

How to get a Real Estate Salesperson's Licence Information Sheet

You can apply to become a real estate salesperson after you have completed a prescribed course of study. Figure 1 outlines the process of getting a salesperson's licence.

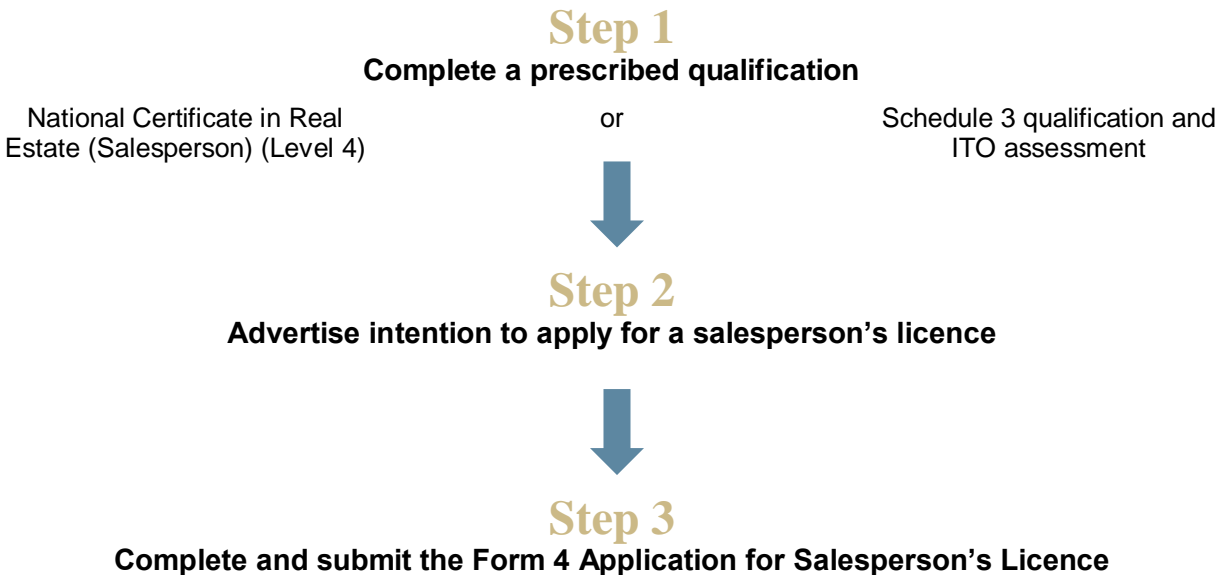
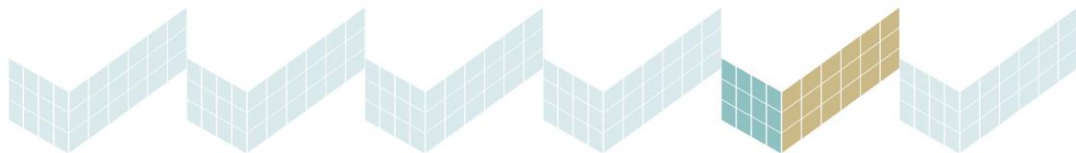


Figure 1: How to get a salesperson's licence



What does holding a salesperson's licence let me do?

A salesperson's licence allows you to carry out real estate agency work for or on behalf of an agent. A salesperson must be supervised by an agent or branch manager when carrying out any real estate agency work. If you hold a salesperson's licence you must work for a licensed agent.

What is the relevant legislation?

- [Real Estate Agents Act 2008](#) (the Act)
- [Real Estate Agents \(Licensing\) Regulation 2009](#) (Licensing Regulations)

What are the eligibility criteria to hold a salesperson's licence?

To be eligible for a salesperson's licence you must:

- be at least 18 years of age
- not be prohibited from holding a licence under section 37 of the Real Estate Agents Act 2008
- be a fit and proper person
- have a prescribed qualification

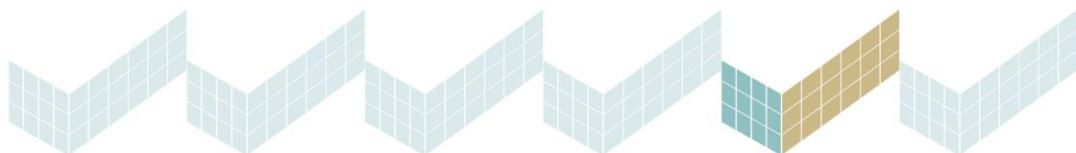
Refer to [section 36](#) of the Act

Who is prohibited from being granted a licence?

The following persons are not eligible to hold a licence:

- a. A person who has 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 the application for a licence.

"Crimes of dishonesty" has the same meaning as in section 2(1) of the Crimes Act 1961 and includes: theft or stealing, shoplifting, conversion of vehicle, dishonestly taking or using a document, burglary, aggravated burglary, robbery, blackmail, money laundering, receiving, accessing computer system for dishonest purpose, forgery.
- b. A person who has been convicted of an offence under sections 14, 17 to 22, or 24 of the Fair Trading Act 1986, within the five years preceding the application for a licence.
- c. A person whose licence or certificate of approval has been cancelled within the preceding 5 years or whose licence is suspended under the Real Estate Agents Act 1976 at the time of application.



- d. A person whose licence has been cancelled within the preceding 5 years or whose licence is suspended at the time of application under the Real Estate Agents Act 2008.
- e. A person 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 who is prohibited from acting as an agent or branch manager, or salesperson (or equivalent) in that country, state, or territory, unless the person satisfies the Authority that he or she is a fit and proper person to hold a licence.
- f. A person who is an officer of a licensee company, a chief executive officer of a licensee company, or a branch manager and who has been disqualified from holding a licence or whose licence has been suspended under the Real Estate Agents Act 1976.
- g. A person who is 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.
- h. A company, or other corporate entity or partnership, where a person concerned in its management is disqualified from being licensed in his or her own right under paragraph (a).
- i. A person who is subject to the provisions of the Lawyers and Conveyancers Act 2006.

Refer to [section 37 of the Act](#)

What does fit and proper mean?

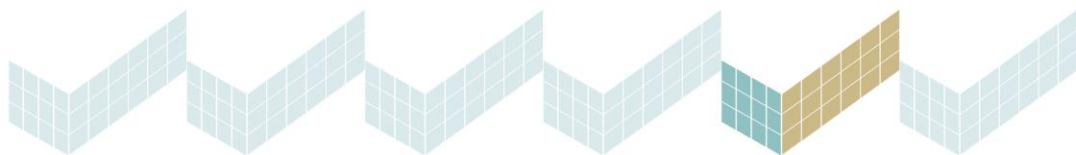
Fit and proper relates to your character and standing in the community.

If you have convictions that would make a reasonable person think twice about allowing you access to their property or family you may want to contact the Authority before starting study for a real estate qualification.

Can I apply for a salesperson's licence if I am bankrupt?

Yes you can apply for a salesperson's licence if you are bankrupt.

You are not eligible to hold an agent's licence if you are an undischarged bankrupt or are subject to subpart 4 of Part 5 of the Insolvency Act 2006.



What qualifications do I need?

Before you apply to be licensed as a salesperson you must hold:

- National Certificate in Real Estate (Salesperson) (Level 4) completed at REALITO, Bay of Plenty Polytechnic, Unitec, TOPNZ or TAFE.

OR

- One of the following qualifications (Schedule 3 qualifications) and completion of an assessment required by the ITO:
 - Bachelor of Commerce (Valuation and Property Management) conferred by Lincoln University after 1992
 - Bachelor of Property conferred by Auckland University after 1992
 - Bachelor of Property Administration conferred by Auckland University after 1987
 - Bachelor of Business Studies (Valuation and Property Management) that meets the requirements of the Property Institute of New Zealand conferred by Massey University after 2005
 - Bachelor of Business Studies (Real Estate) conferred by Massey University after 1992
 - Bachelor of Business Studies (Valuation and Property Management) conferred by Massey University between 1992 and 2005
 - Membership of the Royal Institution of Chartered Surveyors as a member or fellow with chartered designation in general practice, commercial property, residential property, or valuation.

Refer to section 36 of the Act and regulation 12 and schedule 3 of the Licensing Regulations

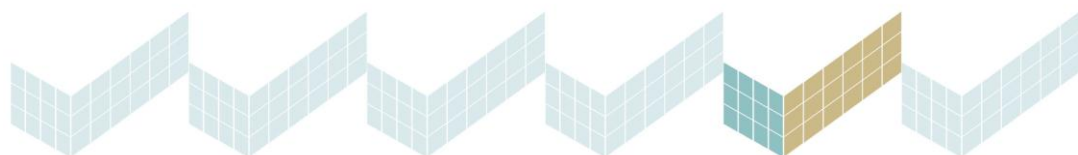
Is there any time limit for applying for a licence after I have completed the course?

You can apply for a licence any time after you complete the course. As long as you have the current prescribed qualification you can apply for a licence.

Do I need to advertise my application?

Yes you do.

Before you send your application for a salesperson's licence to the Authority you must advertise your application twice in a newspaper or newspapers approved by the Registrar (see below).



The advertisements must be no more than 14 (calendar) days apart, and must be worded as set out in Form 11. A copy of Form 11 is included in the application pack.

You must attach copies of the advertisements to your application to prove what newspaper you advertised in and when. Please attach the full pages of the newspapers in which the advertisements appeared (do not cut the advertisement out).

Refer to section 39 of the Act and regulation 7 of the Licensing Regulations

What are the approved newspapers?

Bay of Plenty Times	Nelson Mail	Taranaki Daily News	Waikato Times
Daily Post	New Zealand Herald	The Dominion Post	Wairarapa Times Age
Gisborne Herald	North Shore Times	The Marlborough Express	Wanganui Chronicle
Hawkes Bay Today	Northern Advocate	The Press	Westport News
Manawatu Standard	Otago Daily Times	The Southland Times	Western Leader
Manukau Courier	Public Notices	The Timaru Herald	

When can I advertise?

You can place your advertisements while you are doing the National Certificate or the REALITO assessment. This will mean the objection period is completed before you apply for your licence.

You should not advertise until you are confident you will successfully complete the course.

How long after I have advertised do I have to apply for a licence?

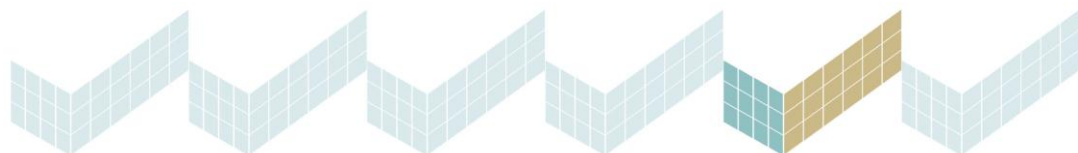
You should apply for your licence within six months of your advertisements appearing in the newspaper. If it is longer than six months the Authority may require you to re-advertise.

What happens if someone objects to my application for a licence?

Anyone can object to the granting of a licence to an applicant.

The requirement to advertise is intended to give potential objectors the opportunity to do so. If someone wishes to object, they can only do so on the grounds that you do not meet the eligibility criteria set out in section 36 of the Act or are prohibited from holding a licence under section 37.

The Authority allows an objection period of 17 days from the date of the second advertisement. No applications are approved until this period has expired.



If someone objects to your application, the Registrar must consider the objection. The Registrar will advise you of any objections, give you the opportunity to respond and provide further information about the process. This process can take up to 2 months to complete.

Refer to sections 40-42 of the Act and regulation 9 of the Licensing Regulations

What does a Police check involve?

For more information on what a Police check involves please refer to the [New Zealand Police website](#). Police checks can take between 5 - 20 working days. The Police check must be initiated by the Authority. The applicant cannot initiate the Police check.

How much does a licence cost?

The total cost of getting a new 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 a one-off charge for processing a new application.

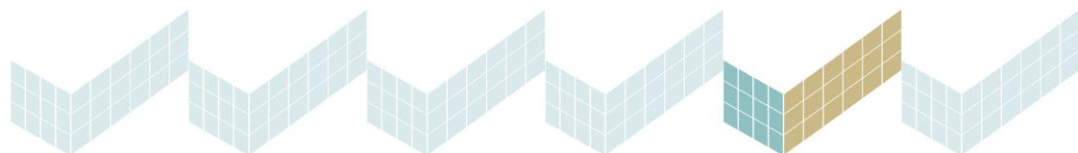
The two levies are annual charges which fund the running of the Real Estate Agents Authority and the Real Estate Agents Disciplinary Tribunal.

If you are granted a licence you have to pay both levies each year. You must pay the application fee and levies when you apply for a new licence.

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

How long will it take for the Authority to notify me the outcome of my application?

If your application is complete, the objection period has ended and the Authority has not received any objections to your application there should not be any delay in your application being processed and you will be notified once the Authority has completed the Police Check (5-20 days).



If the Registrar approves your application, the Registrar will issue a licence and record this in the register of licensees. The Registrar will send you a document headed 'Evidence of Licence' which sets out the class of licence you hold, the licence registration number, and the date of issue and expiry. This is an important document as it is your proof that you hold a licence and can legally carry out real estate agency work. You should ensure that you keep it in a safe place and that you are able to produce it if asked.

If the Registrar declines your application, the Registrar will write to you advising the reasons for the decision and of your right to seek a review, and how to do this. If your application is declined the Registrar will refund the levies that you have paid. The application fee plus GST is not refundable.

What might cause a delay in processing my application?

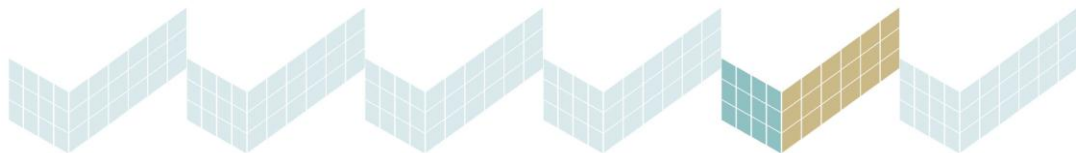
Your application could be delayed if:

- Your application is incomplete
- The objection period has not ended
- The Authority receives an objection to your application

What is a complete application?

A complete application has:

- Form 4 filled in and signed
- Declaration (Form 5) witnessed by a person who can legally do this:
 - 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
- Consent to Disclosure Form
- Proof of Identity (either drivers licence or passport) – 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 of appended by the person who witnesses your declaration.



- Proof of qualification – either the original or certified copy.
- Correct payment
- Pages from newspaper in which your advertisements appeared. (Send in the whole page with your advertisement highlighted. Do not cut the advertisement out.)

Where can I get an application form?

The application form can be downloaded from the Authority's website: www.reaa.govt.nz

Further information

- For general information on licensing see: www.reaa.govt.nz
- To view the Real Estate Agents Act 2008 see: www.legislation.govt.nz
- To view the Real Estate Agents (Licensing) Regulations 2009 see: www.legislation.govt.nz

Where do I send my application?

Send your application form, supporting documentation and payment to:

**The Registrar
Real Estate Agents Authority,
PO Box 25371
Wellington 6146**

How can I contact the Authority?

Telephone: 0800 for REAA (0800 367 7322) or 04 471 8930

Fax: 04 815 8468

Email: licensing@reaa.govt.nz

Website: www.reaa.govt.nz

