

# KERALA REAL ESTATE REGULATORY AUTHORITY (K-RERA)



*A manual for requesting*

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***RIGHT TO INFORMATION(RTU)***

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The Right to Information (RTI) Act empowers citizens to seek information from public authorities, promoting transparency and accountability in government functioning. With digital advancements, filing RTI applications has become more accessible online.

This manual aims to guide users through filing RTI applications online.

## CREATE NEW USER

- To start, a user has to create an account through the official website of [K-RERA](#).

Login to your Account

User Name Required

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Enter the text below as you see in the captcha

Home Log In

[Forgot Password?](#) [New Registration](#)

Search Project Details

- Click on New **Registration** to create an RTI user.
- Select user type as RTI User.

## Create New Account

**Select User Type \***

Promoter  Real Estate Agent  RTI User

**User Name \***

User Name

**Password \***

Enter New Password

**Confirm Password \***

Confirm New Password

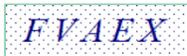
Note : Password must contains one digit from 0 - 9, and contains atleast one lowercase characters and one uppercase characters, Must contains one special symbols in the list @\$% and Password length atleast 7 character and maximum

**Mobile Number \***

Mobile Number

**E-mail ID \***

Email ID



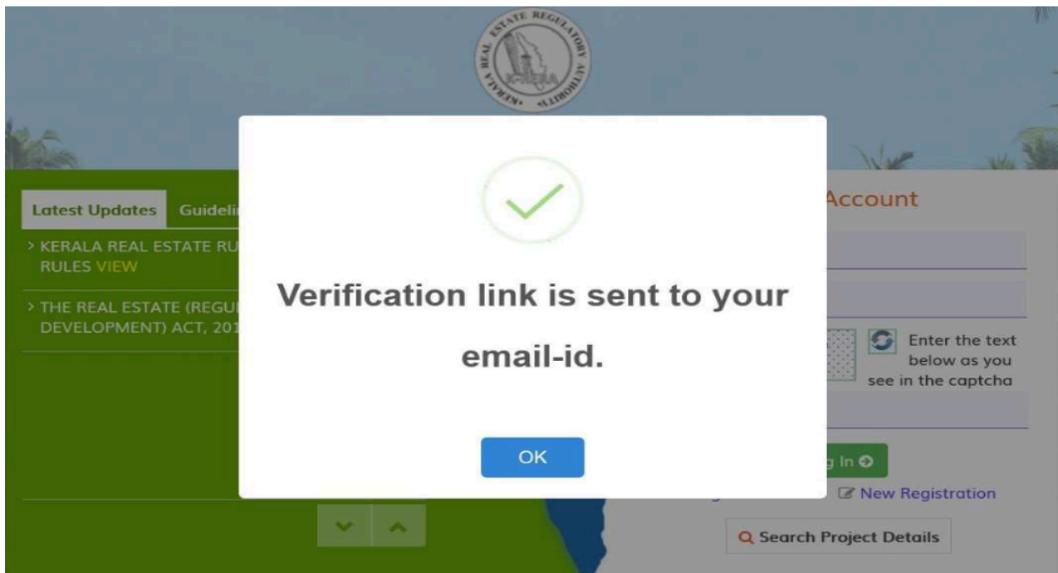
Enter the text below as you see in the captcha

Create User

Go to Login

- Enter all details and click on **Create user**.

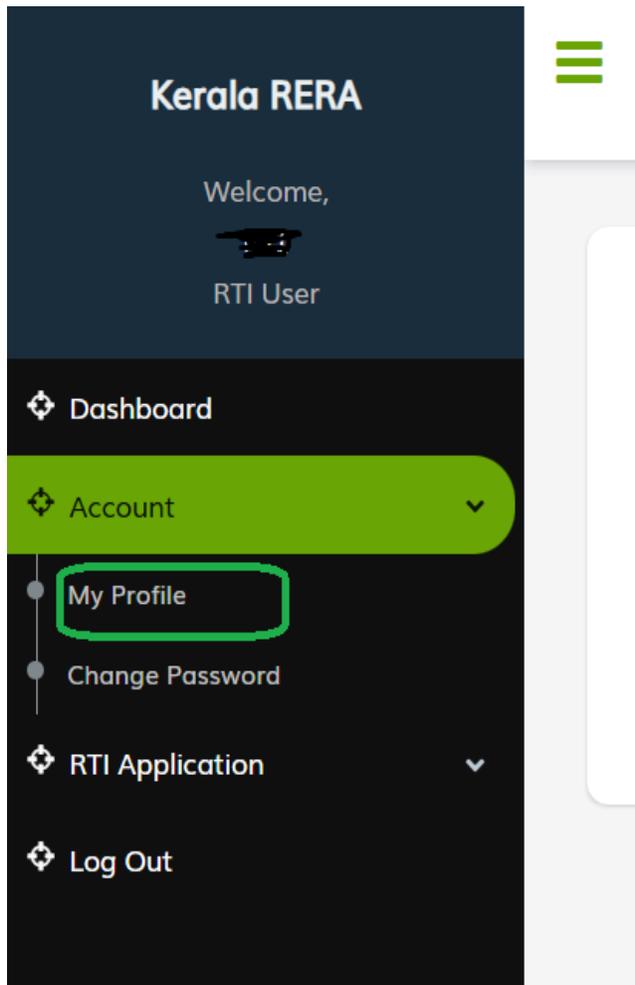
The message below will be displayed as soon as the user is created.



You will get a verification link to the registered e-mail ID.

- Click on the link to verify your account.

You can log in to your account after verification.



- Once logged in, create a user profile from **Account > My Profile**

 Kerala Real Estate Regulatory Authority

### RTI User Profile

First Name *	<input type="text" value="RAHUL"/>	Middle Name	<input type="text" value="CHANDRAN"/>	
Last Name	<input type="text"/>	Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Third Gender	
House No/Name *	<input type="text" value="SREERAGI"/>	Street *	<input type="text" value="TRIVANDRUM"/>	
State *	<input type="text" value="KERALA"/>	District *	<input type="text" value="Thiruvananthapuram"/>	
Taluka *	<input type="text" value="Nedumangad"/>	Village	<input type="text" value="PERINGAMMALA"/>	
PinCode *	<input type="text" value="695035"/>	Mobile No *	<input type="text" value="09746810081"/>	
Country *	<input checked="" type="radio"/> Indian <input type="radio"/> Other			
Status *	<input checked="" type="radio"/> Rural <input type="radio"/> Urban		Educational Status *	<input checked="" type="radio"/> Literate <input type="radio"/> Illiterate
Is the Applicant Below Poverty Line? *	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Upload BPL Card	<input type="button" value="Choose File"/> No file chosen			
Upload ID Proof *	<input type="button" value="Choose File"/> No file chosen			
<input type="button" value="Save Profile"/>				

- Fill in the details, upload documents, & **Save Profile**.

(Documents shall be in PDF format of maximum size 1 mb)

- After completing profile details, navigate to **RTI Application > New Request**

The screenshot shows the top navigation bar of the Kerala Real Estate Regulatory Authority website. On the left is a dark sidebar with icons for Dashboard, Account, RTI Application (highlighted in green), and Log Out. The main header features the authority's logo and name. Below the header, a breadcrumb trail shows 'New Request' under 'Details of the RTI'. The form contains three input fields: 'RTI Subject \*', 'RTI Request Application \*', and 'Upload Document' with a 'Choose File' button. A green 'Create Request' button is at the bottom.

This is a close-up of the 'Details of the RTI' form. It includes three input fields: 'RTI Subject \*', 'RTI Request Application \*', and 'Upload Document' with a 'Choose File' button. A green 'Create Request' button is positioned at the bottom left of the form area.

- Enter RTI details - Subject, Request & upload detailed request (optional).
- Click on **Create Request**.

Your RTI request will be forwarded to the relevant authority upon successful completion of the online payment. Please check your dashboard regularly for updates.

For APL applicants, you shall make an online payment of Rs. 10/-. Click on "Make Payment" to continue & then proceed.

**Payment Description**

✓ RTI Request Fee is 10.00

 **Kerala Real Estate Regulatory Authority**

Service Name : Kerala-Rera

User Name : [REDACTED]  
Email : [REDACTED]  
Mobile : [REDACTED]

Charges	Amount
Registration Fee	10.00
<b>Total Amount(In Rs.)</b>	<b>10.00</b>

**Please note the following points before proceeding with the payment**

- SBIePay is the online payment partner of K-RERA.
- Available Payment modes - Card Payment, Net Banking, UPI, NEFT & SBI Branch Payment.
- Payments through Bank Transfers (challan generation such as NEFT & SBI Branch Payment) will take 2-4 working days to credit in the K-RERA account and the application for registration will be submitted only after that.
- Please generate 'SBI Branch Payment' challan in case of Bank Transfer from SBI, and generate 'NEFT' challan for other banks. For 'NEFT' Transfer make sure the promoter bank is making 'NEFT' transfer not 'RTGS' transfer.
- Once payment is made through SBI Branch Payment/NEFT, the applicants shall share challan details & contact info with K-RERA at [tkrera@gmail.com](mailto:tkrera@gmail.com), and K-RERA will let you know once the payment is credited to the K-RERA account.
- For Bank Transfers (NEFT & SBI Branch Payment), please refrain from repeatedly clicking 'Make Payment' until K-RERA confirms the payment.

[Make Payment](#)

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

