

NOTICE OF VOLUNTARY SURRENDER OF LICENCE

s61, Real Estate Agents Act 2008

Real Estate Agents Authority

INSTRUCTIONS See the **NOTES** on page 2 of this form.

1. Use this form if you are giving notice to the Registrar that you wish to surrender 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 0800forREAA (0800 367 7322) or visit www.reea.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 City Post Code □□□□ Email	Telephone numbers Home (0) Mobile (02) Fax (0)
3. LICENCE REGISTRATION NUMBER Licence registration number _ _ _ _ _ The licence is attached. (Note 3)	
4. 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 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.] SIGNATURE Date..... Signature Name [<i>print name</i>]	
5. 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 [<i>print name</i>] Signatory's position in company	

Notes to assist on next page

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. If you subsequently wish to carry out real estate agency work, an application for a new licence must be made.
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.