



GOA REAL ESTATE REGULATORY AUTHORITY
DEPARTMENT OF URBAN DEVELOPMENT
GOVERNMENT OF GOA

International Year
of Cooperatives
Cooperatives Build a Better World

101, 1st Floor, 'SPACES' Building, Plot No. 40, EDC Patto Plaza, Panaji 403 001 Goa
www.rera.goa.gov.in

Tel: 0832-2437655; e-mail: goa-rera@gov.in

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Sub: Standard Operating Procedure for Cancelling registration of real estate Agents.

Goa Real Estate Regulatory Authority receives applications from the promoters for cancelling the registered agents on various grounds, such as, non involvement in real estate buying/selling or facilitation of transactions, have chosen an alternate career; etc. In the light of the above, the Authority issues Standard Operating Procedure (SOPs) to govern such matters in the public interest as given below:

2. Application for cancelling/de-registration on the letterhead of the real estate agent with details as name of the agent, registration no., organization type, address, contact details, reason for cancellation/de-registration to be enclosed with the following documents:

- (1) Notarised Affidavit cum Declaration in the format as prescribed in Annexure 'A'.
- (2) Address proof.
- (3) Authority letter authorizing to affirm the Affidavit cum Declaration.
- (4) Annexure 'B' listing the transactions facilitated (if any).

3. Upon making of the Application, the Authority would publish a notice in the largest circulating local dailies (English, Marathi and Konkani) seeking objections by general public in respect of cancellation/de-registration of the real estate agent within 15 days from date of publication of the notice.

4. This cancellation of the registration shall not absolve the Real estate agent from any complaints received against him/her for violating Section 10 of the Real Estate (Regulation & Development) Act, 2016, prior to the cancellation of his/her registration.

5. Technical section may list the agent under cancelled agent category and login id given to the agent shall be withdrawn.

This has been issued with the approval of the Authority.


M-22/03/2026
(Dattaraj Gauns Desai)
Secretary, Goa RERA

ANNEXURE- A

AFFIDAVIT CUM DECLARATION

I (name of deponent) the Proprietor/Partner/Designated Partner /Director/Partnership Firm/LLP/Company/Individual, having my office at _____ do hereby on solemn affirmation state, declare and undertake as under:

1) I say and declare that I am registered with Goa RERA as real estate agent under registration No. (registration no.) .

OR

I say and declare that I am the proprietor of the proprietary concern, (name of proprietary concern) , which is registered with Goa RERA as a real estate agent under registration No. _____.

OR

I say and declare that I am the (designation) and authorized signatory of (name of legal entity) , which is registered with Goa RERA as a real estate agent under registration No. _____, copy of the authority letter dated _____ is attached herewith.

2) I say and declare that I am also registered as a real estate agent with registration no. _____ with other State/Union territory (name of the State/UT) RERA.

OR

I say and declare that I am not registered as a real estate agent with any other State OR Union territory.

3) I say and declare that I have applied for cancellation/de-registration of the registration granted to me/us to act as a real estate agent having Goa RERA registration No. _____.

4) I say and declare that real estate agent, (name of real estate agent/legal entity) registered with Goa RERA under registration No. _____ is not listed by promoters of any real estate projects under Section 4(2)(j) of the Goa Real Estate (Regulation and Development) Act, 2016.

5) I further say and declare that real estate agent, (name of real estate agent/legal entity) registered with Goa RERA under registration no. _____ has/have not facilitated transaction in any Goa RERA registered real estate projects.

OR

I say and declare that real estate agent, (name of real estate agent/legal entity) registered with Goa RERA under registration no. _____ has/have facilitated transactions in Goa RERA registered real estate projects, the transaction details of two years immediately preceding the date of application seeking cancellation/de-registration or during the validity period of the registration is more specifically enumerated in Annexure 'B' submitted along with the application submitted for cancellation/de-registration and there are no complaints filed in respect of any of the transactions as facilitated.

6) I say, declare and undertake that if any complaint/complaints is/are received by Goa RERA, than I, real estate agent, (name of the real estate agent) I, as (designation) and authorized signatory of real estate agent, (name of the real estate agent) registered with Goa RERA under No. (registration no.) undertake to settle the dispute as per the order(s) of the Authority passed in the said complaint/complaints.

OR

I say and declare that real estate agent, (name of real estate agent/legal entity) registered with Goa RERA under registration No. _____ has/have facilitated transactions in Goa RERA registered real estate projects, however there are no complaints filed in respect of any of the transactions as facilitated and further the yearly reports required to be submitted cannot be submitted for the reasons stated in the Annexure 'B' submitted along with the application submitted for Cancellation/De-registration.

7) I state, declare and undertake to submit statements/declarations as well as documents/additional documents as may be called for by the Authority.

8) I say and declare that the statements made above are true and correct.

I solemnly state, declare and undertake that the contents of this Affidavit cum Declaration are true and correct.

Solemnly affirmed at _____

Date:

Deponent

Signature of the real estate agent

Designation

Seal/Stamp

(On the letterhead of the real estate agent)

ANNEXURE-B

Name: _____

Goa RERA real estate agent registration no: _____

Particulars of the transactions facilitated for the last two years or during the validity period of the registration:

A. For the period 1st April _____ to 31st March _____

Sr.n o.	Name of the project	Project registration no.	Number of units	Total agent commission earned*
1.				
2.				

B. For the year period 1st April _____ to 31st March _____

Sr. no.	Name of the project	Project registration no.	Number of units	Total agent commission earned*
1.				
2.				

Reasons for not submitting the above report:

- 1)
- 2)

Yours Faithfully,

Signature of the real estate agent

Designation

Seal/Stamp

Place:

Date:

Note:* to be provided only if the agent commission earned is Rs.20 lakhs and above.