

APPLICATION BY COMPANY FOR RENEWAL OF AGENT'S LICENCE

Section 52, Real Estate Agents Act 2008

INSTRUCTIONS See the *Guide to Renewing a licence AGENT'S LICENCE (COMPANY)*

1. Use this form to apply as a **company** for renewal of your agent'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 company's agent's licence number _____	
2. COMPANY DETAILS Company name Trading name of business Name of franchise group or marketing group name (if any)	
3. ADDRESS OF REGISTERED OFFICE Street Suburb City Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	4. ADDRESS OF PRINCIPAL PLACE OF BUSINESS (if different from box 3) Street Suburb City Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
5. EMAIL ADDRESS AND WEBSITE Email..... Website..... <input type="checkbox"/> I agree that for the purpose of business, the Authority may contact me at the email address I have provided.	
6. POSTAL ADDRESS (Address for communication) PO Box..... Suburb City Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	7. CONTACT PERSON (for inquiries about this application) Name Position in company Telephone number Email address
8. DOES THE AGENCY OPERATE A TRUST ACCOUNT FOR REAL ESTATE SALES TRANSACTIONS? <input type="checkbox"/> Yes Name of Auditor _____ <input type="checkbox"/> No Please specify reason you do not operate a trust account <input type="checkbox"/> using Solicitor Trust Account <input type="checkbox"/> using Third Party Trust Account, please specify: _____ <input type="checkbox"/> other, please specify: _____	
9. DO YOU HAVE ANY BRANCH OFFICES? <input type="checkbox"/> Yes (if yes you must complete the Branch Office form on page 3) <input type="checkbox"/> No	

10. ELIGIBILITY TO BE LICENSED

(List the officers of the company who hold an individual agents licence)

I confirm that the following officer/officers* of the company is/are* licensed as an agent as required by section 44(2) of the Real Estate Agents Act 2008.

[* Select one].

1. NamePosition in companyLicence number _____
2. NamePosition in companyLicence number _____
3. NamePosition in companyLicence number _____

11. COMPANY OFFICERS

(List all officers of the company. If necessary, use an additional sheet.)

- All directors involved in Real Estate Agency work must be included in this section.
- All officers must complete a "Consent to Disclosure" Form.

The following, who are officers of the company, are fit and proper persons to be officers of a licensee company by reason of personal character and financial position:

1. Name of officer Position in company.....
 Any other name(s) that are used or have been used
 Address
 Telephone number (0) Mobile number (02)
 Email address
2. Name of officer Position in company
 Any other name(s) that are used or have been used
 Address
 Telephone number (0) Mobile number (02)
 Email address
3. Name of officer Position in company
 Any other name(s) that are used or have been used
 Address
 Telephone number (0) Mobile number (02)
 Email address

12. 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 and that I am duly authorised to make this application.

Date..... SignatureName [*print name*].....
 Position in the company

BRANCH OFFICES

Please list all the branch offices that operate under the company's licence

<p>BRANCH NAME:</p> <p>Street</p> <p>Suburb</p> <p>City Post Code <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>	<p>CONTACT PERSON</p> <p>Name</p> <p>Position in company</p> <p>Telephone number</p> <p>Email address</p>
<p>BRANCH NAME:</p> <p>Street</p> <p>Suburb</p> <p>City Post Code <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>	<p>CONTACT PERSON</p> <p>Name</p> <p>Position in company</p> <p>Telephone number</p> <p>Email address</p>
<p>BRANCH NAME:</p> <p>Street</p> <p>Suburb</p> <p>City Post Code <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>	<p>CONTACT PERSON</p> <p>Name</p> <p>Position in company</p> <p>Telephone number</p> <p>Email address</p>
<p>BRANCH NAME:</p> <p>Street</p> <p>Suburb</p> <p>City Post Code <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>	<p>CONTACT PERSON</p> <p>Name</p> <p>Position in company</p> <p>Telephone number</p> <p>Email address</p>
<p>BRANCH NAME:</p> <p>Street</p> <p>Suburb</p> <p>City Post Code <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>	<p>CONTACT PERSON</p> <p>Name</p> <p>Position in company</p> <p>Telephone number</p> <p>Email address</p>

CONSENT TO DISCLOSURE OF INFORMATION

Licensing & Vetting Service Centre
Police National Headquarters

Note:

1. Please send this form to the Authority with your application.
2. Do not send this directly to the Police.
3. Each officer of the company must complete a Consent to Disclosure form unless they have already provided one with their individual licence renewal application within the last 6 months.
4. Print additional forms as necessary.

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 Post Code

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 Company Name 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 (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 a licence AGENT'S LICENCE (COMPANY)

Form 8: How to fill it in	Make sure you provide all the information the form asks for, and that you attach all required documentation. If the application form is incomplete, there will be a delay in processing your application.
1 Application	This box asks you to provide the company's licence number and date of issue. This information appears on the document headed "Evidence of Licence" that the Registrar sent to the company when issuing or last renewing the licence. You can also check the company's licence number on the Public Register of Licensees at www.reaa.govt.nz
2-7 Company details	Complete all sections in the boxes numbered 2 to 7 as relevant. The following details will appear on the Public Register of Licensees: <ul style="list-style-type: none"> ▪ the company's name ▪ the company's licence details ▪ address and phone number of the principal place of business ▪ website <p>The postal address shown in Box 6 is the address that will be used by the Registrar or Authority to communicate with the company. It will not appear on the Public Register (unless you have nominated your business address as the postal address).</p>
8 Trust Account	Please record the name of your auditor or the reason the company does not operate a residential sales trust account.
9 Location of branch offices	If the company operates from more than one office please provide details for each office on page 3.
9 Eligibility to be licensed	At least one officer of the company must hold an agent's licence (as an individual). Please provide details of the officer's name, position in the company and licence number (if there is more than one officer please provide these details for all officers). A company can have more than one officer licensed as an agent. This is for the company and officers to decide. You can obtain the officer's licence number(s) from the Register of Licensees at www.reaa.govt.nz .
10 Company officers	You must also provide details, for every person who is an officer of the company (including the person(s) whom you identified in the previous box as the licensed officer(s)). If there is insufficient space on the form, continue on a separate sheet. Each officer of the company must complete a Consent to Disclosure Form unless they have already provided one with their individual licence renewal application within the last 6 months.
11 Consent and certification	The Registrar will wish to examine the criminal history (if any) of the officers of the company. The "consent and certification" section of the application form authorises the Registrar to make any enquiries to this effect. This section of the application form also certifies that the information provided in respect of the application is true and correct. The person who signs the form should be authorised to do so and should identify his or her position in the company. Note that it is an offence to provide false or misleading information and a fine of up to \$40,000 applies in the case of an individual or up to \$100,000 in the case of a company.

Consent to disclosure	As part of the consent process, you are required to provide for each officer of the company (who has not applied for an individual licence) a completed Consent to Disclosure of Information Form that specifically authorises the Police to disclose information.
What does it cost?	<p>The cost of renewing a licence is \$793.50 (incl GST) and you must send payment with the 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>Refund of levies paid are not made if a licence is suspend, surrendered or cancelled after the licence has been renewed,</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>
General information	<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>
Contact details	<p>For help in completing the application call 0800 for REAA (0800 367 7322) or 04 471 8930 or visit www.reaa.govt.nz</p>
Sending in the company's application	<p>You can post, fax or email your application and supporting documentation to:</p> <p>Post to: The Registrar Real Estate Agents Authority PO. Box 25371 Panama Street Wellington 6146.</p> <p>Fax: 04 815 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 the application to the Authority please retain the original for your records. There is no need to post it as well.</p>

CHECKLIST

When you send in your application, check that you have all of the following:

- Renewal Application Form (Form 8)
- Completed Fees and Levies Remittance Form
- Payment of \$793.50
- Consent to Disclosure of Information Form for each officer of the company (if not already submitted with their individual licence application)