

# NOTICE OF CHANGE OF CIRCUMSTANCES REGARDING A LICENCE APPLICATION OR LICENCE RENEWAL APPLICATION (Individual Licence)

Section 67, 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 change information that you have provided in relation to a licence application, or application to renew a licence, which is still being processed by the Registrar. If you already hold a licence do not use this form. Use the Form G: *Notice of change of circumstances (individual licence)*.
2. **Complete Section 1 and only those other sections of the form that involve a change of circumstances.** Use a ballpoint pen.
3. Please send the completed form to:  
**The Registrar, Real Estate Agents Authority, P.O. Box 25371, Panama Street, Wellington 6146.**
4. For help in completing this form, call 0800 forREAA (0800 367 7322) or visit [www.reaa.govt.nz](http://www.reaa.govt.nz).

### 1. DETAILS OF APPLICANT [as appear currently in the register or licence application form ]

Surname Mr / Mrs / Miss / Ms\* ..... [\*select one]

Given name(s) .....

Address ..... Suburb ..... City .....

Post Code

**EITHER** [*strike out whichever does not apply*]

I have applied for an agent's / a branch manager's / a salesperson's\* [\*select one] licence on [date] ..... [*attach copy of application*]

**OR**

I have applied for renewal of my licence, registration number \_\_\_\_\_ on [date] ..... [*attach copy of application for renewal of licence*] and am advising a change of circumstances in respect of that application/renewal\* [\*select one]

### 2. CHANGE OF NAME(S) (Note 3)

Surname [*insert new name*] .....

Given names [*insert new name(s)*] .....

Other names used [*insert any other names/aliases that you are now using*] .....

### 3. CHANGE OF HOME ADDRESS

#### Former home address

Street

.....

Suburb

.....

City .....

Post Code

#### New home address

Street

.....

Suburb

.....

City .....

Post Code

**4. CHANGE OF BUSINESS ADDRESS**

**Former business address**

Street

.....

Suburb

.....

City .....

Post Code

**New business address**

Street

.....

Suburb

.....

City .....

Post Code

**5. CHANGE OF ADDRESS FOR COMMUNICATIONS**

**Former address for communications**

Street

.....

Suburb

.....

City .....

Post Code

**New address for communications**

Street

.....

Suburb

.....

City .....

Post Code

Other\* .....  
[\*e.g. email address, post office box]

**6. CHANGE OF TELEPHONE NUMBERS**

**Former numbers**

Business (0 ) .....

Home (0 ) .....

Mobile (02 ) .....

Fax (0 ) .....

Email address .....

**New numbers**

Business (0 ) .....

Home (0 ) .....

Mobile (02 ) .....

Fax (0 ) .....

Email address .....

**7. CHANGE OF IDENTIFICATION**

**Former identification**

Driver licence number \_ \_ \_ \_ \_ , version number  
\_ \_ \_

Passport number \_ \_ \_ \_ \_

Nationality as shown on passport  
.....

**New identification**

Driver licence number \_ \_ \_ \_ \_ , version number  
\_ \_ \_

Passport number \_ \_ \_ \_ \_

Nationality as shown on passport  
.....

[Other .....] ]

**8. CHANGE OF FUTURE WORKPLACE**

**Formerly advised future workplace (if any)**

Name and address of real estate agency business  
where you advised you would be working

.....  
.....

**New future workplace (if any)**

Name and address of real estate agency business  
where you will work

.....  
.....

**9. CHANGE OF SUPERVISING AGENT OF BRANCH MANAGER**

[Complete this section only if you are a **salesperson**]

Person whom you **originally advised** would be supervising your work (if applicable)

Name

.....

Licence registration number (if known) \_ \_ \_ \_ \_

**New** agent or branch manager who will be supervising your work

Name

.....

Licence registration number (if known) \_ \_ \_ \_ \_

**10. CHANGE IN ELIGIBILITY TO BE LICENSED** (Note 4)

[Tick the boxes as appropriate and provide the information required.]

Since making my application:

- I have been convicted in [*name of country*] .....of a crime involving dishonesty [*provide details*]  
.....
- I have been convicted of an offence under section 14, 17-22, or 24 of the Fair Trading Act 1986 [*provide details*]  
.....
- I have become the subject of an order made, or a notice given under the law of [*insert name of country, or if applicable, State or territory outside New Zealand* ]  
.....
- I have become prohibited from being a director or a promoter of, or being concerned or taking part in the management of, an incorporated body under the Companies Act 1993, the Securities Markets Act 1998, or the Takeovers Act 1993 [*provide details*]  
.....
- I have become subject to the provisions of the Lawyers and Conveyancers Act 2006.
- I have become an undischarged bankrupt.
- I have become subject to subpart 4 of Part 5 of the Insolvency Act 2006.

**11. CERTIFICATION**

I certify that the above particulars are true and correct.

Date..... Signature .....

Name [*print name*] .....

**NOTES**

1. Section 67 of the Real Estate Agents Act 2008 requires an applicant for a licence, or a licensee to give written notice to the Registrar of any change in circumstances, within 10 working days of the change. "Change of circumstances " means:
  - any change recorded in the register of licensees
  - any change in the real estate business for which the agent, branch manager or salesperson works (if any)
  - any change that may be prescribed.

Prescribed changes are set out in the Real Estate Agents (Licensing) Regulations 2009.
2. Complete only those items that involve a change in the information that you have previously provided to the Registrar or that may affect your future eligibility to hold a licence. In the first space provided after each relevant item insert the information that you have originally provided and that is currently held by the Registrar (as previously advised by you in an application, licence renewal application or previous notice of a change of circumstances).
3. Provide proof of change (e.g. a marriage certificate). The Registrar may specify other forms of proof as required.
4. This section of the form concerns matters that are set out in section 37 of the Real Estate Agents Act 2008, concerning persons who are prohibited from being licensed. If any of the circumstances listed here are applicable to you, you must make a truthful and complete disclosure of the circumstances. Failure to do so may result in an offence that incurs a significant penalty.