

REFERENCE FOR COMPANY OFFICER

1. You should have known the applicant for at least 12 months.
2. You cannot provide a reference if you are:
 - related to the applicant by blood or marriage
 - connected to the applicant by civil union or defacto relationship
 - live at the same address as the applicant.
3. Please complete the form subject to the provisions of the Criminal Records (Clean Slate) Act 2004.
4. Full and complete answers are required for each question on this form. **(One word or single phrase responses are not sufficient).**
5. Please send the completed form:
 - By Post to:** **The Registrar, Real Estate Agents Authority, P.O. Box 25371, Featherston Street, Wellington 6146.**
 - OR
 - By Email to:** licensing@reaa.govt.nz
6. If you email this form to us **DO NOT** post it as well.
7. For help in completing this form, call 0800 for REAA (0800 367 7322) or 04 471 8930 or visit www.reaa.govt.nz
8. Please retain a copy of this form your records.

1. NAME OF APPLICANT:	
2. NAME OF APPLICANT'S REAL ESTATE AGENCY <i>(if applicable)</i>	
3. REFEREE DETAILS Mr / Mrs / Miss / Ms* [* Select one.] Full Name..... Known as..... Home Address..... Suburb City.....Postcode ____ Daytime phone number (0) Email.....	Name of Employer..... Position Held Business address.....
4. Is the applicant related to you by blood or marriage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Does the applicant live at the same address as you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. How long and in what capacity have you known the applicant?	

<p>7. An officer of a company must be a fit and proper person by reason of their personal character and financial position. Please explain why you think the applicant is a fit and proper person to be an officer of a real estate agency.</p>
<p><i>(If necessary use a separate sheet and attach to this report.)</i></p>
<p>8. Are there any personal or professional issues the Real Estate Authority should be aware of?</p>
<p>9. Do you have any further comments about the applicant's character?</p>
<p>10. To the best of your knowledge, has the applicant:</p> <ul style="list-style-type: none"> • Ever been convicted in any court in New Zealand or overseas? • Pending or current charges before a court in New Zealand or overseas • Ever been the subject of disciplinary action by any authority in New Zealand or overseas? <p><input type="checkbox"/> Yes <i>(please provide further details on a separate sheet)</i></p> <p><input type="checkbox"/> No</p>
<p>11. DECLARATION:</p> <p>I confirm that the above information is true to the best of my knowledge.</p> <p>Signed _____ Date: ___ / ___ / _____</p>

INFORMATION NOTES

Requirements

Please elaborate on each point. Insufficient information could cause delays in the processing of the applicant's licence application.

Use of Reference

The information and opinion you provided will be treated as confidential to the Real Estate Agents Authority. It will be used for the purpose of consideration of the suitability of the applicant to be issued with a licence pursuant to Part 3 of the Real Estate Agents Act 2008.

Privacy Act 1993

Any reference you provide may be made available to the applicant on request under the provisions of the Privacy Act 1993.