



# AMRITSAR DEVELOPMENT AUTHORITY

PUDA / ADA Bhawan, Puda Colony, Green Avenue, Amritsar.

[www.adaamritsar.gov.in](http://www.adaamritsar.gov.in)



RIGHT TO SERVICE

## APPLICATION FOR REGISTRATION AS ESTATE AGENT

Name of Applicant \_\_\_\_\_

Father's / Husband's Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

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## (A) CHECK LIST FOR REGISTRATION AS ESTATE AGENT

- I. Demand draft of Rs.2500/- in favour of Estate Officer, ADA payable at Amritsar.
- II. Application Form
- III. Three Passport Size photo graph
- IV. A bank guarantee of Rs. 10,000/ in favour of Additional Chief Administrator, ADA, Amritsar.
- V. Affidavit for non-conviction by any Court during last 5 years
- VI. In case the application is for registration as a Estate Agent, the applicant himself, if he is an individual, or one of his employees or one of the partners in case of a firm, or one of the directors in the case of a company, or one of the members of the managing committee in the case of a co-operative society, as the case may be, should be Matriculate or should possess its equivalent qualifications and should not be less than eighteen years of age.
- VII. The applicant himself or one of his employees or partners in case of a firm, or one of the directors in the case of a company, or one of the members of the Managing Committee in the case of co-operative Society, as the case may be should have at least five year experience in the field of development of Colonies or construction of buildings whether as a construction engineer, an architect, a town planner or as a contractor.
- VIII. Authorization letter from Firm/Company/Co-operative Society to act on their behalf.
- IX. Income Tax clearance certificate may be substituted with PAN No. and copy of last income tax return.

## (B) For Renewal of registration

The Estate Agent has to make an application at least three months prior to expiry of registration.

- i. Registration Certificate of Estate Agent in original
- ii. Application Form (duly attested by Notary/ Oath Commissioner/ Magistrate First Class)
- iii. Demand draft of Rs.5000/-in favour of Estate Officer, ADA payable at Amritsar.
- iv. Authorization letter from Firm/Company/Co-operative Society to act on their behalf.
- v. A bank guarantee of Rs. 50,000/ in favour of Additional Chief Administrator, ADA, Amritsar.



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- vi. Affidavit for non-conviction by any Court during last 5 years.
- vii. Income Tax clearance certificate may be substituted with PAN No. & copy of last ITR.
- viii. Details in A.P.R-22 during last 5 years.

**Note: Registration valid for a maximum period of 5 years.**

**Time Limit: 07 working days.**

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## FOR OFFICE USE ONLY

Certified that I have checked and found all the documents in order.

Signature of Receipt Clerk

Signature of Superintendent

Name\_\_\_\_\_

Name\_\_\_\_\_

Date\_\_\_\_\_

Date\_\_\_\_\_



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## APPLICATION FOR FRESH / RENEWAL CERTIFICATE OF REGISTRATION AS ESTATE AGENT

To

The Competent Authority,  
ADA.

Sir,

I/we beg to apply for registration as an Estate Agent under sub-section (1) of section 21 of the Punjab Apartment and Property Regulation Act, 1995. My/our particulars are given below:

1. Name: \_\_\_\_\_
2. Father's name: \_\_\_\_\_
3. Address for correspondence: \_\_\_\_\_
4. Permanent Address: \_\_\_\_\_
5. Tick whichever is applicable (Individual / Firm / Company / Co-Operative Society).
6. If not individual, details thereof \_\_\_\_\_
7. Demand draft no. \_\_\_\_\_ dated \_\_\_\_\_ amount \_\_\_\_\_.

I/we certify that the particulars given above are correct and true to the best of my/our knowledge and belief.

Dated:

Place:

Yours faithfully,

(APPLICANT)

Attested by:



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(Signature & Seal of Notary/Oath Commissioner/Magistrate of First Class.)

Affix  
Non-judicial  
Stamps worth  
Rs. 100/-

## BANK GUARANTEE

This Deed of Bank Guarantee made on this day of ..... between ..... (hereinafter called the bank which terms shall include its successors and assigns) on the one part and the Addl., Chief Administrator of the Amritsar Development Authority exercising the powers of the Competent Authority (hereinafter called the Competent Authority) on the other part.

Whereas ..... intends to apply to the Competent Authority, for registration as Estate Agent under the Punjab Apartment & Property Regulation Act-1995 and for this purpose he is required to furnish a Bank Guarantee to the Competent Authority for the amount of Rs. 10,000/- (Rupees Ten thousand).

Now therefore, the bank hereby undertakes to pay to the Competent Authority on demand an amount not exceeding Rupees fifty thousand, in case any condition of certificate of registration is not complied with or any provision of the Punjab Apartment and Property Regulation Act, 1995 or the Bank shall be conclusive, as regards the amount due and payable by and the liability of the Bank under his guarantee deed and the Bank hereby undertakes to pay to the Competent Authority the amount so demanded forthwith without any demur and notwithstanding any proceedings pending in any Court or before any authority relating to this guarantee deed, the liability of the Bank under this guarantee deed being absolute and unconditional.

The Bank further agrees that the Competent Authority shall have the fullest liberty, without the consent of the bank, hereunder to vary any of the powers exercisable by the Competent Authority against the Estate Agent or to grant extension in time and to forbear or enforce any terms and conditions of certificate of registration and Bank shall not be relieved from its liability by reason of such variation of extension being granted to the Bank or the Estate Agent or for any forbearance act of omission on the part of the Competent Authority or any indulgence by the Competent Authority to the Estate Agent or by any matter or thing whatsoever which under the law relating to sureties, but for the provision have effect of so relieving the Bank.



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The Bank lastly undertakes not to revoke the guarantee during its currency, except with the previous consent of the Competent Authority in writing, and the liability of the Bank under this guarantee shall not be impaired or extinguished on account of any change whatsoever by any manner and irrespective of any contestation regarding claims and disputes, the Bank shall deposit the guarantee amount on first demand of the Competent Authority.

This guarantee is valid for a period of ..... from the date of issue. Notwithstanding anything contained herein before our liability under this Bank Guarantee is restricted to Rs. 10,000/- (Rs. Ten thousand only) and shall be valid upto ..... unless a claim in writing is presented, to us with in five and half years from the date of issuance of guarantee i.e. prior to ..... All your rights under the said guarantee shall be forfeited and we shall be released and discharged from all liabilities thereunder, we further agree to make aforesaid payment to you at \_\_\_\_\_ and we agree to submit to the jurisdiction of the courts in .....

DATE:  
PLACE:

For on behalf of  
(Signature & Stamp)



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Affix  
Non-judicial  
Stamps worth  
Rs. 25/-

## AFFIDAVIT

I/We, ..... do hereby solemnly  
declare and affirm as under:

- (i) That I am .....(Qualification)
- (ii) That I have an experience as Property Dealer/ Estate Agent of at Least Five Years.
- (iii) That I am not an employee of the Govt. or a State Undertaking or Local Authority and I am not dismissed from the service of Government State Undertaking or Local Authority.
- (iv) That I shall abide by the terms and conditions of ADA prescribed from time to time.
- (v) That I am not convicted for any offence.

**Deponent (s)**

### Verification

I / We the do hereby verify that the contents of above affidavit are true and correct to the best of my / our knowledge and nothing has been concealed therein. In case any concealment or misrepresentation in the aforesaid affidavit is found at any stage then legal action may be taken against me / us under the law.

Place :  
Date :

**Deponent (s)**