

# NOTICE OF VOLUNTARY SURRENDER OF LICENCE

*Section 61, Real Estate Agents Act 2008*

1. Use this form if you are giving notice to the Registrar that you wish to surrender your licence.
2. Complete all sections. Use BLOCK LETTERS. Use a ballpoint pen.
3. Please send the completed form:
  - By Post to:**           **The Registrar, Real Estate Agents Authority, P.O. Box 25371, Featherston Street, Wellington 6146.**
  - OR
  - Email to:**           [licensing@reaa.govt.nz](mailto:licensing@reaa.govt.nz)
4. If you email this form to us **DO NOT** post it as well.
5. For help completing this form, call 0800 for REAA (0800 367 7322) or 04 471 8930 or visit [www.reaa.govt.nz](http://www.reaa.govt.nz).
6. Please retain a copy of this form your records.

<b>1. NAME</b> Mr / Mrs / Miss / Ms* [* Select one.] <span style="float: right;">Date of Birth: ___/___/_____</span> Surname ..... Given name(s) ..... OR Name of company (if the applicant is a company) .....	
<b>2. LICENCE NUMBER</b> _____ <input type="checkbox"/> The licence is attached. (Note 3)	
<b>3. POSTAL ADDRESS</b> Street..... Suburb ..... City .....Postcode _____	<b>4. TELEPHONE NUMBERS</b> Daytime phone number(0 ) ..... Mobile (02 ) .....
<b>5. EMAIL ADDRESSES</b> Personal email .....	
<b>6. NOTICE TO REGISTRAR</b> (please tick to confirm) <input type="checkbox"/> I give notice that I am voluntarily surrendering my agent's/branch manager's/salesperson's* licence referred to above . [* Select one.] <input type="checkbox"/> I understand the Registrar will cancel the licence and record the cancellation in the register. <input type="checkbox"/> I understand that once the Registrar has recorded the cancellation in the register I/the company* will no longer hold a licence and will be unable to carry out real estate agency work. [* Select one.] <input type="checkbox"/> <b>I will cease/ceased real estate agent work on ..... and have no current listings.</b> (If you do not enter a date your licence will be cancelled on the expired date on your licence). <b>SIGNATURE</b> Date..... Signature ..... Name [print name] .....	
<b>7. DECLARATION</b> (if signing on behalf of a company) I certify that I am duly authorised to make this request for voluntary surrender of this licence on behalf of the company. Date..... Signature ..... Name [print name] ..... Signatory's position in company .....	

**NOTES**

1. Under section 61 of the Real Estate Agents Act 2008 a licensee (an individual or a company) may voluntarily surrender a licence by written notice to the Registrar.
2. The Registrar will cancel the licence and record the cancellation in the register. The effective date of cancellation is the date on which the Registrar records the cancellation in the register.
3. Cancellation means that a person or company can no longer carry out real estate agency work.
4. If you are an individual surrendering your own **individual agent's, branch manager's or salesperson's licence**, sign in Box 6. (You do not need to sign the declaration in Box 7.)
5. If you are making this request in respect of an **agent's licence held by a company**, you must identify your position in the company and sign the declaration in Box 7.
6. Surrender of a licence does not affect a licensee's liability to pay any fees or other money in accordance with the requirements of the Real Estate Agents Act 2008, perform any obligation under that Act, or affect a licensee's liability for any act done or default made before the date on which the licence ceased to have effect.
7. If you operated a trust account please ensure the trust account is closed and your auditor notified.
8. **Any fees paid are non-refundable.**