

Applying for a real estate licence online: Branch manager's licence

This information sheet describes how to apply for an individual branch manager's real estate licence online if you hold the appropriate New Zealand Real Estate Qualification.

Current Licensee

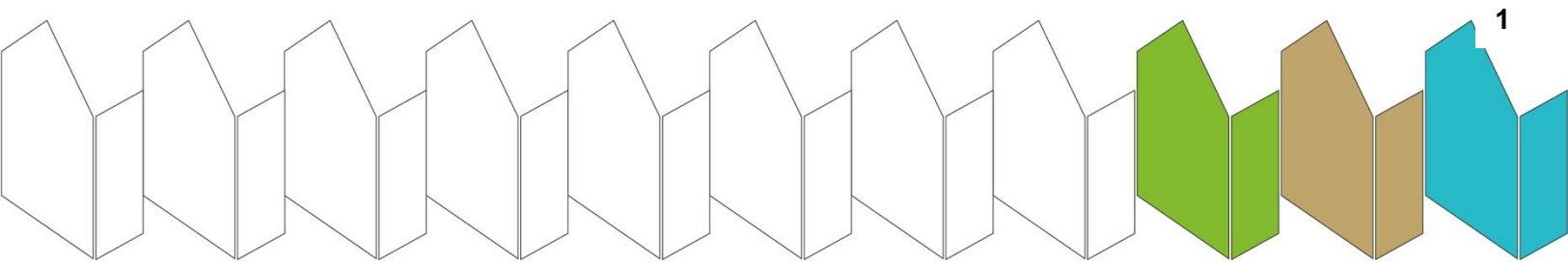
If you have a current licence and have already used your RealMe username and password to login to the [Licensee Portal](#), you just need to log in again and select "Apply for a Licence". Go directly to Step 3. If you have not used the Licensee Portal before go to Step 2.

New Licensee

To apply for a new licence online using our [Licensee Portal](#) you will need to prove to us who you are. This will be easier and faster if you already have [RealMe verified identity](#) so that you can prove your identity online without needing to supply copies of some documents. In Step 1, we describe how to apply for verified identity.

We recommend you get a RealMe verified identity

A RealMe verified identity proves your identity to us and makes the online application process easier and faster.



Step 1: Apply for verified identity via RealMe

A [RealMe verified identity](#) means you can prove who you are to any organisation that uses RealMe. A [RealMe login](#) lets you log into many government sites and services with one user name and password.

To apply for a RealMe verified identity you will need to go to the [RealMe website](#) and use the identity details on your passport, citizenship, visa or birth certificate to start the process. You will then need to visit a participating PostShop to have your photo taken. (You can also apply for verified identity when you renew your passport - this is even quicker and easier).

You may have already applied for a [RealMe verified identity](#) if you have:

- opened a bank account with BNZ online
- applied for a student loan or allowance
- enrolled online on the electoral roll
- ordered a birth, death or marriage certificate online.

Step 2 - Provide personal, contact and identification details, and make declarations

If you have not used the Licensee Portal, you will be asked to provide us with information about yourself when you have logged in using your RealMe login.

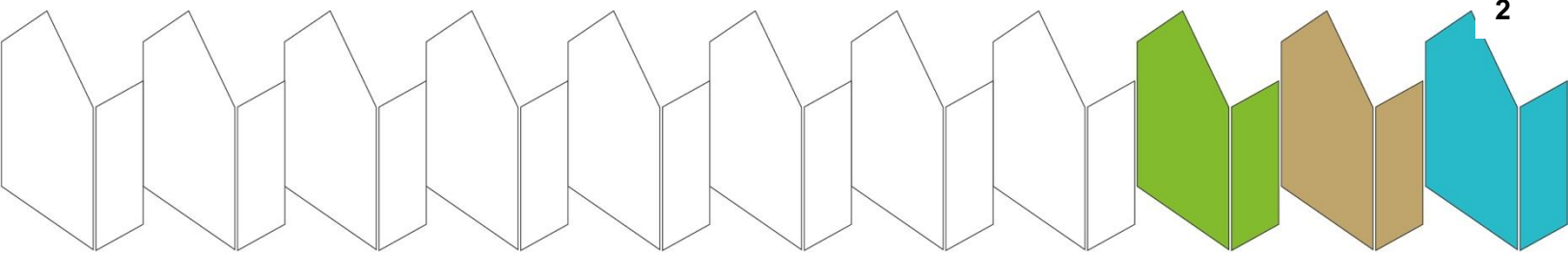
If you have [RealMe verified identity](#) as described in Step 1 and you agree to share your information with REAA via RealMe, some of the fields on the forms will be automatically populated.

Make sure you have the following documents:

- Passport size and quality photo ready to upload
- New Zealand Driver Licence
- OR PDF or photo (.jpeg or .png) of the photo page of your passport ready to upload (only if you do not have a current New Zealand driver licence)

You will be asked to provide:

- Personal details
- Contact details



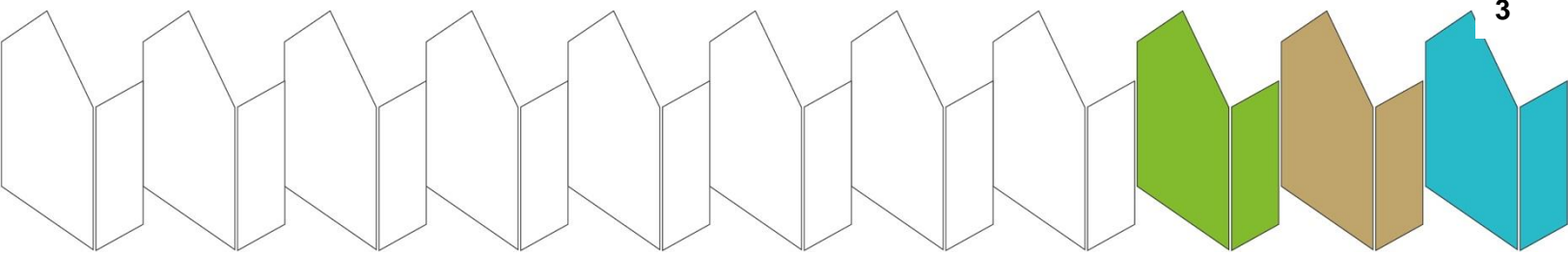
- Identification details:
 - New Zealand driver licence details - if you don't have a New Zealand driver licence, you can provide the details of your current passport. If you use your passport as proof of identification you will need to upload a PDF or photo (.jpeg, .png) of the identification page of your passport.
 - Photo identification: You need to provide a passport size and quality photo, which is not more than one year old. The photo must be in either .jpeg format or .png format. For clarification of the requirements please refer to <https://www.passports.govt.nz/Electronic-photo-standards>.
- Declaration:

You will be asked to certify:

 - The information you have provided is true and correct.
 - You will use the Licensee Portal for the purpose indicated by the Real Estate Agents Authority.
 - The photo you provided is a true representation of yourself and has not been altered.

What happens next?

- If you used your [RealMe verified identity](#) to prove who you are and have entered all the necessary information and made the required declaration, you will be able to go ahead and complete your online application.
- If you used a [RealMe login](#) and provided details of a current New Zealand driver licence which we have been able to validate, you will be able to go ahead and complete your online application. If we are not able to validate your New Zealand driver licence we will contact you. This may take two working days.
- If you provide passport details as proof of identity you will need to wait until we have authenticated your passport. When we have done this we will notify you and you can proceed to complete an online application. This may take two working days.



Step 3 - Complete licence application online

Login to our [Licensee Portal](#) using your RealMe user name and password.

Before you start your online application make sure you have the following supporting documents ready to upload:

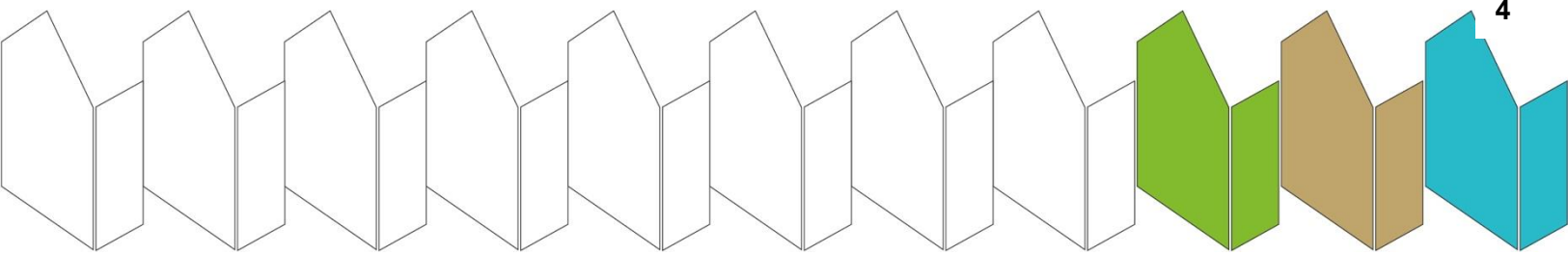
- PDF of your real estate qualification(s)
- PDF of your ITO confirmation letter (if applicable)
- Evidence of change of name (if your qualification is issued in a different name to that shown on your driver licence or passport)
- PDF of your curriculum vitae (CV) with a brief outline of your previous work history
- PDF of letters or certificates from the real estate agencies you have worked for confirming the dates you were working as a real estate salesperson
- Statutory declaration (Form 5) signed and witnessed (this form can be downloaded from our [website](#) and must be signed in front of a person authorised to take statutory declarations)

You will also need:

- Credit card or internet banking details so you can make payment. Check the website for the current fees and levies.
- Details of any pending charges (if any) in PDF format
- Details (including a contact email address) of two people who have agreed to act as your referees.

Important information:

- **Keep your original documents:** You must keep the originals of all the documents you upload in support of your application. You do not need to send the documents to us unless we ask you do so.



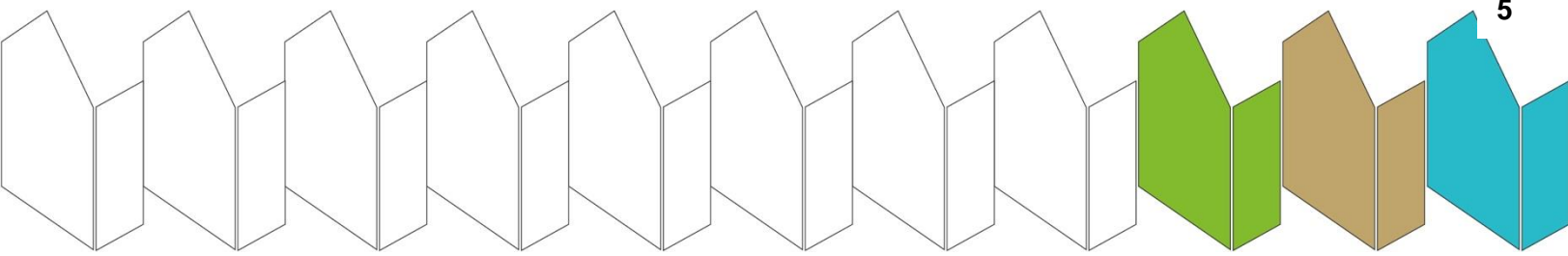
- **Changed your name?** If your qualification is not in your official name, please provide evidence of your official name change.
- **Qualifications:** To prove you have the prescribed qualifications for a branch manager's licence, you need to create a PDF document of your evidence of qualification and upload it:
 - **NZQA National Certificate in Real Estate (Branch Manager) (Level 5):** To be issued a licence you must provide evidence you have been awarded the National Certificate. If you are waiting for your certificate to be issued you can upload a copy of your official transcript showing you have completed all the required unit standards.

If you upload your transcript your application will be put on hold until you provide us with the PDF of your certificate.

OR

- **If you have a Schedule 3 University Degree Qualification:** You must provide the official transcript or academic record, from the university where you completed the qualification, listing the subjects studied and the degree or diploma that you have been awarded. The transcript or academic record must have the recognised logo of the learning institution, state that you are eligible to graduate or the date your qualification was conferred or completed, and show each paper and the mark.
- **ITO assessment** - If you completed a Schedule 3 qualification you must also provide a letter from the Skills Organisation confirming you have completed the ITO assessment.
- **Curriculum vitae (CV):** Please upload a PDF copy of your current curriculum vitae (CV) which includes brief details of your employment history and any other qualifications. Note you do not need to include evidence of other qualifications gained, character references or references from previous employers.
- **New Zealand Real Estate Experience:** You must have 3 years' experience in real estate agency work, in New Zealand, in the 10 years preceding your application. You will need to enter details of where you obtained the required work experience (workplace and dates) that makes you eligible for a branch manager's licence.

You also need to provide proof of employment from each of these real estate agencies you worked for. This can be a letter signed by the agency

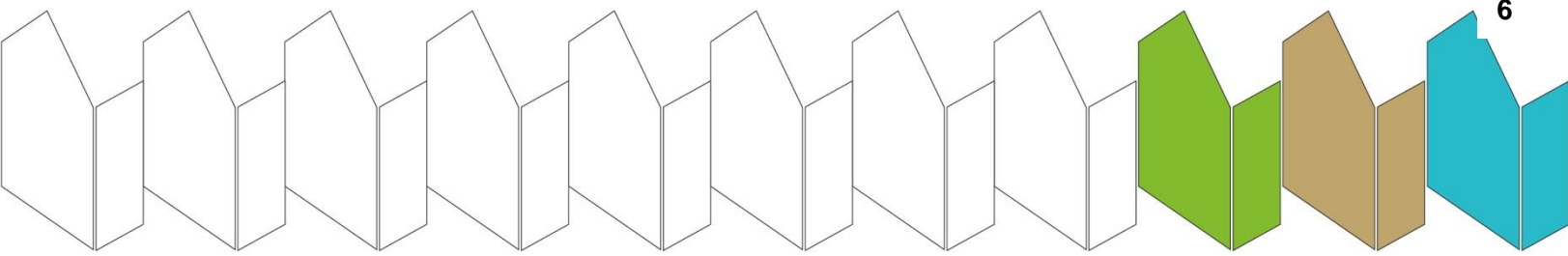


confirming the dates you were employed or a certificate of employment. It is not sufficient to only provide your licensing history. You need to save these documents in PDF format and upload them.

- **Referees:** You must provide contact details for two referees.
 - Your referees must have known you for at least 12 months. They **must not** be related to you by blood or marriage, or connected to you by a civil union or de facto relationship. They should be people who know you well. They must not live at the same address as you.
 - One of your referees **must** be a current licensee (that is, a person who currently holds an agent's, branch manager's or salesperson's licence). The second referee **must not** be a current or former licensee.
 - You should let your referees know that we will be contacting them by email to confirm that they know you. They may also be asked to complete a referee form.
- **Pending charges:** If you have any criminal or traffic charges pending we will be advised of this when we carry out a Police Vetting. If you do have charges pending, please provide details of these. If you have any civil matters before the courts please declare these. If the offences are likely to impact on your eligibility to be granted a licence your application will be placed on hold until the outcome is known. Failure to disclose pending charges may result in your application being declined. Capture the details of the charges into a Word document and then save it as a PDF and upload it.
- **Form 5: Declaration in support of application:** A PDF of a completed Form 5 (which can be downloaded from our [website](#)) must be uploaded in support of your licence application. You should check every statement in the form and ensure that you can truly make the statements concerned. If there are circumstances that would or might make you not a fit and proper person to hold a licence, you should disclose these at the time of making your application.

You must have your signature on the declaration witnessed. Persons who can legally witness your signature are:

- Justice of the Peace
- Solicitor
- Notary public



- Registrar or Deputy Registrar of the High Court or any District Court
- Authorised officer in the service of the Crown
- Any Member of Parliament
- **Authorisation to disclose information:** The Authorisation to Disclose page specifically authorises the New Zealand Police to disclose information that may be held by Police, including any interaction you may have had with Police in any context or any information received by Police, to the Real Estate Agents Authority. This is not limited to conviction information. Any disclosure will be subject to the Criminal Records (Clean Slate) Act 2004.
- **Consent and certification:** The “consent and certification” section authorises the Registrar to make any enquiries regarding matters relevant to your application. This section of the application also certifies the information you have provided is true and correct.
- **Payment - fees and levies:** To complete your application, you must pay the fees and levies using a credit card or internet banking. Details of fees and levies can be found [here](#).

Step 4 - Checking your application and supporting documents

When we have received your application, we will check to confirm you have provided all the necessary supporting documentation.

Referees

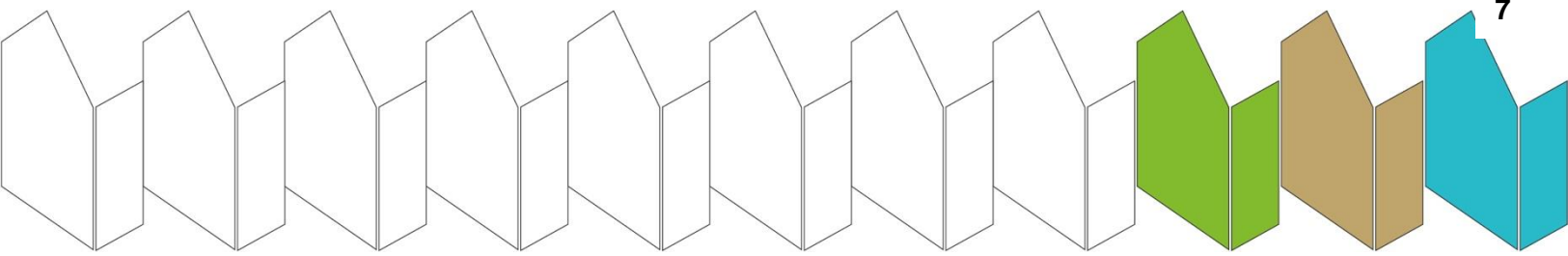
We may contact your referees to ask them to complete a referee form.

Police vetting

We will send a Vetting Request to the New Zealand Police. It can take between 20-28 working days for the vetting report to be returned to us.

Advertising on our website reaa.govt.nz

Details of current applications for a real estate licence are advertised on our website. Details of your application will be on the website for 14 days and will include your name, home address, and class of licence for which you have applied. If you have any concerns about your home address appearing on the website



please contact us. During the 14 days your details are on the website, anyone can object to you being issued with a licence.

Step 5 - Notifying you of the outcome of your application

It will take between 15 and 28 days for a decision to be made as to whether your application will be approved. The time taken will depend on how long it takes for the results of the police vetting to come back to us and whether or not anyone objects to you being issued with a licence.

If we receive an objection you will be notified and be given the opportunity to respond. Once you have responded there will be a hearing to consider the objection. Consideration of an objection can take up to two months.

More information

For general information on licensing: www.reaa.govt.nz

To view the Real Estate Agents Act 2008: www.legislation.govt.nz

Real Estate Agents Authority

Postal address: PO Box 25371 Featherston Street, Wellington, 6146

Street address: Level 2 Deloitte House, 10 Brandon Street, Wellington

Phone: 0800 367 732) or (04) 471 8930

Fax: 04 815 8468

Email: info@reaa.govt.nz

Website: www.reaa.govt.nz

To the best of the Real Estate Agents Authority knowledge, the information in this guide is accurate at the date shown below. However, the requirements on which this information is based can change at any time and the most up-to-date information is available at **www.reaa.govt.nz** [Version 1.0, 7 November 2016].

