

APPLICATION FOR BRANCH MANAGER'S LICENCE

Section 38, Real Estate Agents Act 2008

Real Estate Agents Authority

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

1. Use this form to apply as an **individual** for a branch manager's licence.
2. Complete all sections. Use **BLOCK LETTERS**. Tick the boxes as appropriate. Use a ballpoint pen.
3. When completed, attach the **prescribed fee, statutory declaration** and **supporting documents** and send this form to:
The Registrar, Real Estate Agents Authority, PO Box 25371, Panama Street, Wellington 6146 (Note 1).
4. For help in completing this form, call 0800forREAA (0800 367 7322) or visit www.reaa.govt.nz.

<p>1. LICENCE HISTORY</p> <p>I have/have not* previously held a licence or certificate of approval. [* Select one.]</p>	<p>The most recent licence or certificate of approval that I have held is [tick box and enter number]</p> <p><input type="checkbox"/> Agent's licence registration number _____</p> <p><input type="checkbox"/> Branch manager's licence registration number _____</p> <p><input type="checkbox"/> Salesperson's licence registration number _____</p> <p><input type="checkbox"/> Branch manager's certificate of approval number _____</p> <p><input type="checkbox"/> Salesperson's certificate of approval number _____</p>
<p>2. DETAILS OF APPLICANT</p> <p>Mr / Mrs / Miss / Ms* [* Select one.]</p> <p>Surname Given name(s)</p> <p>Other names [specify any other name(s) that you use or have used]</p> <p>Date of birth (dd/mm/yyyy) __ / __ / ____</p>	
<p>3. HOME ADDRESS:</p> <p>Street</p> <p>Suburb</p> <p>City Post Code <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>	<p>4. BUSINESS STREET ADDRESS</p> <p>Business Name</p> <p>Street</p> <p>Suburb</p> <p>City Post code <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p>5. EMAIL ADDRESS</p> <p>.....</p> <p><input type="checkbox"/> I agree that for the purpose of business, the Authority may contact me at the email address I have provided.</p>	
<p>6. ADDRESS FOR COMMUNICATIONS</p> <p>[Specify your preferred postal address. If your preferred postal address is not the home address or business street address specified above, provide details of your preferred postal address for communications (for example, PO BOX).]</p> <p>.....</p> <p>Suburb</p> <p>City Post Code <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>	<p>7. TELEPHONE NUMBERS</p> <p>Business (0)</p> <p>Home (0)</p> <p>Mobile (02)</p> <p>Fax (0)</p>
<p>8. IDENTIFICATION</p> <p>New Zealand driver licence number __ _ _ _ _ , version number __ _ Expiry Date (dd/mm/yyyy) __ / __ / ____ OR</p> <p>New Zealand passport number __ _ _ _ _ , Expiry Date (dd/mm/yyyy) __ / __ / ____</p> <p>Nationality as shown on passport</p>	
<p>9. QUALIFICATIONS</p> <p>I have the following qualification that entitles me to be licensed as a branch manager::</p> <p>Name of Qualification(s)</p> <p>Awarding Institution.....</p> <p>Date Qualification(s) Awarded</p>	

10. EXPERIENCE

In the 10 years preceding this application I have had at least 3 years' experience in real estate agency work, as follows: *[list the name(s) and address(es) of the place(s) where you obtained your experience, and start and end dates].*

.....

11. FUTURE WORKPLACE (if known)

[Strike out the following paragraph if it does not apply.]

If a branch manager's licence is granted to me, I will work at the following real estate business:

Name

Address

Name of franchise group or marketing group under which the above real estate business operates (if any):

.....

12. REFEREES

[Provide the names, addresses, telephone numbers and email of 2 referees who have known you for at least 12 months and who are not related to you. One referee must be a current licensee. The other referee must not be a current or former licensee or have held an agent's licence or a branch manager's or salesperson's certificate of approval under the Real Estate Agents Act 1976. Please arrange for each of your referees to complete the "Reference for licence applicant form" and send it directly to the Real Estate Agents Authority]

Name.....	Name.....
Postal Address.....	Postal Address.....
Suburb	Suburb
City.....Post Code <input type="text"/>	City.....Post Code <input type="text"/>
Telephone number (0)	Telephone number (0)
Email.....	Email.....

13. CONSENT AND CERTIFICATION

I consent to the making of inquires 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 Name *[print name]* (applicant)

NOTES

1. A copy of this application, together with the prescribed statutory declaration, the prescribed fee, and any supporting documents (including sufficient authorisation to release information concerning the applicant's criminal history and any proof of qualifications 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 Internet site.
2. Before submitting an application for a licence to the Registrar, the applicant must advertise the application in accordance with regulation 7 of the Real Estate Agents (Licensing) Regulations 2009.
3. A person who does not have either a driver licence or passport as proof of identity must contact the Registrar, who may agree to accept some other form of proof on a case-by-case basis and at the discretion of the Registrar.
4. An applicant who provides misleading or false information commits an offence and is liable to a penalty of a fine not exceeding \$40,000.