

# KERALA REAL ESTATE REGULATORY AUTHORITY (K-RERA)



A MANUAL

*for*

## **Renewal of Registration of Real Estate Agent**

*(A guideline for renewing agent applications registered under K-RERA)*

## **REAL ESTATE AGENT**

*Any person or a firm/company of brokers(s), dealer(s), or middlemen who canvas, negotiate, or act through any medium on behalf of any other person(s) or firm for the sale, purchase, or transfer of any units of real estate project.*

- K-RERA agent registration remains effective for **5 years** starting from the date it is issued.
- The registration granted under Section 9, of the Act may be renewed as per Section 6, of the Act through the [K-RERA website](#), which shall be at least three months before the expiry of the registration granted.
- The application for renewal of registration shall be submitted through an online fee amount, for a sum of rupees **five thousand** in case the real estate agent is an individual or rupees **fifty thousand** in case the real estate agent is anyone other than an individual.

### **RENEWAL FEE**

**Individual - Rs. 5000**

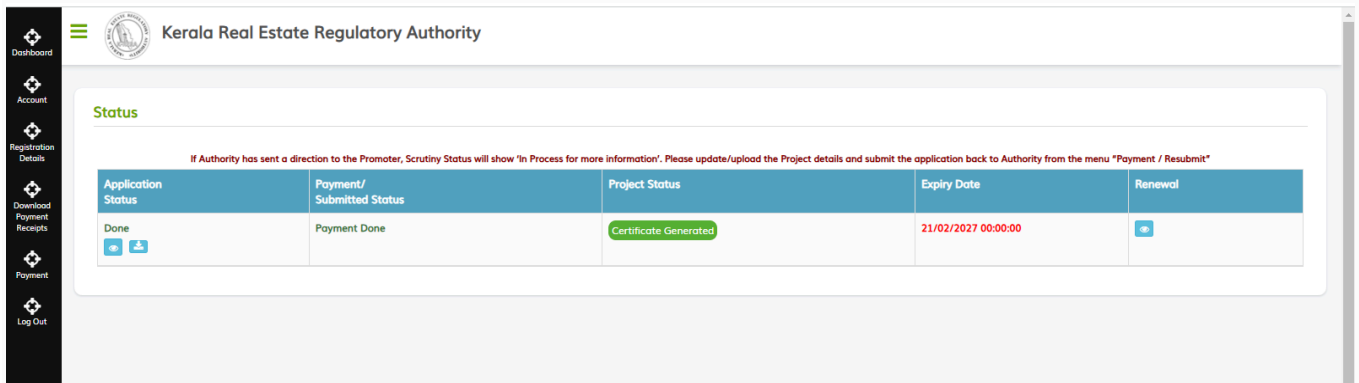
**Firm/Company/Others - Rs. 50,000**

## HOW TO RENEW AGENT REGISTRATION ?

### I. For the Agent who has already uploaded the details to the K-RERA web portal

Online registered agents can initiate the renewal process by clicking the renewal button in their dashboard ( Refer to fig. no. (1)). Then, select the option “*Click & proceed to payment for renewal*” and follow the steps to complete the payment. Refer to Fig. no. (2) for assistance

- Before proceeding with the payment, the applicant shall upload all renewed documents in the specified fields under **Document Upload**. Any additional documents or requests for changes to Agent details can be submitted under **Document Upload > Others** as a request for change.



Application Status	Payment/ Submitted Status	Project Status	Expiry Date	Renewal
Done <a href="#">↶</a> <a href="#">↷</a>	Payment Done	Certificate Generated	21/02/2027 00:00:00	<a href="#">↶</a>

fig. no. 1

## II. For the Agent who has not uploaded their details to the K-RERA web portal

For agents who have registered manually and have not yet uploaded their information online, follow the steps outlined in the agent registration guidelines: [Click here for more details](#) & proceed with the option labeled “*Click & proceed to payment for renewal*” and complete the payment process.

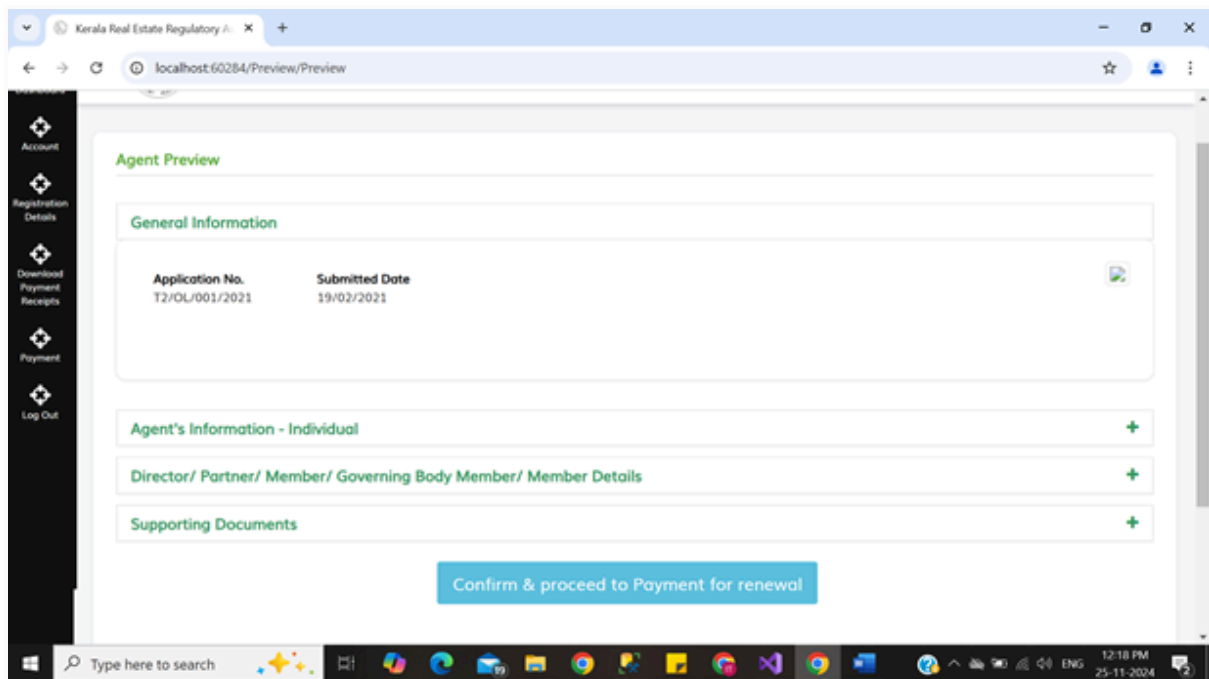


Fig. No. 2

- Once the extension is approved by the authority, an extension certificate with a validity of the next 5 years will be issued & published on the website.

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*These guidelines may be subject to changes as per the requirements of the Authority.*

