

Photo 1.5 x 1.5

**NAVAL ANCHORAGE KARACHI**

**S.No: 2018**

***REGISTRATION FORM FOR PROPERTY DEALERS/ ESTATE AGENTS***

1. Firm/ Coy Name:

2. Coy Full Address:

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3. E-Mail:

4. Other Office members:

NameNationality/ CNIC NO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/O: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/O: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Registration Date/ Years:

6. Proprietor’s Bio Data:

Name: S/O:

Res Address:

Permanent Address:

Tele Nos (Res): Cell:

E-mail: CNIC No:

Doing Any Other Business Elsewhere:

Witness signature: Signature:

Name: Name:

CNIC No: CNIC No:

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**Recommended / Not Recommended**

Dated: ` **Director**

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**Approved / Not Approved**

**DG Housing**

Note: 1 Property Dealer must have an office to conduct business as Property Dealer.

2. Change in particulars may please be intimated to the Housing Dte.

**TERMS AND CONDITIONS FOR PROPERTY DEALERS/ ESTATE AGENTS FOR NAVAL ANCHORAGE**

1. Only Registered Property Dealers/ Estate Agents will be allowed to conduct property business in Naval Anchorage (NA). Firms/ agents are to display the Registration Certificate in their office at a prominent place. At any time, Housing Dte/ Administrator NA may ask for identity card issued by the Dte. No person with any criminal background will be allowed to conduct property business / plots transactions at Naval Anchorage in any manner whatsoever.

2. No unregistered Property Dealer/ Estate Agent is allowed to conduct property business at Naval Anchorage either directly or indirectly through any other Property Dealer.

3. Proprietor and only two other individuals will be allowed to conduct the property business through one office. However, each office-sharer is to pay Rs.10,000/ year for Registration / Renewal for conducting business in Anchorage.

4. Property Dealer can charge commission as per ICT Property Dealers Association rules on sale value of property from buyer/ seller or as fixed by Housing Dte. Terms of business are to be clearly set/ spelled out with buyer/ seller before initiating a deal, concealment of any facts will be considered as violation and may result in cancellation of registration. In case of any conflict between a property Dealer/ Estate Agent and customer, Housing Dte Administrator NA will not be responsible.

5. Housing Dte/ Administration NA will not be responsible for any law suit arising through any plots transaction/ property deal made through any Property Dealer/ Estate Agent. If any party involves Housing Dte in any Law Suit due to any conflict / reason, Dte will be entitled to charge the expenses incurred on resolving the matter from the concerned property dealer. This will include lawyer fee and other miscellaneous expenses, whatsoever. In case of any fraudulent act, sponsored dealer will be held responsible for compensation.

6. Property Dealer/ Estate Agent Office is neither to be established at any residence nor be used for any other business. Any violation may result in cancellation of registration. Property Dealer/ Estate Agent Office should have same signboard as stipulated on registration Form. In case of unauthorized use of office of Property Dealer / Estate Agent or any unauthorized person uses these premises other than the office holders; the membership / registration may be cancelled. In case of any fraudulent act, sponsored dealer will be held responsible for compensation.

7. Housing Dte has the right to cancel registration of any property Dealer/ Estate Agent, who violates rules/ instructions issued by Housing Dte / Administrator. Any person desirous of obtaining membership/ registration as Property Dealer/ Estate Agent for NA, he/ she has to prove the possession of an office for conducting the business.

7. Duly completed plot transfer documents are to be submitted at least 03 days prior transfer schedule / day, else same may be done treated as Urgent Transfer Case. The dealer is to certify that all the owners documents have been verified and the seller is legal owner of the said property.

8. Housing Dte reserves the right to accept or reject the application for registration as property dealer without assigning any reason.

**Undertaking by Property Dealer/Estate agent**: I have fully understood the above terms & conditions or as amended time to time. My registration as Property Dealer/ Estate Agent shall hold good until any serious lapse / complaint/ fraud is not reported against me. Following conditions shall render my registration void:

1. If found involved in any fraudulent/ illegal/ objectionable activities.
2. If the conduct is found unsuitable in dealing / working / processing the case.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents Required for Registration of Property Dealers**

Following Documents are required for initial registration of Property Dealer/ Estate Agents with Director Housing.

a. Request on printed Application Form Rs.500/00 b. Registration Fee Rs.25,000/PA

c. Processing Fee Rs.5,000/00 d. Each office sharer Rs.10,000/PA

e. Attested photocopy of CNIC (One each) f. 2x Photo (1x1) for each card

g. Card Charges Rs.500/PP h. Duly signed Terms & Conditions

**Documents/ Fees Required for Renewal of Registration**

a. Request on Firm`s Letter head Paper b. Application Form Charges Rs.500/00

c. Renewal Fee Rs.20,000/00 d. Photocopy of CNIC of each person

e. Card charges Rs.500/card f. 2 Photographs (1x1) each

g. Each office sharer Rs.10,000/PA h. Duly signed Terms & Conditions