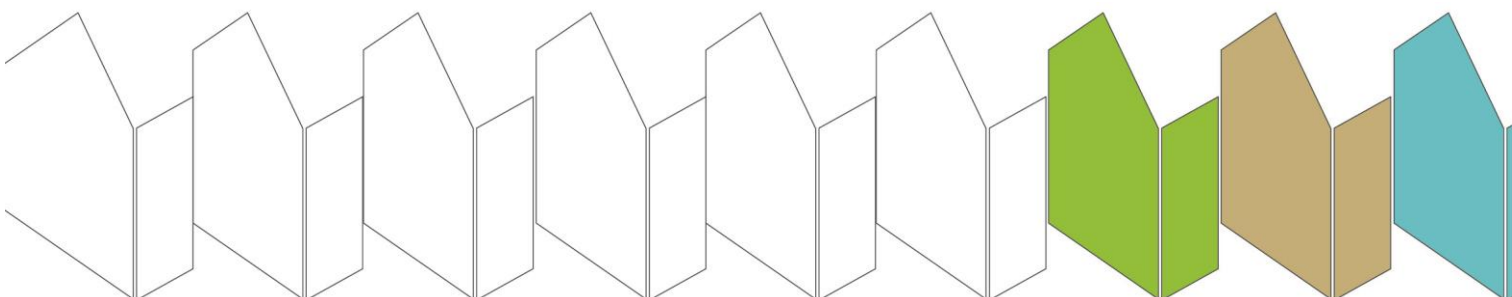
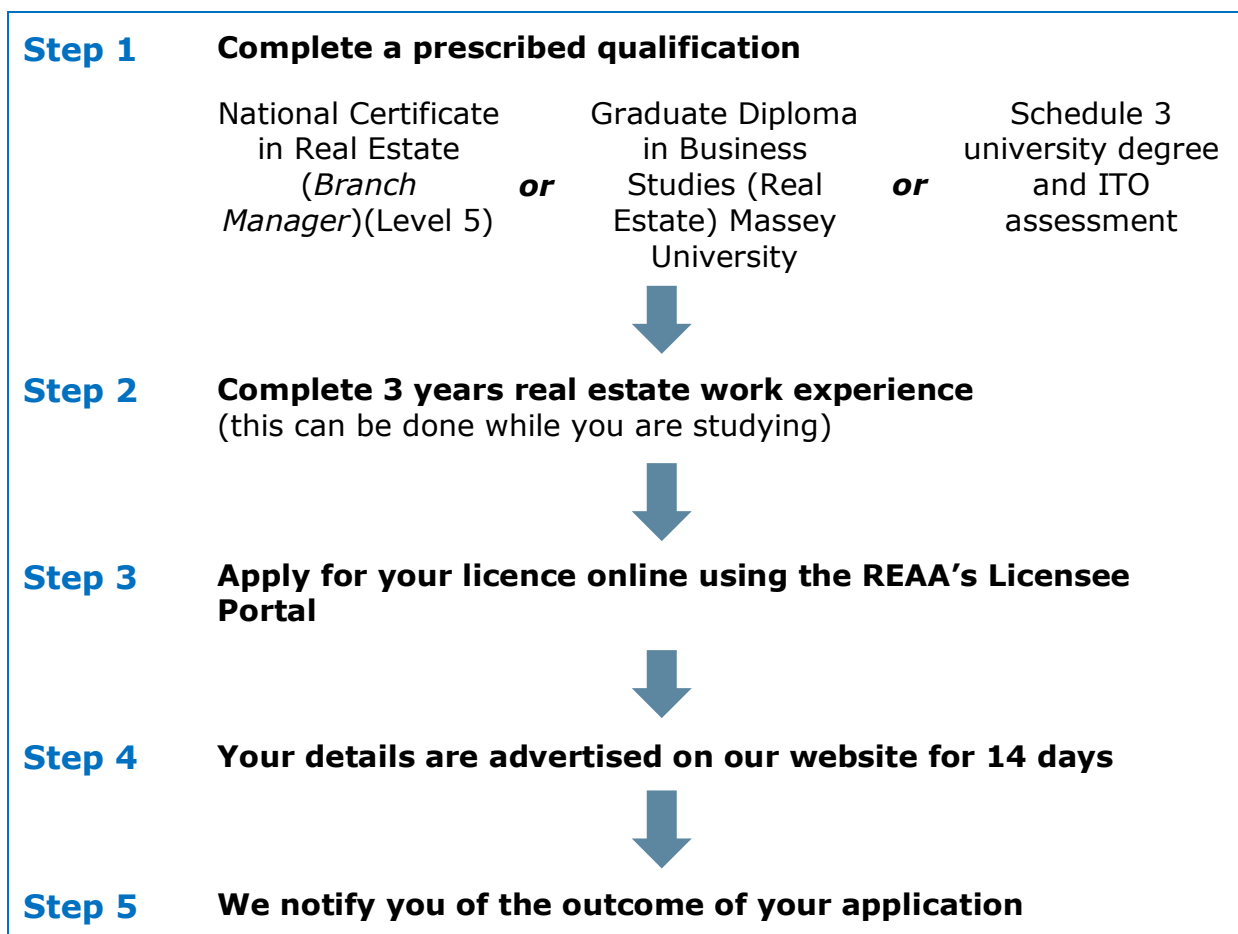


Information sheet:

How to get a real estate branch manager's licence

You can apply to become a real estate branch manager after you have completed a prescribed course of study and the required real estate experience. Figure 1 outlines the process.

Figure 1: How to get a branch manager's licence



What does holding a branch manager's licence let me do?

A branch manager's licence allows you to carry out real estate agency work for or on behalf of an agent. If you hold a branch manager's licence you must work for a licensed agent. A branch manager may supervise salespersons carrying out any real estate agency work.

What is the relevant legislation?

- ✓ Real Estate Agents Act 2008 ([the Act](#))
- ✓ Real Estate Agents (Licensing) Regulation 2009 ([Licensing Regulations](#))

What is the eligibility criteria licence?

To be eligible for a branch manager's licence you must:

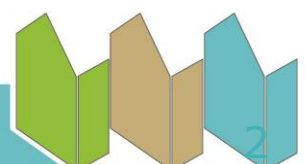
- ✓ be at least 18 years of age
- ✓ not be prohibited from holding a licence under section 37 of the Real Estate Agents Act 2008
- ✓ be a fit and proper person
- ✓ have a prescribed qualification
- ✓ have obtained three years in real estate agency work within the 10 years preceding your application for a branch manager's licence.

Refer to [section 36](#) of the Act.

Who is prohibited from being granted a licence?

The following people are not eligible to hold a licence:

- a) A person who has been convicted, whether in New Zealand or another country, of a crime involving dishonesty (or of a crime that, if committed in New Zealand, would be a crime involving dishonesty) within the 10 years preceding the application for a licence.
"Crimes of dishonesty" has the same meaning as in section 2(1) of the Crimes Act 1961 and includes: theft or stealing, shoplifting, conversion of vehicle, dishonestly taking or using a document, burglary, aggravated burglary, robbery, blackmail, money laundering, receiving, accessing computer system for dishonest purpose, forgery.
- b) A person who has been convicted of an offence under sections 14, 17 to 22, or 24 of the Fair Trading Act 1986, within the five years preceding the application for a licence.



- c) A person whose licence or certificate of approval has been cancelled within the preceding 5 years or whose licence is suspended under the Real Estate Agents Act 1976 at the time of application.
- d) A person whose licence has been cancelled within the preceding 5 years or whose licence is suspended at the time of application under the Real Estate Agents Act 2008.
- e) A person subject to an order made, or a notice given, under the law of a country, state, or territory outside New Zealand, within the preceding 5 years who is prohibited from acting as an agent or branch manager, or salesperson (or equivalent) in that country, state, or territory, unless the person satisfies the Authority that he or she is a fit and proper person to hold a licence.
- f) A person who is an officer of a licensee company, a chief executive officer of a licensee company, or a branch manager and who has been disqualified from holding a licence or whose licence has been suspended under the Real Estate Agents Act 1976.
- g) A person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of an incorporated body under the Companies Act 1993, the Securities Markets Act 1988, or the Takeovers Act 1993.
- h) A company, or other corporate entity or partnership, where a person concerned in its management is disqualified from being licensed in his or her own right under paragraph (a).
- i) A person who is subject to the provisions of the Lawyers and Conveyancers Act 2006.

Refer to [section 37](#) of the Act

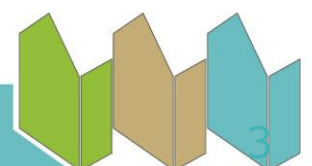
What does fit and proper mean?

'Fit and proper' relates to your character and standing in the community.

If you have convictions that would make a reasonable person think twice about allowing you access to their property or family you may want to contact the Authority before starting study for a real estate qualification.

Can I apply for a branch manager's licence if I am bankrupt?

Yes, you can apply for a branch manager's licence if you are bankrupt. You are not eligible to hold an agent's licence if you are an undischarged bankrupt or are subject to subpart 4 of Part 5 of the Insolvency Act 2006.



What evidence do I need to provide to show I have three years real estate experience?

You need to provide proof of employment from each of the real estate agencies you worked for over the last three years. This can be a letter signed by the agency confirming the dates you were employed or a certificate of employment. It must also confirm you were actively engaged in real estate agency work as defined by the Real Estate Agents Act 2008. It is not sufficient to provide your licensing history. Residential property management work experience does not count toward real estate agency work experience.

What is the definition of real estate agency work?

'Real estate agency work' is defined in section 4 of the Act as:

any work done or services provided, in trade, on behalf of another person for the purpose of bringing about a transaction; and

includes any work done by an agent or salesperson under the direction of, or on behalf of an agent to enable the agent to do the work or provide the services described in paragraph (a)

Refer to [section 4](#) of the Act.

What qualifications do I need?

Before you apply to be licensed as a branch manager you must hold:

1. National Certificate in Real Estate (Branch Manager) (Level 5). Please note this qualification will be changing. Applications for this programme can be accepted by the providers no later than 31 December 2018 and it must be completed by 31 December 2019.

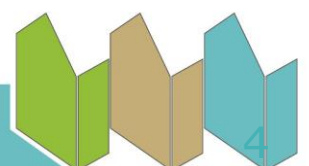
OR

2. Graduate Diploma in Business Studies (Real Estate) conferred by Massey University.

OR

3. One of the following (Schedule 3) qualifications **and** completion of an assessment required by the Skills Organisation (ITO assessment):

- ✓ Bachelor of Commerce (Valuation and Property Management) conferred by Lincoln University
- ✓ Bachelor of Property conferred by Auckland University
- ✓ Bachelor of Property Administration conferred by Auckland University



- ✓ Bachelor of Business Studies (Valuation and Property Management) that meets the requirements of the Property Institute of New Zealand conferred by Massey University
- ✓ Bachelor of Business Studies (Real Estate) conferred by Massey University
- ✓ Bachelor of Business Studies (Valuation and Property Management) conferred by Massey University
- ✓ Membership of the Royal Institution of Chartered Surveyors as a member or fellow with chartered designation in general practice, commercial property, residential property, or valuation.

Refer to [section 36](#) of the Act and [regulation 12](#) and [Schedule 3](#) of the Licensing Regulations.

Is there a time limit for applying for a licence after I have completed the course?

You must apply for your licence within 3 years of obtaining your National/New Zealand Diploma. If you are applying for your licence with a Schedule 3 qualification your application must be made within 10 years of the qualification being awarded. **Who can be my 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 defacto relationship. They should be people who know you well. We will email them to confirm they know you and may ask them to complete a reference form. 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.

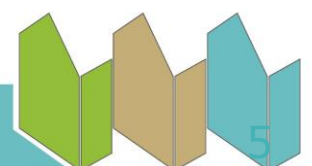
How much does a licence cost?

You can find current fees and levies [here](#) on the REAA website.

The application fee is a one-off charge for processing a new application. There are two annual levies which fund the running of the Real Estate Agents Authority and the Real Estate Agents Disciplinary Tribunal.

If you are granted a licence you have to pay both levies each year. You must pay the application fee and levies when you apply for a new licence.

The application fee is non-refundable. If you are not granted a licence, the levies will be refunded.



How do I apply for a licence?

You can apply for a licence online using our [Licensee Portal](#). For further information on the application process refer to the '*Applying for a real estate licence online: Branch manager's licence*'.

Advertising your application

When we receive your application we will advertise your name, address and class of licence applied for on the REAA website for 14 days. During this time anyone can lodge an objection to your application.

What happens if someone objects to my application for a licence?

Anyone can object to the granting of a licence to an applicant.

The requirement to advertise is intended to give potential objectors the opportunity to do so. If someone wishes to object, they can only do so on the grounds that you do not meet the eligibility criteria set out in [section 36](#) of the Act or are prohibited from holding a licence under [section 37](#).

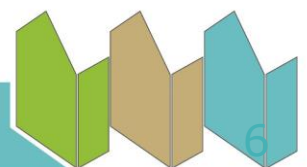
The Authority allows an objection period of 14 days from the date your intention to apply for a licence first appears on the REAA website. No applications are approved until this period has expired.

If someone objects to your application, the Registrar must consider the objection. The Registrar will advise you of any objections, give you the opportunity to respond and provide further information about the process. Consideration of an objection can take 4-8 weeks.

Refer to sections [40](#), [41](#) and [42](#) of the Act and [regulation 9](#) of the Licensing Regulations.

What does a Criminal history check involve?

For more information on a Criminal History check, please refer to the [New Zealand Police website](#). It can take between 20-28 working days for the report to be returned to us. The check must be initiated by the REAA. You need to complete the consent form which is part of the online application. You cannot initiate a Criminal History check yourself.



How long will it take for the Authority to notify me the outcome of my application?

If your application is complete and depending on how long it takes for the result of the police vetting to come back to us, it will take between 15 and 28 days for a decision to be made as to whether the application will be approved.

However, if an objection is received the objection must be considered before a decision is made. Consideration of an objection can take between 4-8 weeks.

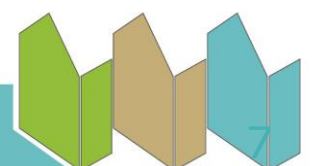
If the Registrar approves your application: the Registrar will issue a licence and record this in the register of licensees. The Registrar will send you an 'Evidence of Licence' document which sets out the class of licence you hold, the licence number, and the date of issue and expiry. This is an important document as it is your proof that you hold a licence and can legally carry out real estate agency work. You should ensure that you keep it in a safe place and that you are able to produce it if asked.

If the Registrar declines your application: the Registrar will write to you advising the reasons for the decision and of your right to seek a review, and how to do this. If your application is declined the Registrar will refund the levies that you have paid. The application fee plus GST is not refundable.

What might cause a delay in processing my application?

Your application could be delayed if:

- ✓ Your application is incomplete
- ✓ The objection period has not ended
- ✓ The Authority receives an objection to your application
- ✓ We have not received the result of the police check



More information

For general information on licensing:

www.reaa.govt.nz

Email:

licensing@reaa.govt.nz

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 FOR REAA (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].

