

## NOTICE OF REQUEST TO CANCEL LICENCE

*Section 54, Real Estate Agents Act 2008*

### Real Estate Agents Authority

**INSTRUCTIONS** See the **NOTES** at the bottom of this form.

1. Use this form if you are giving notice to the Registrar that you wish to request the Registrar to cancel your licence.
2. Complete all sections of this form. Use a ballpoint pen.
3. Please send the completed form to:  
**The Registrar, Real Estate Agents Authority, PO Box 25371, Panama Street, Wellington, 6146.**
4. For help in completing this form, call 0800 for REAA (0800 367 7322) or visit [www.reaa.govt.nz](http://www.reaa.govt.nz).

<b>1. NAME</b> Mr / Mrs / Miss / Ms* [* Select one.] Surname ..... Given name(s) ..... <b>OR</b> , Name of company (if the licensee is a company): .....	
<b>2. CONTACT DETAILS</b> Street ..... ... .. Suburb ..... ... .. City ..... Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Email: .....	Telephone numbers Home (0 ) ..... Mobile (02 ) ..... Fax (0 ) .....
<b>3. LICENCE REGISTRATION NUMBER</b> Licence number _ _ _ _ _	
<b>4. NOTICE TO REGISTRAR</b> I give notice that I am requesting cancellation of the agent's/ branch manager's/ salesperson's* licence referred to above, and that cancellation takes effect from [insert date] ..... [* Select one.] I understand that the Registrar will cancel the licence and record the cancellation in the register. 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.] I understand further that cancellation of the licence means that I/the company* will be prohibited, under section 37(1)(d) from being licensed under the Real Estate Agents Act 2008 for a period of five years from the date of cancellation [*Select one.] Date ..... Signature ..... Name [print name] ..... (applicant)	
<b>5. DECLARATION</b> (if signing on behalf of a company) I certify that I am duly authorised to make this request for voluntary cancellation of this licence on behalf of the company. Date ..... Signature ..... Name [print name] ..... (applicant) Signatory's position in company .....	

**NOTES**

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| <ol style="list-style-type: none"> <li>1. Section 54(b) provides that the Registrar must cancel a person's licence and remove that person's name from the register if the person gives written notice to the Registrar to cancel his or her licence.</li> <li>2. The Registrar will cancel the licence and record the cancellation in the register.</li> <li>3. Cancellation means that a person or company can no longer carry out real estate agency work. Further, under section 37(1)(d) a person is prohibited from being licensed for a period of five years from the date of</li> </ol> | <p>cancellation. If, after that five year period you wish to carry out real estate agency work, an application for a new licence must be made.</p> <ol style="list-style-type: none"> <li>4. If you are an individual requesting cancellation of your own <b>individual agent's, branch manager's or salesperson's licence</b>, sign in Box 4. (You do not need to sign the declaration in Box 5.)</li> <li>5. If you are making this request in respect of an <b>agent's licence held by a company</b>, you must identify your position in the company and sign the declaration in Box 5.</li> </ol> |
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