

NOTICE OF VOLUNTARY SURRENDER OF LICENCE
Section 61, Real Estate Agents Act 2008

Real Estate Agents Authority

INSTRUCTIONS See the *NOTES*

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 to:
Post to: The Registrar, Real Estate Agents Authority, P.O. Box 25371, Panama Street, Wellington 6146.
Fax to: 04 815 8468
Email to: licensing@reaa.govt.nz
4. For help completing this form, call 0800 for REAA (0800 367 7322) or visit www.reaa.govt.nz.

1. NAME Mr / Mrs / Miss / Ms* [* Select one.] Surname Given name(s) OR , Name of company (if the licensee is a company).....	
2. CONTACT DETAILS Street..... Suburb CityPostcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Email.....	3. TELEPHONE NUMBERS Home (0) Day Time (0) Mobile (02) Fax (0)
4. LICENCE Licence number <input type="checkbox"/> The licence is attached. (Note 3)	
5. NOTICE TO REGISTRAR I give notice that I am voluntarily surrendering the agent's/ branch manager's/ salesperson's* licence referred to above, and enclose the licence. [* Select one.] I understand 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.] SIGNATURE Date..... Signature Name [print name]	
6. DECLARATION (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. This notice *must* be accompanied by the licence which is being surrendered (i.e. you should return the document headed "Evidence of Licence" which the Registrar issued to you when granting or renewing your licence).
4. Cancellation means that a person or company can no longer carry out real estate agency work.
5. If you are an individual surrendering your own **individual agent's, branch manager's or salesperson's licence**, sign in Box 4. (You do not need to sign the declaration in Box 5.)
6. 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 5.
7. 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.
8. **Any fees paid are non refundable.**