## TAMIL NADU REAL ESTATE REGULATORY AUTHORITY [TNRERA] [TAMIL NADU AND ANDAMAN NICOBAR ISLANDS]



USER MANUAL - ONLINE REGISTRATION FOR AGENT [AGENT - FIRM & INDIVIDUAL]

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#### **GUIDELINES**

User Manual will help Administrator user and other users of this application for the

training and future guidance. Original images of all the images in the user manual are given in the soft copy.

#### 1. AGENT

→ The following modules will be available on the Online Registration for Agents.

- INDIVIDUAL
- FIRM

#### **1.1 AGENT - INDIVIDUAL - REGISTRATION**

- $\rightarrow$  Go to Home page using above mentioned URL.
- → Under Online Registration for Agents, Click INDIVIDUAL
- $\rightarrow$  It'll redirect to the login page
- $\rightarrow$  In the Login page, click on New Registration link.
  - Enter Name
  - Enter Email Id
  - Enter Password
  - Enter Confirm Password as same as Password
  - Enter Mobile Number
  - Select State
  - Enter Captcha
  - Click on Create New Account button to create an account.

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#### 1.2. AGENT - INDIVIDUAL - LOGIN

- $\rightarrow$  Go to Home page using above mentioned URL.
- → Under Online Registration for Agents, Click

INDIVIDUAL

- $\rightarrow$  It'll redirect to the login page
- $\rightarrow$  In the Login page, Enter the registered credentials.
  - Enter Your Email Id
  - Enter Your Password
  - Enter Captcha
  - Click on the Login button to login.



#### 1.3. AGENT - INDIVIDUAL - DASHBOARD

- $\rightarrow$  After Logged in successfully, It'll redirect to the home page
- $\rightarrow$  In the Home Page, You can see the INDIVIDUAL Dashboard.
- $\rightarrow$  In the dashboard you can see the following details.
  - Agent Registration Applied
  - Agent Registration Completed

Agent - Individual -	=	TAMIL NADU REAL ESTATE REGULATORY AUTHORITY (TNRERA) (TAMIL NADU, ANDANAN AND NICOBAR ISLANDS)	👩 chinnadurai
🏚 Agent Individual			
Modify Application Details	Individual 	8	
AB Logout	Agent Registration Applied : 0 Agent Registration Completed : 0		

#### 1.4.AGENT - INDIVIDUAL - APPLY FORM - G

- → Go to left sidebar, Click Agent Individual
- → Under Agent, Click Apply FORM G.
- $\rightarrow$  You can see the Form Application.
  - In the Application, Fill all the required fields.
  - \* fields are mandatory.
  - Click on Submit & Pay button to save the form
  - After submitted the form it'll redirect to the payment gateway.
  - Your application will go to RERA admin After payment succeeds.

Agent - Individual -			U REAL ESTATE REGULATORY AUTHORITY (TNRERA)		Chinnadurai
Agent Individual					
Apply Form - G			FORM 'G'		
View Pending Application			[See rule 11(1)]		
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Modify Application Details			(INDIVIDUAL)		
_ogout	Applicant Detail				
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	Aadhar No. *	Aadhar No.	PAN Card No. *	PAN CARD NO.	
	Mobile No. 1 *	Mobile No. 1	Mobile No. 2	Mobile No. 2	
AGENT - IND	DIVIDUAL - V		PLICATION		
$\rightarrow$ Go to left s	idebar, Clicl	k Agent Individual			
ے Inder ۵۹۹	nt Individua	ol Click View Applic	ation		
$\rightarrow$ You can see	e your Pend	ling Forms.			
→ In the Pend	ding Forms	you can see the Per	nding link		

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	12	TNAI00102023	FSDFSDFSDF	Q	Payn	nent Pending
	13	TNAI00112023	bfchbfbfg	Q	Payn	nent Pending
	14	TNAI00142023	test	Q	Payn	nent Pending
	15	TNAI00152023	gghfh{{99+1}}	Q	Payn	nent Pending
	Showing 11 to	15 of 15 entries			Previo	us 1 2 Next
	•					

#### **1.6 AGENT - INDIVIDUAL - VIEW SUBMITTED FORM**

- $\rightarrow$  Go to left sidebar, Click Agent Individual
- → Under Agent Individual, Click View Submitted Form.
- $\rightarrow$  In View Submitted , You can see the following details.
  - Application No.
  - Name of the Agent
  - Project Name
  - View Application
    - > Click View Application icon to view the Application

Agent - Individual -	≡			TAMIL N	ADU REAL ESTAT (Tamil Nadu, An	E REGULATORY AUTHORI Daman and Nicobar Islam	TY (TNRERA) DS)	)		🧔 chinnadurai
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O View Pending Application	Submi	tted Application	s						Query	Not Raised
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Modify Application Details	Show	10 v entries	DF Print							
🚯 Logout									Search:	
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	2	TNAI2023	TNRERA/AI/0029/2023	-	Durai	×-	۹	<b>N</b>		Application Verified by Scrutiny Officer
	3	TNAI2023	TNRERA/AI/0022/2023		dfgg	TN/Agent/0646/2023	۹	<b>\$</b>		Form H Individual - Download
	4	TNAI2023	TNRERA/AI/0025/2023		chinaaa	TN/Agent/0650/2023 Application Returned	Q	Returned Reason		Form I Individual - Download

#### ADD / VIEW QUERIES

- The Status column will show the message (Query Raised by Scrutiny Officer) If the RERA admins raised any queries from your submitted application.
- > Click Queries icon to ask & response to the application Queries
- It'll redirect to the queries page
- In the Queries page, You can see the Update Application Now link nearby View Queries if the RERA admins raised any queries.
- Click the Update Application Now link to update the application. It'll redirect to the submitted form application page
- > You have to correct the enabled fields.
- > Click the Save button to save the corrected application.
- Status
  - > Status column will show your submitted application status.
  - The Status column will show the message (Query Raised by Scrutiny Officer) If the RERA admins raised any queries from your submitted application.
  - > Click Queries icon to ask & response about the application Queries.

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Agent Individual					
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# **1.8. AGENT - INDIVIDUAL- Modify Application Details - VIEW PENDING APPLICATION**

- → Go to left sidebar, Click Modify Application Details
- → Under Modify Application Details, Click View Pending Application.
- $\rightarrow$  You can see your Pending Applications
- ightarrow In the Pending Forms you can see the Pending link
- $\rightarrow$  Click the Pending link, to continue and fill the application where you left.

Agent - Individual -	≡		TAMIL NADU REAL ESTA (TAMIL NADU, A	TE REGULATORY AUTHORITY (TNRERA) Indaman and Nicobar Islands)		chinnadurai
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	3	TNAIM2023	TN/AGENT/0646/2023	dfgg	Q	Payment Pending
	4	TNAIM2023	TN/AGENT/0646/2023	dfgg	Q	Payment Pending
	5	TNAIM2023	TN/AGENT/0646/2023	dfgg	Q	Payment Pending
	6	TNAIM00032023	TN/AGENT/0646/2023	dfgg	Q	Payment Pending
	7	TNAIM00052023	TN/AGENT/06/6/2023	dfag	0	Payment Pending

### 1.9. AGENT-INDIVIDUAL- Modify Application Details - VIEW SUBMITTED APPLICATION

- → Go to left sidebar, Click Modify Application Details.
- → Under Modify Application Details, Click View Submitted Application.
- $\rightarrow$  In View Submitted Application, You can see the following details.
  - Application No.
  - Name of the Agent
  - Project Name
  - View Application
  - Click View Application icon to view the Application

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	Showing 1	I to 2 of 2 entries						Previous 1 Nex

#### ADD / VIEW QUERIES

- The Status column will show the message (Query Raised by Scrutiny Officer) If the RERA admins raised any queries from your submitted application.
- > Click Queries icon to ask & response to the application Queries
- It'll redirect to the queries page
- In the Queries page, You can see the Update Application Now link nearby View Queries if the RERA admins raised any queries.
- Click the Update Application Now link to update the application. It'll redirect to

the submitted form application page

- > You have to correct the enabled fields.
- > Click the Save button to save the corrected application.
- Status
  - Status column will show your submitted application status.
  - The Status column will show the message (Query Raised by Scrutiny Officer) If the RERA admins raised any queries from your submitted application.
  - > Click Queries icon to ask & response about the application Queries.

### **2.1. AGENT - FIRM - REGISTRATION**

→ Go to Home page using above mentioned URL.

→ Under Online Registration for Agents,

Click FIRM

 $\rightarrow$  It'll redirect to the login page

→ In the Login page, click on New Registration link.

- Enter Name
- Enter Email Id
- Enter Password
- Enter Confirm Password as same as

Password

- Enter Mobile Number
- Select State
- Enter Captcha
- Click on Create New Account button to

create an account.

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#### 2.2. AGENT - FIRM - LOGIN

- $\rightarrow$  Go to Home page using above mentioned URL.
- → Under Online Registration for Agents, Click FIRM
- $\rightarrow$  It'll redirect to the login page

 $\rightarrow$  In the Login page, Enter the registered credentials.

- Enter Your Email Id
- Enter Your Password
- Enter Captcha
- Click on the Login button to login.



#### 2.3. AGENT - FIRM - DASHBOARD

- $\rightarrow$  After Loggedin successfully, It'll redirect to the home page
- $\rightarrow$  In the Home Page, You can see the Firm Dashboard.
- $\rightarrow$  In the dashboard you can see the following details.
  - Agent Registration Applied
  - Agent Registration Completed

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Agent Modify Application Details Logout	Firm Agent Registration Applied : 1 Agent Registration Completed : 1		
2. <b>4. AGENT - FIR</b> → Go to left s → Under Age	<mark>M - APPLY FORM - G</mark> idebar, Click Agent nt, Click Apply FORM - G.		
→ You can se	e the Form Application. the Application, Fill all the	e required fields.	

- \* fields are mandatory.
- Click on Submit & Pay button to save the form
- After submitted the form it'll redirect to the payment gateway.
- Your application will go to RERA admin After payment succeeds.

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	Proprietor v	Name		Email ID *	Email ID	
	Mobile No. 1 *	Mobile No.	1	Mobile No. 2	Mobile No. 2	
	Flat No.	Flat No.		Door No.	Door No.	
	Plot No.	Plot No.		Floor, Street/Road Name*	Floor, Street/Road Name	
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#### 2.6. AGENT - FIRM - VIEW SUBMITTED FORM → Go to left sidebar, Click Agent → Under Agent, Click View Submitted Form. $\rightarrow$ In View Submitted Form, You can see the following details. -Application No. Name of the Agent **Project Name View Application** $\succ$ Click View Application icon to view the Application Agent Firm TAMIL NADU REAL ESTATE REGULATORY AUTHORITY (TNRERA) 🧑 Kapil Agent Submitted Applications Show 10 ✓ entries Copy CSV Excel PDF Print Modify Application Details Search Add/View Logout S Reference Application Name of the View . No No. Application No. Date Registration No. Agent Application Queries Status Q Form H Firm - Download 1 TNAF2021 TNRERA/AF/0085/2021 29-04-2021 TN/Agent/0255/2021 KANNAN 2 TNAF2021 TNRERA/AF/0094/2021 TN/Agent/0257/2021 BABU Q Form H Firm - Download 3 **TNAF2021** TNRERA/AF/0132/2021 --SIVARAMAN Q Application yet to verify by Scrutiny Officer 4 TNAF2021 TNRERA/AF/0098/2021 --TN/Agent/0259/2021 CHARLES Q Form H Firm - Download TNAF2021 TNRERA/AF/0134/2021 --TN/Agent/0262/2021 SIVARAMAN Q Form H Firm - Download 5 TNRERA/AF/0131/2021 --TN/Agent/0261/2021 SIVARAMAN Form H Firm - Download **TNAF2021** 0 6 TNAE2021 TNRERA/AF/0076/2021 --TN/Agent/0122/2021 CHARLES Q Form H Firm - Download TNAF2021 TNRERA/AF/0080/2021 --TN/Agent/0279/2021 KUMARAN Q Form H Firm - Download

#### ADD / VIEW QUERIES

- The Status column will show the message (Query Raised by Scrutiny Officer) If the RERA admins raised any queries from your submitted application.
- > Click Queries icon to ask & response to the application Queries
- It'll redirect to the queries page
- In the Queries page, You can see the Update Application Now link nearby View Queries if the RERA admins raised any queries.
- Click the Update Application Now link to update the application. It'll redirect to the submitted form application page
- > You have to correct the enabled fields.
- > Click the Save button to save the corrected application.
- Status
  - Status column will show your submitted application status.
  - The Status column will show the message (Query Raised by Scrutiny Officer) If the RERA admins raised any queries from your submitted application.
  - > Click Queries icon to ask & response about the application Queries.

Agent Firm	TAMIL NADU REAL ESTA	ITE REGULATORY AUTHORITY (THRERA)
nt		
	Submit your queries	View Queries
w Pending Application	Subject	Scrutiny Officer
w Submitted Application	Enter Subject	Subject: Approved
	Message	Message: Approved
ily Application Details		Date: 18-06-2021 2 years ago
	File input Please fill out this field. Choose File No file chosen	Subject: Changes Has been done Message: Please check and confirm Date: 18-06-2021 2 years ago
	Submit	
	Submit	Scrutiny Officer
	Submit	Scrutiny Officer Subject: Firm Registration Number not matching
	Submit	Scrutiny Officer Subject: Firm Registration Number not matching Message: Missed Following Fields - Firm Registration Number

#### 2.7. AGENT RENEWAL- FIRM - Modify Application Details - Apply for changes

- $\rightarrow$  Go to left sidebar, Click Modify Application Details
- $\rightarrow$  Under Modify Application Details, Click Apply For Changes.
- $\rightarrow$  You can see the Completed Application.
  - In the Application, click View Application and view your Application.
  - Click on Modify button to edit your details.
  - Click on Submit button.
  - After submitted the form it'll redirect to the payment gateway.
  - Your application will go to RERA admin After payment succeeds

Agent Firm			TAMIL NADU REAL ESTATE REGULATORY AUTHORITY (TNRERA) (TAMIL NADU, ANDAMAN AND NICOBAR ISLANDS)		🌀 Kapil
Agent	Submitted A	pplications			
Modify Application Details	Show 10 V	entries			
Apply Changes					
view Pending Application	Copy CSV	Excel PDF Print			
View Submitted Application				Search:	
Logout	S. No 🍦	Registration No.	Name of the Agent	View Application 🕴 Mod	ify 🔶
	1	TN/Agent/0255/2021	GARLANDO PROPERTIES PRIVATE LIMITED	1	Modify
	2	TN/Agent/0257/2021	ASTONIS PROPERTIES PRIVATE LIMITED		Modify
	3	TN/Agent/0259/2021	TRIDAS PROPERTIES PRIVATE LIMITED	1	Modify
	4	TN/Agent/0262/2021	SILVERCORP PROPERTIES PRIVATE LIMITED		Modify
	5	TN/Agent/0261/2021	ADLANDINO DEVELOPERS PRIVATE LIMITED	1	Modify
	6	TN/Agent/0122/2021	GLOWMAX PROPERTIES PRIVATE LIMITED		Modify
	7	TN/Agent/0279/2021	SUSTAINO REALTY PRIVATE LIMITED		Modify
	8	TN/Agent/0263/2021	WESTERN VALLEY PROPERTIES PRIVATE LIMITED		Modify

# **2.8. AGENT RENEWAL-FIRM - Modify Application Details - VIEW PENDING APPLICATION**

- → Go to left sidebar, Click Modify Application Details
- → Under Modify Application Details, Click View Pending Application.
- → You can see your Pending Applications
- ightarrow In the Pending Forms you can see the Pending link
- → Click the Pending link, to continue and fill the application where you left.

Agent Firm	≡		TAMIL NADU REAL ESTATE REGULATORY AUTHORITY (TNRERA) (TAMIL NADU, ANDAMAN AND NICOBAR ISLANDS)			🡼 Kapil			
🚳 Agent	Pending Appli	cations							
Modify Application Details	Show 10 v entries								
<ul> <li>O Apply Changes</li> <li>View Pending Application</li> <li>O View Submitted Application</li> </ul>	Copy CSV	Excel PDF Print			Search				
🚯 Logout	S. No 🗍	Reference No.	Registration No.	Name of the Agent	View Application	Status 🛓			
	1	TNAFM2023	TN/AGENT/0256/2021	ANBUMANI	Q	Payment Pending			
	2	TNAFM2023	TN/AGENT/0256/2021	ANBUMANI	Q	Payment Pending			
	3	TNAFM2023	TN/AGENT/0255/2021	KANNAN	Q	Payment Pending			
	4	TNAFM2023	TN/AGENT/0255/2021	KANNAN	Q	Payment Pending			
	5	TNAFM2023	TN/AGENT/0256/2021	ANBUMANI	Q	Payment Pending			
	6	TNAFM2023	TN/AGENT/0256/2021	ANBUMANI	Q	Payment Pending			
	7	TNAFM2023	TN/AGENT/0256/2021	ANBUMANI	Q	Payment Pending			
	8	TNAFM2023	TN/AGENT/0255/2021	KANNAN	Q	Payment Pending			
	9	TNAFM2023	TN/AGENT/0256/2021	ANBUMANI	Q	Payment Pending			
	10	TNAFM2023	TN/AGENT/0262/2021	SIVARAMAN	Q	Payment Pending			

### 2.9. AGENT- FIRM- Modify Application Details - VIEW SUBMITTED APPLICATION

- $\rightarrow$  Go to left sidebar, Click Modify Application Details.
- → Under Modify Application Details, Click View Submitted Application.
- $\rightarrow$  In View Submitted Application, You can see the following details.
  - Application No.
  - Name of the Agent
  - Project Name
  - View Application
  - Click View Application icon to view the Application

				TT						
Agent Firm	=			TAMIL NADU R	EAL ESTATE REGULATORY MIL NADU, ANDAMAN AND NIC	AUTHORITY (TNRERA) (BAR ISLANDS)				🜍 Kapil
an Agent	Submitted Applications							_		
Modify Application Details	Show 10 v entries Search:									
O Apply Changes O View Pending Application	S. No	Reference No.	Application No.	Application Date	Registration No.	Name of the Agent	View Application	Add/View Queries	Status	÷
O View Submitted Application	1	TNAFM2023	TNRERA/AFM/0012/2023		TN/AGENT/0258/2021	KUMAR	Q		Changes letter - De	ownload
🆚 Logout	2	TNAFM2023	TNRERA/AFM/0014/2023	-	TN/AGENT/0254/2021	RAJKUMAR G	Q	<b>1</b>	Application Verified Scrutiny Officer	i by
	3	TNAFM2023	TNRERA/AFM/0013/2023	-	TN/AGENT/0122/2021	CHARLES	Q	<b>%</b>	Application yet to v Scrutiny Officer	erify by
	4	TNAFM00022023	TNRERA/AFM/0021/2023	17-07-2023	TN/AGENT/0253/2021	VEERASAKTHI	Q	<b>1</b>	Application Verified Scrutiny Officer	d by
	5	TNAFM2023	TNRERA/AFM/0015/2023	-	TN/AGENT/0256/2021	ANBUMANI	Q	<b>S</b>	Query Raised by S Officer	crutiny
	6	TNAFM2023	TNRERA/AFM/0005/2023		TN/AGENT/0256/2021	ANBUMANI	Q	<b>1</b>	Changes letter - De	ownload
	7	TNAFM00052023	TNRERA/AFM/0022/2023	20-07-2023	TN/AGENT/0257/2021	BABU	Q	<b>%</b>	Scrutiny of Applica Progress	tion is in
	Showing	1 to 7 of 7 entries						First P	revious 1 Next	Last

#### ADD / VIEW QUERIES

- The Status column will show the message (Query Raised by Scrutiny Officer) If the RERA admins raised any queries from your submitted application.
- > Click Queries icon to ask & response to the application Queries
- It'll redirect to the queries page
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- Click the Update Application Now link to update the application. It'll redirect to
  - the submitted form application page
- > You have to correct the enabled fields.
- > Click the Save button to save the corrected application.
- Status
  - Status column will show your submitted application status.
  - The Status column will show the message (Query Raised by Scrutiny Officer) If the RERA admins raised any queries from your submitted application.
  - > Click Queries icon to ask & response about the application Queries.

