

## UNDERTAKING TO USE STANDARD CLAUSES FOR RESIDENTIAL AGENCY AGREEMENTS

1. Complete this form to formally give notice to the Real Estate Agents Authority (the Authority) that your agency undertakes to use the Authority and Real Estate Institute of New Zealand's standard clauses for residential agency agreements under the conditions outlined in section 5 below.
2. Only complete this form if you are duly authorised (as agent or branch manager licence holder) to make this undertaking on behalf of our agency. Complete all sections.
3. Send to the Authority's Licensing Team either a scanned signed copy of the completed form by email to [licensing@reaa.govt.nz](mailto:licensing@reaa.govt.nz) or by fax to (04) 815 8468
4. Send an electronic copy of your revised residential agency agreement by email to [licensing@reaa.govt.nz](mailto:licensing@reaa.govt.nz)
5. Retain a copy of this completed undertaking for your records.
6. An agency that agrees to include the standard clauses in its agency agreements is eligible to have their agency's trading name\* included on the Authority's website. This will either be from 3 November 2014, or from a date when the agency has given the Authority notice to adopt the clauses by completing this undertaking.
7. The Authority reserves the right to remove the name of an agency from its website that breaches this undertaking or who gives notice of any detrimental change to the undertaking given.
8. Disclaimer – the Authority will be encouraging consumers to only enter into residential agency agreements with agencies that include these standard clauses. However, the Authority does not endorse or recommend any commercial products or services of any agency. The placement of an agency's name on the Authority's website cannot be construed as an endorsement or recommendation of that agency by the Authority or of the Authority's approval of terms and conditions of an agency's residential agency agreement.

<b>1. COMPANY DETAILS</b> Company Name: REAA Licence Number:	Agency trading name* for REAA website:
<b>2. PHYSICAL ADDRESS</b> Street: Suburb:	City: Post Code:
<b>3. EMAIL</b>	<b>REGION</b>
<b>4. BRANCH OFFICES COVERED BY THIS DECLARATION</b> List the name and location of any Branch offices covered by this declaration on the next page	
<b>5. UNDERTAKING</b> I undertake on behalf of ..... that my agency will: <ul style="list-style-type: none"> <li>- Include the standard clauses in all our residential agency agreements from 3 November 2014 or ..... (a later date) unless I give notice to the Authority otherwise</li> <li>- Not include any other clauses in our residential agency agreements that limit or qualify the legal effect of the standard clauses</li> <li>- Not include an automatic rollover clause in our residential agency agreements from a sole agency to a general agency when the sole agency comes to an end</li> <li>- Notify the Authority immediately of any change to this undertaking to include the standard clauses within our residential agency agreements</li> </ul>	
<b>6. DECLARATION</b> I certify that I am duly authorised (as agent or branch manager licence holder) to make this undertaking on behalf of our agency. Signature: ..... Print Name: ..... Date: ___ / ___ / ____ Position in agency: .....	
<b>7. CHECKLIST</b> Have you signed and dated the declaration section? When you email or fax this undertaking have you also emailed a copy of your residential agency agreement including the standard clauses?	

**List of branch offices covered by this declaration**

<p><b>BRANCH OFFICE DETAILS</b></p> <p>Trading name of Branch.....</p> <p>Physical Address</p> <p>Street .....</p> <p>Suburb .....</p> <p>City ..... Postcode _____</p> <p>Geographical area(s) covered .....</p> <p>Region .....</p>
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**Continue of separate sheet if necessary**