

## Applying for a real estate licence under the Trans-Tasman Mutual Recognition Act

This information sheet describes how to apply online for a real estate licence in New Zealand under the Trans-Tasman Mutual Recognition Act 1997 (TTMRA).

### Current Licensee

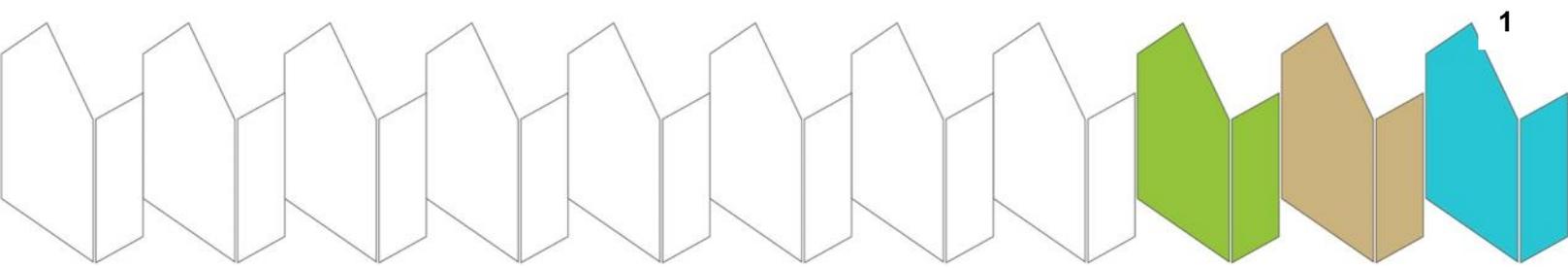
If you have a current licence and have already used your RealMe username and password to login to the [Licensee Portal](#), you just need to log in again and select "Apply for a Licence". Go directly to Step 3. If you have not used the Licensee Portal before go to Step 2.

### 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 a [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. If you are not resident in New Zealand, go to Step 2.

[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 Post Shop to have your photo taken. (You can also apply for verified identity when you renew your passport - this is even quicker and easier).

## 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.

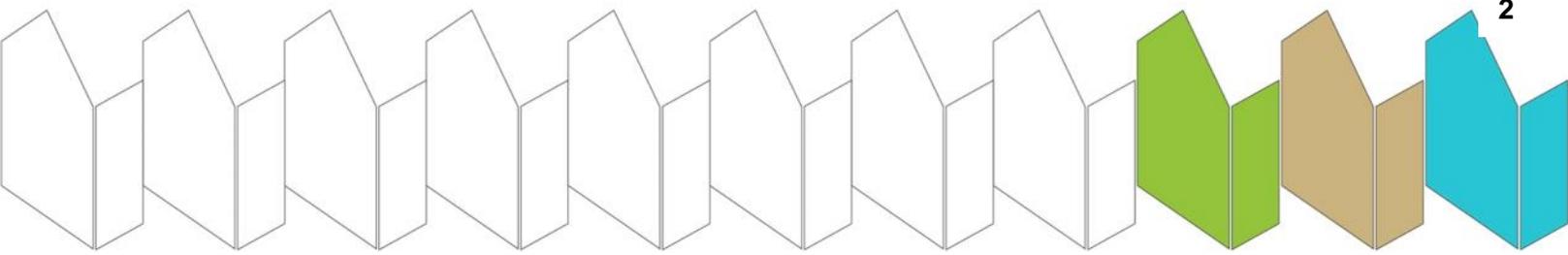
If you have [RealMe verified identity](#) as described in Step 1 and you agree to share your information with REAA via RealMe, some of the fields on the forms will be automatically populated.

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:
  - Z 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.



Z 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:

Z The information you have provided is true and correct.

Z You will use the Licensee Portal for the purpose indicated by the Real Estate Agents Authority.

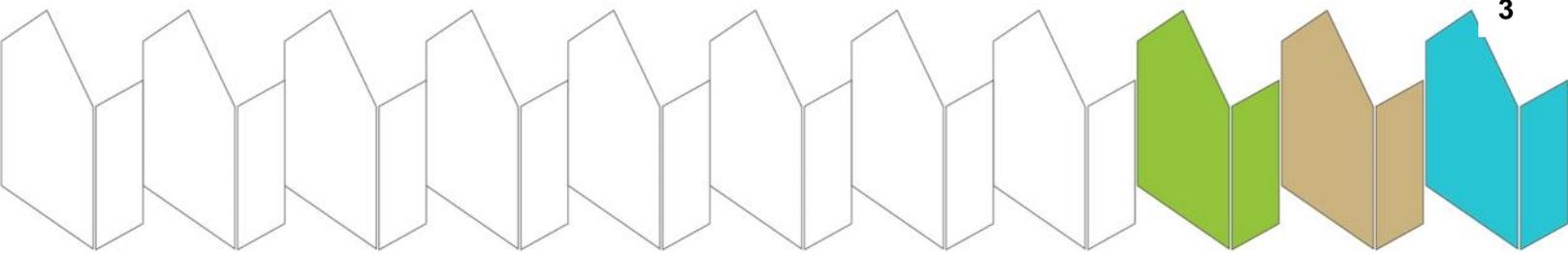
Z The photo you provided is a true representation of yourself and has not been altered.

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 evidence of your registration in an equivalent real estate occupation in Australia
- PDF of your curriculum vitae (CV) with brief outline of your previous work history
- Declaration in support of your application that has been signed and witnessed.

You also need the following:

- 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

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 registration in Australia is not in your official name, please provide evidence of the official name change.
- ) Registration: To prove you have a current real estate registration in Australia you will need to create a PDF of your evidence of registration and upload it.
- ) 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.
- ) Pending charges: 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. Capture

the details of the charges into a Word document and then save it as a PDF and upload it.

- J Declaration in support of application: A PDF of a completed Declaration in support of TTMRA Application Form (this 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:

- Z Justice of the Peace
- Z Solicitor
- Z Notary public
- Z Registrar or Deputy Registrar of the High Court or any District Court
- Z Authorised officer in the service of the Crown
- Z Any Member of Parliament

In Australia, a statutory declaration must be made before a Judge, a Commissioner of Oaths, a notary public, or a Justice of the Peace or any person authorised by the law of Australia to administer an oath there for the purposes of a judicial proceeding, or before a Commonwealth representative, or before a solicitor of the High Court of Australia.

- J 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.
- J 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 – Deemed registration

When we have received your application, and pending the granting or refusal of your licence, you are subject to “deemed registration”. Deemed registration entitles you to carry on your occupation in New Zealand as if you were licensed in New Zealand. However your “deemed registration” may be subject to conditions and you should not commence real estate agency work until we have acknowledged receipt of your application.

If you are registered in New South Wales, conditions will be imposed on your registration. You will need to complete Standard 23137 (Demonstrate knowledge of the sale and purchase agreement and facilitate sale of real estate) within six months of us issuing you with a licence. You will be expected to provide certification to show that you have done this.

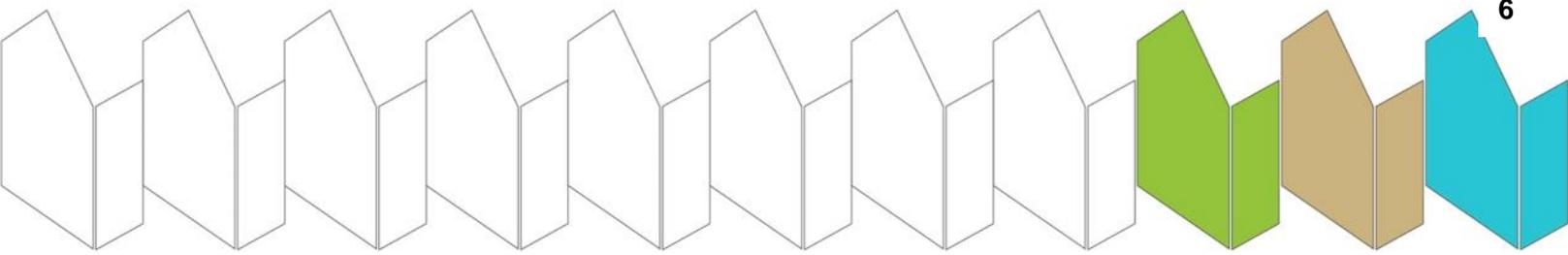
In carrying out real estate agency work under deemed registration you must comply with any requirements regarding trust accounts or any other such protection for the public, clients, customers, or others, and you will be subject to the complaints and discipline regime set out under the New Zealand Real Estate Agents Act 2008.

Your deemed registration will cease if your application for a licence is granted or refused, you request that it be cancelled, or you cease to be registered in Australia.

The Registrar has one month after your application for a licence is received to grant, postpone or refuse your application. The Real Estate Agents Authority may make inquiries of the authorities of any participating jurisdiction(s) in which you are registered in connection with your application, deemed registration, or actual or possible disciplinary action to verify the information you have provided and decide whether you meet the eligibility requirements for a licence.

Your registration may be postponed for up to six months if:

- ) any of the statements or information provided in your application are materially false or misleading
- ) any document or information is materially false or misleading



- ) any document or information has not been provided
- ) your circumstances have materially changed since the date of your notice
- ) the Real Estate Agents Authority determines that the occupation in which registration is sought is not an equivalent occupation.

Your application can be refused if any of the above conditions apply, or if the Real Estate Agents Authority determines that the occupation in which registration is sought is not an equivalent occupation and that equivalence cannot be achieved by imposing conditions.

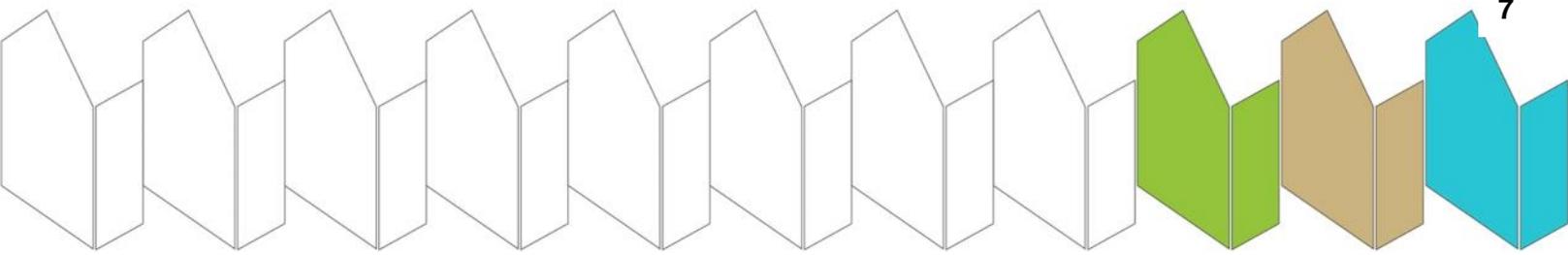
#### Criminal History Check

We will send a Criminal History Check to the New Zealand Police. It can between 20 and 28 working days for the report to come back from the Police.

### 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 Criminal History Check to come back to us and whether or not anyone objects to you being issued with a licence.

- ) If your application for registration is postponed or refused: you will be advised of the reasons of the decision, and of your right to seek a review of the decision and how to do this. If the application is refused, the levies that you have paid will be refunded. The application fee is not refundable.
- ) If your application is approved: the Registrar will issue a licence and record this in the Register of Licensees. The Registrar can impose conditions to achieve equivalence of occupation or to match conditions that apply to your registration in an Australian jurisdiction, or for any other purpose to implement the Trans-Tasman mutual recognition principle in relation to occupations.



## More information

For general information on licensing: [www.reaa.govt.nz](http://www.reaa.govt.nz)

To view the Real Estate Agents Act 2008: [www.legislation.govt.nz](http://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](mailto:info@reaa.govt.nz)

**Website:** [www.reaa.govt.nz](http://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](http://www.reaa.govt.nz) [Updated, August 2017].

