

APPLICATION FOR BRANCH MANAGER'S LICENCE

Section 38, Real Estate Agents Act 2008

Real Estate Agents Authority

1. Use this form to apply as an **individual** for a Branch Manager's licence.
2. Complete all sections. Use BLOCK LETTERS. Tick the boxes as appropriate. Use a ballpoint pen.
3. When completed, attach the **statutory declaration, consent to disclosure, prescribed fee, and supporting documents** and send this form to:

The Registrar, Real Estate Agents Authority, PO Box 25371, Panama Street, Wellington 6146 (Note 1).
4. For help completing this form, call 0800 for REAA (0800 367 7322) or visit www.reaa.govt.nz.

<p>1. DETAILS OF APPLICANT</p> <p>Mr / Mrs / Miss / Ms* [* Select one.]</p> <p>Surname Given name(s)</p> <p>Other names [specify any other name(s) that you use or have used]</p> <p>Date of birth (dd/mm/yyyy) __ / __ / ____</p>
<p>2. HOME ADDRESS</p> <p>Street.....</p> <p>Suburb City..... Post Code <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p>3. POSTAL ADDRESS (Address for communication)</p> <p>Street or PO Box</p> <p>SuburbCity..... Post Code <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p>4. EMAIL ADDRESSES</p> <p>Business email (this will appear on the Public Register).....</p> <p>Home email (this will not appear on the Public Register).....</p> <p><input type="checkbox"/> I agree that for the purpose of business, the Authority may contact me at my business/home email address (select one).</p>
<p>5. TELEPHONE NUMBERS</p> <p>Home (0) Mobile (02)</p> <p>Business (0) Fax (0)</p>
<p>6. IDENTIFICATION (Please provide a certified copy of photo identification with your application)</p> <p>New Zealand driver licence number __ - - - - - , version number __ - - expiry date (dd/mm/yyyy) __ / __ / ____ OR</p> <p>New Zealand passport number __ - - - - - , expiry date (dd/mm/yyyy) __ / __ / ____</p> <p>Nationality as shown on passport</p>
<p>7. QUALIFICATIONS</p> <p>I have the following qualification that entitles me to be licensed as a branch manager:</p> <p>Name of qualification(s)</p> <p>Course Provider.....</p> <p>Date qualification(s) awarded</p> <p><i>(Please provide certified copies of your record of learning and qualifications with your application)</i></p>

8. EXPERIENCE
 In the 10 years preceding this application I have had at least 3 years' experience in real estate agency work, as follows:
[List the name(s) and address(es) of the place(s) where you obtained your experience, and your start and end dates].
You need to provide proof of employment from each of the real estate agency you worked for to obtain the required experience.
This can be a letter signed by the agency confirming the dates you were employed or a certificate of employment. It is not sufficient to provide your licensing history.

Organisation Name	Address	Start Date	End Date	Licence/certificate of approval held
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

9. FUTURE WORKPLACE (if known)
[Strike out the following paragraph if it does not apply.]
 If a branch manager's licence is granted to me, I will work at the following real estate business:
 Name of agency
 Trading Name.....
 Street Address of office I will be located at:
 Street
 Suburb City..... Postcode □□□□
 Postal Address of office I will be located at:
 Street or PO Box.....
 Suburb..... City..... Postcode □□□□
 Date commenced working for agency

10. REFEREES
 Provide the names, addresses, telephone numbers and email of 2 referees who have known you for at least 12 months and who are not related to you. One referee **must** be a current licensee. The other referee **must not** be a current or former licensee or have held an agent's licence or a branch manager's or salesperson's certificate of approval under the Real Estate Agents Act 1976.

Name.....	Name.....
Postal Address.....	Postal Address.....
Suburb	Suburb
City.....Postcode □□□□	City.....Postcode □□□□
Telephone number (0)	Telephone number (0)
Email.....	Email.....

11. CONSENT AND CERTIFICATION
 I consent to the making of inquiries to, and the exchange of information with, the authorities in New Zealand or in any participating jurisdiction, regarding matters relevant to this application.
 I certify that the above particulars are true and correct.
 Date Signature Name [print name] (applicant)

**DECLARATION IN SUPPORT OF APPLICATION
BY INDIVIDUAL FOR BRANCH MANAGER'S LICENCE**

Section 38, Real Estate Agents Act 2008

(Important: this document must accompany your application form)

You should complete this declaration carefully and honestly. If you provide false or misleading information the Authority can cancel your licence; you may also be fined.

Your declaration must be made before a Justice of the Peace, Solicitor, Notary Public, Registrar or Deputy Registrar of the High Court or any District Court, Authorised Officer in the service of the Crown, any Member of Parliament

I, *[name, address]*,
am the applicant for a branch manager's licence I solemnly and sincerely declare that—

- 1 I have attained the age of 18 years.
- 2 I hold the prescribed qualifications.
- 3 I have had 3 years' experience in real estate agency work within the 10 years preceding this application to be licensed as a branch manager.
- 4 I have advertised my licence application on *[date]* and *[date]* in *[name of newspaper]* in the prescribed manner. The pages from the newspaper in which the advertisements appeared are attached to this declaration.
- 5 I have not 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 this application.
- 6 I have not been convicted of an offence under sections 14, 17 to 22, or 24 of the Fair Trading Act 1986 within the 5 years preceding this application.
- 7 *[Select the paragraph below that applies.]*
There are no unsatisfied judgments against me in any court. **or**
Judgments obtained against me that are still unsatisfied are on the list attached to this declaration.
- 8 My licence or certificate of approval has not been cancelled within the preceding 5 years and my licence (if applicable) is not suspended.
- 9 I am not 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 that prohibits me from acting as an agent, a branch manager, or a salesperson (or equivalent) in that country, State, or territory.
- 10 I am not an officer of a licensee company, a chief executive officer of a licensee company, or a branch manager who has been disqualified from holding a licence or whose licence has been suspended under the Real Estate Agents Act 1976.
- 11 I am not 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.
- 12 I am not a lawyer or conveyancing practitioner who is subject to the provisions of the Lawyers and Conveyancers Act 2006.
- 13 I am not an undischarged bankrupt nor am I subject to subpart 4 of Part 5 of the Insolvency Act 2006.

I also solemnly and sincerely declare that—

- 14 There are no other circumstances that would or might make me not a fit and proper person to hold a licence.
- 15 I am the person named in the documents submitted with my application.
- 16 The documents submitted with the application are complete and correct.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature of person making declaration:

[This section to be completed by the witness.]

Declared at *[place]*: *[date]*

Before me

[signature]:.....

Name of witness *[print name]*:
.....

(*Justice of the Peace, Solicitor, Notary Public, Registrar or Deputy Registrar of the High Court or any District Court, Authorised Officer in the service of the Crown, any Member of Parliament (*Circle one))

<p>Jurat Stamp</p>

CONSENT TO DISCLOSURE OF INFORMATION

Licensing & Vetting Service Centre
Police National Headquarters

Note:

1. Please send this form to the Authority with your application.
2. **Do not send this directly to the Police.**

Surname

Given name(s)

Other names [specify any other name(s) that you use or have used]

Date of birth (dd/mm/yyyy) __ / __ / ____

Place of birthNationality

Gender Male Female

RESIDENTIAL ADDRESS:

Street

Suburb

City Postcode

New Zealand Driver licence number __ - - - - - , version number __ - -

Expiry date mm/yyyy) __ / ____

I, hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application, to the Real Estate Agents Authority. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in section 7 of the Criminal Records (Clean Slate) Act 2004.

SignatureDate.....

Office use only

COMMENTS OF THE NEW ZEALAND POLICE

FEES AND LEVIES REMITTANCE FORM

Real Estate Agents Authority

INSTRUCTIONS

1. Use this form when paying for a licence.
2. Attach this form and cheque (if applicable) to your application form.
3. For help in completing this form, call 0800 for REAA (0800 367 7322) or visit www.reaa.govt.nz.

NAME OF APPLICANT (individual or company)

Mr / Mrs / Miss / Ms* [* Select one.]

SurnameGiven name(s)

PAYMENT ENCLOSED

\$1132.75

***Payment must be submitted with your application.**

METHOD OF PAYMENT

[Tick box and provide details as appropriate.]

Internet Banking payment was made on (dd/mm/yyyy) __/__/____.

❖ Please use your Licence Number and Surname as the reference when making an internet banking payment.

❖ Please attach evidence that the payment has been made (e.g. a printout of the payment confirmation screen).

The Authority is set up as a "Bill Payee" with all the major banks.

Westpac NZ Government Branch 03-0251-0039428-00

Cheque (Make cheque payable to "Real Estate Agents Authority" in NZ dollars and attach cheque to this form.)

Bank NameDrawer Cheque No.....

Credit Card

Mastercard

Visa

Card number _ _ _ _ _

Card expiry date (mm/yyyy) __/____

Cardholder's name [print] Cardholder's signature

ADVERTISEMENT CONCERNING APPLICATION BY INDIVIDUAL FOR BRANCH MANAGER'S LICENCE

Section 39, Real Estate Agents Act 2008

Real Estate Agents Authority

I, [full name]

[address]

.....

am applying to the Registrar of the Real Estate Agents Authority for a branch manager's licence under section 38 of the Real Estate Agents Act 2008.

Any person who wishes to object to the granting of a licence to the applicant must give notice of the objection to the Registrar not later than 14 days after the date of the second publication of this advertisement, which is [date*].

The notice of objection must include a statement of the grounds on which the objection relies. Further details on grounds and other requirements for making an objection can be found at www.reaa.govt.nz or contact the Real Estate Agents Authority on 0800forREAA (0800 367 7322).

[Name of applicant]

[*Enter date the second ad will be published].

NOTE:

Before lodging an application for a licence with the Registrar, an applicant must advertise the application in this form in a newspaper or newspapers approved for that purpose by the Registrar twice at an interval of not more than 14 days.

Applying for a BRANCH MANAGER'S LICENCE

Form 3: How to fill it in

Make sure that you provide all the information that the form asks for, and that you attach all the required documentation. If the application form is incomplete, there will be a delay in processing your application and it may be sent back to you.

1-5 Details of applicant

Complete all sections in the boxes numbered 1 to 5 as relevant.

The following details will appear on the Public Register of Licensees:

- your name
- your licence details
- business address
- business email
- business telephone

6 Identification

The standard forms of photo identification are either a New Zealand driver licence or New Zealand passport. Please provide a certified copy with your application. If you do not have either a driver licence or passport, the Registrar may agree to accept some other form of identification. You must discuss alternatives with the Registrar **before** you send in your application.

7 Qualifications

You will need to provide proof that you have the prescribed qualifications for a branch manager's licence. Please enclose with your application **certified copies or originals** of:

- The NZQA National Certificate in Real Estate (Branch Manager) (Level 5)

OR

- The official transcript or academic record, from the university you completed the qualification, listing the subjects studied and the degree or diploma that you have been awarded;

The transcript or academic record must have the recognised logo of the learning institution, state the date your qualification was conferred or completed, and show each paper and the mark.

ITO assessment

If you completed a schedule 3 degree you must also provide a confirmation of completion of assessment letter from the ITO.

Changed your name

If your qualification is not in your official name, please support your application with copies of the official name change.

Certified Copy

A certified copy is a photocopy of the original that has been certified as a true copy. A certified copy must be marked "Original sighted and this is a copy of that original". The certified copy must be signed and dated, preferably with a name stamp appended.

You should get the person who witnesses the statutory declaration (Form 5) to certify copies of your qualifications and Identification.

8 Experience

You must have obtained 3 years' experience in real estate agency work in the 10 years preceding your application. You need to record where you obtained the required work experience (workplace and dates) that makes you eligible for a branch manager's licence.

You need to provide proof of employment from each of the real estate agency you worked for to obtain the required experience. This can be a letter signed by the agency confirming the dates you were employed or a certificate of employment. It is not sufficient to provide your licensing history.

9 Future workplace

You need to complete this box only if:

- you are currently working in the real estate sector, or;
- intending to work and know where you will be working.

Note that you do not actually have to be working, or intending to work, in the real estate

sector in order to apply for and hold a licence.

10 Referees

You must provide contact details for two referees.

Your referees must have known you for at least 12 months and must not be related to you. 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.

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 or have held an agent's licence, branch manager's, or salesperson's certificate of approval under the 1976 Act.

You should to tell your referees that the Authority may contact them

11 Consent and certification

The Registrar may wish to examine an applicant's criminal history (if any). The "consent and certification" section of the application form authorises the Registrar to make any enquiries to this effect. As part of the consent process, you are required complete the Consent to Disclosure of Information Form that specifically authorises the Police to disclose information.

This section of the application form also certifies the information you have provided is true and correct.

Note that it is an offence to provide false or misleading information and a fine of up to \$40,000 applies.

Form 5: Statutory declaration

Form 5 must accompany your licence application. You should check every statement in the form and ensure that you can truly make the statements concerned. You must have your signature of the declaration witnessed. Persons who can legally do this are:

- Justice of the Peace
 - Solicitor
 - Notary public
 - Registrar or Deputy Registrar of the High Court or any District Court
 - Authorised officer in the service of the Crown
 - Any Member of Parliament
-

Contest to disclosure of information

The Consent to Disclosure of Information Form specifically authorises the Police to disclose information to the Authority about your convictions (if any). Any disclosure will be subject to the Criminal Records (Clean Slate) Act 2004.

Fees and levies

The total cost of getting a licence is \$1,132.75. This is made up of:

Application fee	\$295.00
Operational levy	\$657.00
Disciplinary levy	\$33.00
Sub-total	\$985.00
GST	\$147.75
TOTAL	\$1,132.75

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

General information

For general information on licensing see: www.reaa.govt.nz

To view the Real Estate Agents Act 2008 see: www.legislation.govt.nz

CHECKLIST

Check that you send the following to the Authority:

- Application form (Form 1)
- Proof of employment
- Statutory declaration (Form 5) signed and witnessed
- Consent to Disclosure of Information Form
- Completed Fees and Levies Remittance Form
- Payment of \$1132.75
- Certified copy of proof of identity (photo ID)
- Certified copies of educational qualifications
- Confirmation letter from ITO (if applicable)
- Pages from the newspaper in which advertisements about your application appeared

Referees

- Advise your referees that the Authority may contact them.

You are advised to keep a copy of your application and the relevant supporting documentation for your own records. You may need to refer to this if the Registrar has any questions about your application, or if you need to update any information in the future.

Notes

1. *A copy of this application, together with the prescribed statutory declaration, the prescribed fee, and any supporting documents (including sufficient authorisation to release information concerning the applicant's criminal history and any proof of qualifications that is required by the Registrar) must be sent to the Registrar. Fees are prescribed by the Authority by Gazette notice and can be found on the Authority's Internet site.*
2. *Before submitting an application for a licence to the Registrar, the applicant must advertise the application in accordance with regulation 7 of the Real Estate Agents (Licensing) Regulations 2009.*
3. *A person who does not have either a driver licence or passport as proof of identity must contact the Registrar, who may agree to accept some other form of proof on a case-by-case basis and at the discretion of the Registrar.*
4. *An applicant who provides misleading or false information commits an offence and is liable to a penalty of a fine not exceeding \$40,000.*