

APPLICATION FOR RENEWAL OF INDIVIDUAL AGENT'S LICENCE, BRANCH MANAGER'S LICENCE OR SALESPERSON'S LICENCE

Section 52, Real Estate Agents Act 2008

INSTRUCTIONS See the *Guide to Applying to Renew an Individual Licence*.

1. Use this form to renew your **individual** agent's licence, branch manager's licence, or salesperson's licence.
2. Complete all sections. Use BLOCK LETTERS. Use a ballpoint pen.
3. When completed, attach the **prescribed fee** and **supporting documents** and
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 04 471 8930 or visit www.reaa.govt.nz.
5. If you fax or email your application to the Authority please retain the original for your records. Do not post it as well.

1. APPLICATION I am applying to renew Licence number _____ Class of licence <input type="checkbox"/> Agent's Licence <input type="checkbox"/> Branch Manager's Licence <input type="checkbox"/> Salesperson's Licence	
2. DETAILS OF APPLICANT Mr / Mrs / Miss / Ms* [* Select one] Surname Given name(s) Other names [specify any other name(s) that you use or have used] Date of birth (dd/mm/yyyy) __ / __ / ____	
3. HOME ADDRESS Street..... Suburb City.....Post Code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. POSTAL ADDRESS (Address for communication) Street or PO Box Suburb City.....Post Code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. EMAIL ADDRESSES Business email (this will appear on the Public Register)..... Home email (this will not appear on the Public Register)..... <input type="checkbox"/> I agree that for the purpose of business, the Authority may contact me at my business/home email (select one) address.	
6. CURRENT WORK PLACE Name of agency Trading name Street address of office you work at: Street..... Suburb City.....Post code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Date started working for agency	7. TELEPHONE NUMBERS Home (0)..... Business (0)..... Mobile (02)..... Fax (0).....
8. EMPLOYMENT STATUS Salesperson or Branch Manager <input type="checkbox"/> Employed by agency <input type="checkbox"/> Independent contractor <input type="checkbox"/> Not currently working in real estate	Agent <input type="checkbox"/> Sole trader <input type="checkbox"/> Officer of company <input type="checkbox"/> Member of partnership <input type="checkbox"/> Employed by agency <input type="checkbox"/> Not currently working in real estate

9. DO YOU OPERATE A TRUST ACCOUNT FOR REAL ESTATE SALES TRANSACTIONS?

(only answer this question if you hold an agent's licence)

- Yes Name of Auditor _____
- No Please specify reason you do not operate a trust account
- employed by company/agent that operates a trust account
- member of a partnership that operates a partnership trust account
- using Solicitor Trust Account
- using Third Party Trust Account, please specify: _____
- other, please specify: _____

10. ELIGIBILITY TO BE LICENSED

Eligibility for a licence is covered by sections 36 and 37 of the Real Estate Agents Act 2008. Section 36 sets out the eligibility criteria. Section 37 sets out circumstances that prohibit a person from being licensed.

Please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing details of any criminal record.

If you answer 'yes' to any of the questions below please contact the Authority to discuss how this may impact your eligibility to hold a licence.

Since you were **last** issued a licence:

a) Have you 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)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Have you been convicted of an offence under section 14, 17 to 22, or 24 of the Fair Trading Act 1986?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Have there been any unsatisfied judgments against you in any court?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Do you have any current or pending charges in New Zealand or overseas? If yes, attach details of the charges to this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Have you been subject to an order made, or a notice given, under the law of a country, state, or territory outside New Zealand, prohibiting you from acting as an agent, branch manager, or salesperson (or equivalent) in that country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Have you been 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Have you been adjudicated bankrupt, had an assignment for the benefit of creditors, or been a director of a company that has been put into receivership or liquidation in New Zealand or in any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Notes

1. A copy of this application, together with the prescribed fee, and any supporting documents (including sufficient authorisation to release information concerning the applicant's criminal history and any proof of continuing education undertaken 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 website.
2. An applicant who provides misleading or false information commits an offence and is liable to a penalty of a fine not exceeding \$40,000.

Keep a copy of your application

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.

CONSENT TO DISCLOSURE OF INFORMATION

Licensing & Vetting Service Centre
Police National Headquarters

Note: Please send this form to the Authority with your application. 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's licence number __ ____ , version number ____ expiry date (dd/mm/yyyy) __ / __ / ____

OR

New Zealand passport number __ ____ , expiry date (dd/mm/yyyy) __ / __ / ____

Nationality as shown on passport

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.....

PAYMENT ADVICE

NAME:	LICENCE NUMBER:
PAYMENT ENCLOSED	
<input type="checkbox"/> \$793.50 (including GST)	
METHOD OF PAYMENT	
[Tick box and provide details as appropriate.]	
<input type="checkbox"/> I am making the payment by:	
<input type="checkbox"/> 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	
<input type="checkbox"/> Cheque (Make cheque payable to "Real Estate Agents Authority" in NZ dollars and attach cheque to this form.) Bank NameDrawer Cheque No.....	
<input type="checkbox"/> Credit Card	
<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	
Card number _____	
Card expiry date (dd/mm/yyyy) ___/___/____.	
Cardholder's name [print] Cardholder's signature	
<input type="checkbox"/> Payment has been/will be made on my behalf by:	
Name of person/organisation making payment.....	
Payment method	
<input type="checkbox"/> 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).	
<input type="checkbox"/> Cheque (Make cheque payable to "Real Estate Agents Authority" in NZ dollars and attach cheque to this form.)	
Bank NameDrawer Cheque No.....	
<input type="checkbox"/> Credit Card	
<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	
Card number _____	
Card expiry date (dd/mm/yyyy) ___/___/____.	
Cardholder's name [print] Cardholder's signature	

Please note: the Real Estate Agents Authority **does not** provide refunds if a licence is suspended, surrendered or cancelled after the licence has been renewed.

Guide to Renewing an Individual Licence AGENT, BRANCH MANAGER OR SALESPERSON

Form 7: How to fill in in	Make sure that you provide all the information 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.
1 Application	<p>Select the class of licence you are renewing, and enter your licence number.</p> <p>These details can be found on the document headed "Evidence of Licence", the Registrar sent you when your licence was last issued or renewed.</p> <p>You can also check your licence number on the Public Register of Licensees at www.reaa.govt.nz</p>
2-7 Details of applicant	<p>Complete all sections as relevant. The following details will appear on the Public Register of Licensees:</p> <ul style="list-style-type: none"> ▪ your name ▪ your licence details ▪ name of the real estate business where you currently work, the street address of the business and telephone number. <p>Please provide the email address the Authority should use to contact you. If you agree to the Authority communicating with you by email please tick the box.</p> <p>The postal address shown in Box 4 is the postal address that will be used by the Registrar or Authority to communicate with you. It will not appear on the public register.</p>
8 Employment Status	<p>Select the option which best describes your employment status.</p> <p>If you are not currently working in Real Estate and wish to retain your licence you can apply to suspend your licence instead of renewing it.</p>
9 Trust Account	<p>If you currently operate a trust account you need to advise the Authority. A trust account audit must be completed annually and returned to the Authority no later than 30 June each year.</p>
10 Eligibility to be licensed	<p>Box 10 is a statement confirming you remain eligible to hold a licence. Eligibility for a licence is covered by sections 36 and 37 of the Real Estate Agents Act 2008. Section 36 sets out the eligibility criteria. Section 37 sets out circumstances that prohibit a person from being licensed.</p> <p>If you sign the renewal application form and do not disclose any matter impacting your eligibility to hold a licence you will be committing an offence. If you are granted a licence on the basis of any false or fraudulent representation or declaration made orally or in writing your licence must be cancelled.</p> <p>If you answer yes to any of the eligibility questions you should contact the Authority before sending in your renewal application.</p> <p>Note that licensees are required by the Real Estate Agents Act 2008 to advise the Registrar of any change of circumstances that affects their eligibility to hold a licence, within 10 working days of the change occurring. If anything occurred during the year that has affected your eligibility to hold the licence, you should by law have advised the Registrar at the time.</p>
11 Consent and certification	<p>This section of the application form certifies the information you have provided regarding your application is true and correct.</p> <p>Note that it is an offence to provide false or misleading information and a fine of up to \$40,000 applies.</p>
Consent to disclosure	<p>As part of the consent process, you are required to complete the Consent to Disclosure of Information form that specifically authorises the Police to disclose information to the Authority.</p>

<p>What does it cost?</p>	<p>The cost of renewing your licence is \$793.50 (incl. GST) and you must send full payment with your application.</p> <p>You can pay by cheque, credit card or internet banking. If you pay by internet banking please enter your licence number and surname as the reference and send a copy of the payment confirmation with your application. The Authority is set up as a "Bill Payee" with all the major banks.</p> <p>If someone else is making payment on your behalf please record this on the Payment Advice form. Your application will not be processed without cleared/verified payment.</p> <p>If you change your mind about renewing your licence refunds will not be granted.</p> <p>Tax Invoices Tax invoices will be issued on receipt of payment. An invoice will be emailed once the payment has been processed.</p>
<p>General information</p>	<p>For general information on licensing see: www.reaa.govt.nz</p> <p>To view the Real Estate Agents Act 2008 and the Licensing Regulations 2009 see: www.legislation.govt.nz</p>
<p>Contact Details</p>	<p>For help in completing your application call 0800 for REAA (0800 367 7322) or 04 471 8930 or visit www.reaa.govt.nz</p>
<p>Submitting your renewal application</p>	<p>You can post, fax or email your application and supporting documentation to:</p> <p>Post to: The Registrar Real Estate Agents Authority P.O. Box 25371 Panama Street Wellington 6146.</p> <p>Fax: 64 4 815 8468</p> <p>Email: licensing@reaa.govt.nz</p> <p>Only send your application to the Authority once.</p> <p>If you fax or email your application to the Authority please retain the original for your records. Do not post it as well.</p>
<p>What happens next?</p>	<p>Once your application has been processed your approval letter and evidence of licence will be emailed to you.</p>

CHECKLIST

Check that you send the following to the Authority:

- Application Form (Form 7)
- Consent to Disclosure of Information Form
- Completed Fees and Levies Remittance Form
- Payment of \$793.50