

**PROCEDURE FOR REGISTRATION OF
PROPERTY DEALERS FHS I & II LAHORE**

1. **Procedure for Registration of Property Dealers**

- (a) Customer submits the required documents to the Incharge Transfer Section FHS Lahore.
- (b) The Incharge Transfer Section will give receipts to the customer, if the Required documents are complete. The case will be processed by Director Transfer & Record for the approval of Project Director (FHS-Lhr)
- (c) After the approval of Project Director (FHS-Lhr), the incharge transfer & record will intimate to concern property dealer to deposit registration fee.
- (d) On receipt of registration fee, the property dealer will be issued approval Letter.

2. **Documents Required**

- (a) Application to PD (FHS-Lhr) Lahore. **Annexure "A"**
- (b) Attested copy of CNIC Director / Proprietor / Managers & Staff.
- (c) 2 x 1'x1' size photographs of Directors / Proprietor / Managers & Staff.
- (d) Pay order in favor of FHS Lahore of Rs 100,000/- as registration fee and Rs 20,000/- in case of annual renewal.
- (e) Certificate of Registration issued by Excise & Taxation office.
- (f) Estate NTN Number.
- (g) Undertaking on stamp paper worth Rs 50/-. **Annexure "B"**
- (h) Police Verification Report.
- (j) Recommendation of President Estate Agents Association, Raiwind Road, Lahore.

FAZAIA HOUSING SCHEME, LAHORE



REGISTRATION OF REAL ESTATE DEALER

To

The Project Director (FHS-Lhr)
Fazaia Housing Scheme
Raiwind Road, Lahore

For Office Use Only

Application Serial No: _____

Date: _____

Fees Paid: _____

Sir,

I/We hereby apply for the grant of registration of my/our real estate agency vide this application along with all supporting documents, attached herewith. The details of the agency are provided hereunder:

1. Name of the Firm / Company

2. Full Business Address

3. Telephone No. _____, Cell Phone No. _____

4. Excise and Taxation Registration (NTN No.)

(Attached Photocopy)

5. Particulars of Directors / Party / Proprietor (CNIC attached)

Name

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

h. _____

6. Years of establishment

7. Brief bio data of the chief executive/Owner:

Name:

Qualification:

Residential Address:

Telephone No.:

Signature

Photo of the Executive

Note:

Change in particulars should be intimated to Fazaia Housing Scheme.

DOCUMENTS REQUIRED

1. Photocopy(s) of CNIC duly attested.
2. Two Photographs 1 x 1.
3. Photocopy of paid Challan Form of Rs. _____/- for 1st time and Rs. _____/- in case of renewal.
4. A signed affidavit of Code of Conduct of Fazaia Housing Scheme.
5. Certificate of registration
6. NTN No.
7. Recommendation of _____

Date: _____

AFFIDAVIT**CODE OF CONDUCT****FOR REAL ESTATE DEALERS
FAZAIA HOUSING SCHEME I & II, LAHORE**

I, _____, S/o _____,
R/o _____, holder of CNIC No. _____
having Contact No. _____, owner of _____,
situated at _____ do hereby solemnly affirm and sincerely state
as follows:-

1. As a registered real estate dealer of Fazaia Housing Scheme I & II, Lahore (**Society**), I shall comply with the Code of Conduct and the byelaws of the Society along with the all the relevant laws, rules and regulations applicable to private housing schemes.
2. I shall always act honestly and protect the interest of the client and uphold the integrity of the Society by my steadfast, efficient and upright conduct.
3. I shall not use any confidential information to the disadvantage of my client or use any such information to the advantage of third party.
4. I shall remain truthful in representing facts and shall not exaggerate, misrepresent, conceal or omit facts relating to real estate or any real estate transaction.
5. I shall not charge my commission on sale/purchase of any transaction in excess of 1% of the cost of the plot/file and in case of renting of property, I shall not charge more than one month's rent as commission from the landlord and the tenant (half month each from both the parties).
6. I shall exercise skill, care, competence and diligence at all times when carrying out real estate agency work and shall try to have a sound knowledge of the laws, regulations, rules and other legislation relevant to real estate agency work. I shall act in good faith and deal fairly with all parties engaged in a transaction.
7. I shall not engage in any conduct that is likely to bring the Society into disrepute and shall not mislead a client, or provide any false information or withhold information which in fairness is to be provided to a client.
8. I shall not use, or threaten to use, the complaints or disciplinary process for an improper purpose and shall ensure that all salespersons employed or engaged by myself are properly supervised and managed and that they are given the opportunity to undertake any continuing education as advised by the Society.
9. I shall hold the officials of the Society in highest respect by my intent and conduct and not engage in any quarrel in front of the clients and try to obey their instructions given to me from time to time. I shall also undertake that if any particular subordinate is found by the Society to be not of acceptable standard, I shall immediately remove him from my service.

10. I shall not engage in any conduct that would put a prospective client under undue or unfair pressure and shall communicate regularly in a timely manner and unless authorized by a client, through an agreement, I shall not offer or market any land or business or put any details of a client or his property on any website or place a sign on the property.

11. I shall not take advantage of a prospective client or a client's inability to understand relevant documents where such inability is reasonably apparent and shall not submit an agency agreement or a sale and purchase agreement or other contractual documents to any person for signature, unless all material particulars have been explained, understood and inserted into or attached to the documents.

12. I shall not undersell or offer to sell a property or plot/file of the Society at a rate lower than its market.

13. I shall not disclose the confidential and personal information relating to a client, unless the client consents in writing and shall ensure that a customer is informed of any significant potential risk of any transactions. I shall not advertise any land or business on terms that are different from those authorized by the client.

14. I shall not undertake any real estate agency work with any customer or other estate agent on terms that are different from those that are authorized by the client on whose behalf I am carrying out real estate agency work and shall retain for a period of 12 months a copy of every written offer submitted. This rule applies regardless of whether the offer was submitted by the agent and regardless of whether the offer resulted in a transaction.

15. I shall develop and maintain house procedure in writing for dealing with complaints and dispute resolution. A copy of this procedure shall be made available to clients and the Society and shall ensure that prospective clients are aware of these procedures before they enter into any contractual agreement.

I hereby understand, agree and acknowledge that any adverse report/ observation regarding my conduct / character or of violation of the terms of the Code of Conduct of the Society at any time shall render myself and my organization liable to termination of registration along with confiscation of the registration fee.

DEPONENT

Verification

Verified on oath at _____ on this ___ day of _____, 2020 that the contents of the Affidavit are true to the best of my knowledge and belief and that nothing has been concealed or misstated.

DEPONENT