

User Manual

Real Estate Agent Registration

Version : 1.0

Create login to the application

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

WEST BENGAL HOUSING INDUSTRY REGULATORY AUTHORITY WBHIRA



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Housing Industry Regulatory Authority is established under section 20 of West Bengal Housing Industry Regulatory Authority Act, 2017 which has been published in the Official Gazette of West Bengal and came into effect on 1st June, 2018.

The Authority is established to regulate and promote of the housing sector and to ensure sale of plot, apartment or building, as the case may be, in a transparent manner in the interest of consumers in the real estate sector and to establish a mechanism for speedy dispute redressal and to ensure transparency in the real estate sector.

Registration of Real Estate Project with the Housing Industry Regulatory Authority is compulsory under section 3 of the

Click this link to open registration page

Section 3 of West Bengal Housing Industry Regulatory Authority (WBHIRA) Act

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 Housing Industry Regulatory Authority
(WBHIRA)

Login User ID

Registration

User Name:
User name

Full Name:
Full name

Email:
Email address

Mobile:
Mobile number

Registration For:
--Select--
Realestate Project
Realestate Agent
Complaint

Select Realestate Agent for Agent registration

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

After submit on Registration page



सत्यमेव जयते

West Bengal Housing Industry Regulatory Authority
(WBHIRA)



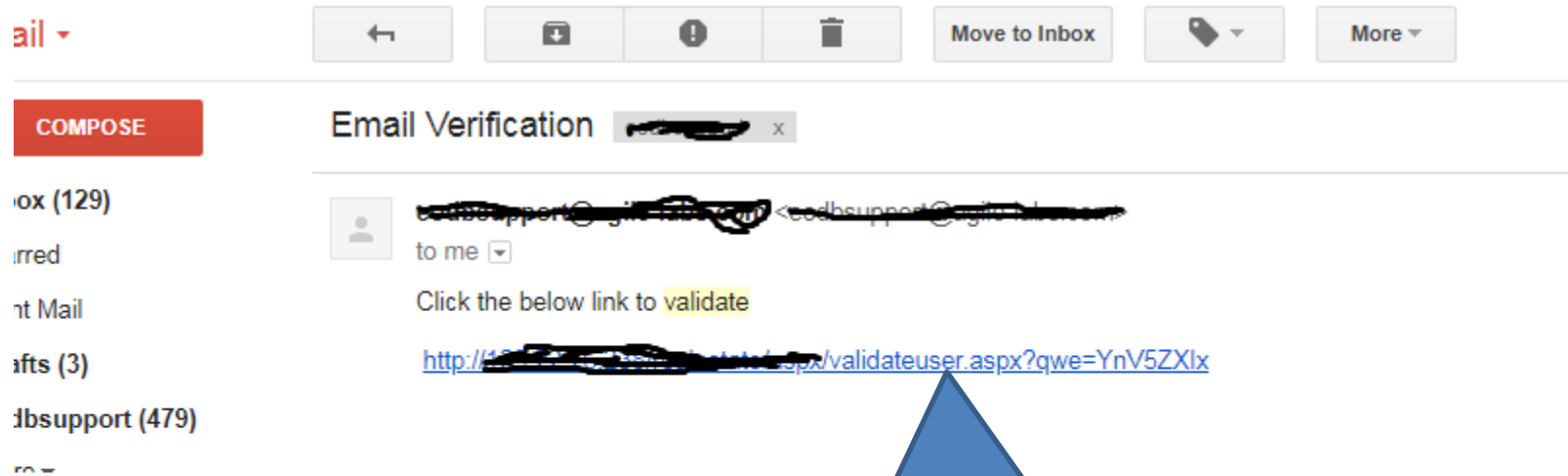
Registration

User Name: <input type="text" value="User name"/>	Full Name: <input type="text" value="Full name"/>
Email: <input type="text" value="Email address"/>	Mobile: <input type="text" value="Mobile number"/>
Registration For: <input type="text" value="--Select--"/>	 <input type="text"/>

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

Email sent to . 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 Housing Industry Regulatory Authority

User ID

Password



CONTINUE

[Forgot your password? Click here](#)

[Click here to SignUp](#)

Dashboard/Home Screen

The image shows a screenshot of the West Bengal Housing Industry Regulatory Authority (WBHIRA) dashboard. The header is blue with the WBHIRA logo on the left and the text "West Bengal Housing Industry Regulatory Authority (WBHIRA)" in the center. Below the header, there is a navigation bar with a home icon, a lock icon, and a refresh icon. The main content area is titled "Application Status For Agent" and includes a "New" button and a link for "Application for Registration of Real Estate Agent". A sidebar menu is visible on the left, with a "Menu open or close button" callout. A "Logout" callout points to the top right corner, and a "Change password" callout points to the top right corner. A "Click here to register Agent profile" callout points to the "Application for Registration of Real Estate Agent" link. The text "records found." is partially visible at the bottom right.

Logout

Change password

West Bengal Housing Industry Regulatory Authority (WBHIRA)

Application Status For Agent

Transaction ▾

Registrations

Application Status For Agent

Hearing Pending List

New

Application for Registration of Real Estate Agent

Menu open or close button


Click here to register Agent profile

records found.

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



West Bengal Housing Industry Regulatory Authority
(WBHIRA)

Welcome Prosenjit Paul, AGENT

<< Agent Application Form

Draft Submit

TRANSACTION

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: XXXXXXXXXX Project/Agent Name: XXXXXXXXXX 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

Payment Details

Sr No	Application Form	Department	Amount(₹)	Delete
1	WB Housing Industry Regulatory Auhtority-Payment regarding new agent registration fees	Hosuing Department	₹ 2,400.00	Delete

Transaction Details

User: Pradyumn Paul, AGENT Total Amount: ₹ ~~2,400.00~~
Reference: WB18080916 No of Items: 1
WB18080916 57761

Pay now

Pay later

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	Applied For: Application for Registration of Real Estate Agent Project/Agent ID: RND000 Project/Agent Name: T. Subhat Project/Agent Type: Individual Project/Agent Status: N.A District: Kolkata Payment Payment History View/Edit History	N.A	N.A