

## **Conditions to be read before applying for empanelment as real estate agent/consultant:-**

1. Zonal Manager's decision is final in empanelment of Real Estate Firms.
2. The empaneled firms shall be issued the Letter of Empanelment. Those firms which accept the terms and conditions of empanelment and also give their consent for the same, by returning a signed and stamped copy of the Letter of Empanelment, will be given a list of properties, which may be let out through them..
3. Empaneled will initially be for a period of 3 years, and renewal for two years thereafter will be based on past performance and any other factor deemed fit by the Zonal Manager.

(a) Only those Real estate Firms/ Consultants who are registered as Companies under the Companies Act, 1956, should apply.

(b) Firms/ Consultants who have been in this business for atleast five years shall be eligible for empanelment..

© The empanelled firm must have an Office at Kolkata.

(d) They should also possess sufficient infrastructure in the form of manpower, etc. to be able to render the required service.

(e) To be considered for empanelment, the firm must have a good financial standing and turnover for the previous three years should be indicated.

(f) Names of clients and proofs of activity undertaken earlier should be attached.

(g) Preference will be given to professional consultancy firms who have Corporate Clients like MNCs, Banks and Financial Institutions etc.

4. Remuneration to the consultant will be made only on accepting the offer and receipt of security deposit of six month's rent from the tenancy applicant.

The remuneration to be paid to the successful Firm/ Consultant shall not exceed one month's basic rent receivable from the allottee.

This payment shall be made, subject to TDS, etc, only after the leave and licence Agreement is executed and the first month's rent has been realized. In all cases of allotments, through Real Estate Firms/ Consultants, it shall be necessary for the allottee to keep six months rent or Bank Guarantee of like amount as a security deposit with the Corporation. Such deposit shall not bear any interest. If the tenant vacates the premises before the expiry of six months, such security deposit shall be forfeited.

