real estate Agent for Agent registration

Already a user [click here](#) to sign In

After submit on Registration page

West Bengal Real Estate Regulatory Authority
(WBREERA)

Registration

User Name:

Full Name:

Email:

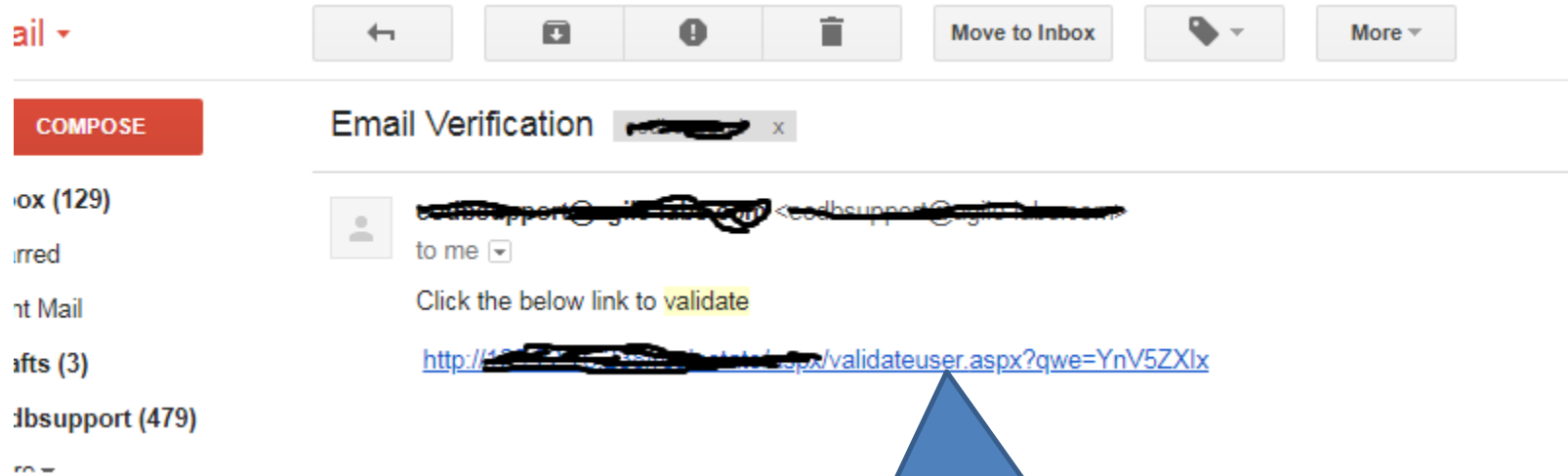
Mobile

Registration For:

Already a user [click here](#) to sign In

Email sent to [redacted] Click on the verification link sent to complete registration.


Open your email to check the Validation Link



Click on this link to validation
your email and enable login


Login to application

Provide your User Name (in registration page) and password to login



West Bengal Real Estate Regulatory Authority

User ID

Password 

CONTINUE

[Forgot your password? Click here](#)

[Forgot your user id? Click here](#)

[Click here to SignUp](#)

Dashboard/Home Screen

The image shows a screenshot of the West Bengal Real Estate Regulatory Authority (WBRERA) dashboard. The header is blue with the WBRERA logo on the left and the text "West Bengal Real Estate Regulatory Authority (WBRERA)" on the right. Below the header is a navigation bar with a home icon, a lock icon, and a refresh icon. The main content area is divided into a left sidebar and a main panel. The sidebar has a "Transaction" dropdown menu and a "Registrations" section with "Application Status For Agent" and "Hearing Pending List". The main panel has a "New" button and a link for "Application for Registration of Real Estate Agent". There are four callout boxes: "Logout" pointing to the top right, "Change password" pointing to the top right, "Menu open or close button" pointing to the refresh icon, and "Click here to register Agent profile" pointing to the registration link. The text "records found." is visible at the bottom right of the main panel.

Logout

Change password

West Bengal Real Estate Regulatory Authority (WBRERA)

Application Status For Agent

Transaction ▾

Registrations

Application Status For Agent

Hearing Pending List

New

Application for Registration of Real Estate Agent

records found.

Menu open or close button

Click here to register Agent profile

Left Panel Menus

- **Application Status for Agent**
 - Applicant can view the status of submitted applications for Agent registration
- **Hearing Pending List**
 - If department call for physical document verification applicant can check from this menu

Agent Registration Page

Agent Application Form

Draft | Submit

Basic Information

Application No. Application Date

Agent Name*

Street Address* Street Address 2 District* Block/ Municipality

Police Station* State* Pincode* Type*

Payment and Other Details

PAN No.* Subscription Amount (Rs.) Payment Option*

Upload Documents

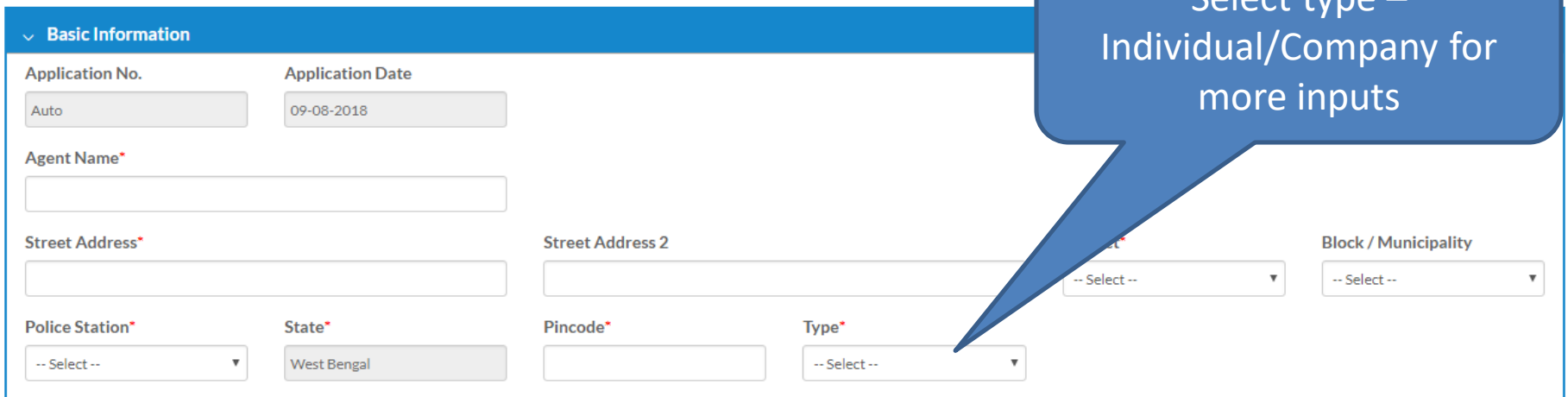
[Click to view document list you need to upload](#)

	S.No	Description	Upload Attachment	Mandatory
✓	1	Photograph of the real estate agent; if it is an individual and the photograph of the partners, directors etc. in case of other entities.		Yes
✓	2	Authenticated copy of the PAN card;		Yes
✓	3	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		Yes
✓	4	Authenticated copy of the address proof of the place of business;		Yes
✓	5	Any other information and documents, as may be specified by regulations.		Yes

Submit

Agent Registration Screen - 1

Provide agent name and location – scroll to input next



Basic Information

Application No. Application Date

Agent Name*

Street Address* Street Address 2

Police Station* State* Pincode*

Type*

Block / Municipality

Select type – Individual/Company for more inputs

Agent Registration Screen - 2

Select type to display more input fields for applicant details
(Individual info, Company info etc)

Individual Info

Father's Name

Occupation

Permanent Address

Photograph

Upload jpg/png format image

Upload jpg/png format image

Company Information

Name

Address

Registration Certificate

Major Activities

CIN No.

Enter Director/Partner details here

Company Director / Partners Info

Name*

Designation*

DIN No.

Add

S.No	Name	Designation	DIN No.
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Agent Registration Screen - 3

Provide pan no and upload all the necessary documents. Payment will be online only, according to type selected

Payment and Other Details






PAN No.*

Subscription Amount (Rs.)

Payment Option*

Upload Documents

Click to view document list you need to upload

	S.No	Description*	Upload Attachment	Mandatory
	1	Photograph of the real estate agent if it is an individual and the photograph of the partners, directors etc. in case of other entities;		Yes
	2	Authenticated copy of the PAN card;		Yes
	3	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		Yes
	4	Authenticated copy of the address proof of the place of business;		Yes
	5	Any other information and documents, as may be specified by regulations.		Yes

Listing of Applications

After submitting the application form it will list the application, and to complete the process and submit to department you need to complete the payment.
Click on Payment to proceed to payment

Click here to proceed to payment

Application Status For Agent

Print PDF Excel New

1-8 of 8 < >

> Application for Registration of Real Estate Agent

Sl.No	Details	Status	Remark
1	Applied For: Application for Registration of Real Estate Agent Project/Agent ID: XXXXXXXX Project/Agent No: XXXXXXXX Project/Agent Type: Individual Project/Agent Status: N.A District: Kolkata Payment Payment History View/Edit History	N.A	N.A

Payment Screen

Payment can be done using Credit Card/Debit Card/Internet Banking. After clicking on paynow button it will redirect to BillDesk payment gateway

Click on Pay now button to proceed to BillDesk Payment

Transaction Details	
User: Pro... ul, AGENT	Total Amount: 27400
Reference N...	No of Items: 1
WB180809165... 7761	

Returned from department for Rectification

Edit can be possible in case if the application returned from department, or at the time of hearing for physical document verification by the department personnel

Click here to view full application form and to edit if required

Application Status For Agent

Print PDF Excel New

1-8 of 8 < >

> Application for Registration of Real Estate Agent

Sl.No	Details	Status	Remark
1	<p>Applied For: Application for Registration of Real Estate Agent Project/Agent ID: XXXXXXXXXX Project/Agent Name: T. Subramanian Project/Agent Type: Individual Project/Agent Status: N.A District :Kolkata</p> <p>Payment Payment History View/Edit History</p>	N.A	N.A