

Application by company for renewal of agent's licence

Section 52, Real Estate Agents Act 2008

Real Estate Authority

1. Use this form to apply as a **company** for renewal of your company's agent's licence.
2. When completed sent to REA:
By email: licensing@rea.govt.nz
By post: PO Box 25371, Wellington 6140
By courier: Level 4, 95 Customhouse Quay, Wellington
3. For help completing this form, call 0800 FOR REA (0800 367 732) or 04 471 8930.
4. Please retain a copy of this form for your records.

1. Application

I am applying to renew company agent's licence number: _____

2. Company details

Company name: _____

Trading name of business: _____

Name of franchise group or marketing group (if any): _____

3. Principal place of business

Street: _____

Suburb: _____

City: _____ Postcode: _____

Office email: _____

Office telephone number: (0) _____

(This can be a landline or mobile number.)

Website: _____

(This is the address, telephone number, email and website which will appear on the public register.)

4. Postal address (if different from #3)

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

5. Address of registered office

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

6. Contact person (for enquiries about this application and other business matters)

Name: _____

Email: _____

Daytime contact number: (0) _____

I agree that for the purpose of business, the REA may contact us at the email address provided.

7. Standard clauses

Does your agency use the use REA endorsed standard clauses in your residential agency agreements?

Yes No Not applicable

Does your agency use the use REA endorsed standard clauses in your rural agency agreements?

Yes No Not applicable

8. Real estate agency work

Please specify the type of real estate agency work your agency undertakes.

Residential sales Rural sales
 Business broking Commercial (including commercial letting and leasing)

Does your agency carry out residential letting and leasing?

Yes No

9. Does the agency operate a trust account for real estate sales transactions?

Yes

Name of auditor: _____

No Please specify reason you do not operate a trust account:

- using Solicitor Trust Account
- using New Zealand Real Estate Trust
- other, please specify: _____

10. Do you have any branch offices?

- Yes (if yes you must complete the Branch Office form on page 5)
- No

11. Company officers

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

- All directors involved in carrying out the company’s business as a real estate agent must be included in this section.
- All officers must complete a ‘Consent to Disclosure’ form unless they are in the process of renewing their individual licence or have renewed their licence within the last 6 months.

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:

Full name: _____

Position in company: _____

Licence number (if applicable): _ _ _ _ _

Holds agent’s licence: Yes No

Full name: _____

Position in company: _____

Licence number (if applicable): _ _ _ _ _

Holds agent’s licence: Yes No

Full name: _____

Position in company: _____

Licence number (if applicable): _ _ _ _ _

Holds agent’s licence: Yes No

Full name: _____

Position in company: _____

Licence number (if applicable): _ _ _ _ _

Holds agent’s licence: Yes No

Full name: _____

Position in company: _____

Licence number (if applicable): _ _ _ _ _

Holds agent’s licence: Yes No

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.

Signature: _____

Name (print name): _____

Date (dd/mm/yyyy): _____ / _____ / _____

Position in the company: _____

Notes

1. A copy of this application, together with the prescribed fee, and any supporting documents (including sufficient authorisation to release information concerning the criminal history of **each officer of the company**) must be sent to the Registrar. Fees are prescribed by REA by *Gazette* notice and can be found on REA's Internet site.
2. If a person does not have either a driver licence or passport as proof of identity, the Registrar may agree to accept some other form of proof on a case-by-case basis and at the discretion of the Registrar.
3. An applicant who provides misleading or false information commits an offence and is liable to a penalty, in the case of an individual, of a fine not exceeding \$40,000 or, in the case of a company, of a fine not exceeding \$100,000.

Checklist

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

- Renewal Application Form (Form 8)
- Completed Payment Advice Form
- Payment of \$753.25 (including GST). This includes the manual processing fee of \$28.7 (including GST).
- Consent to Disclosure of Information Form for each officer of the company (if not already submitted with their recent individual licence renewal).

Branch offices

Please list all the branch offices that operate under the company's licence. Please copy this page if required.

Branch office

Name of branch: _____

Trading as: _____

Office phone: (0) _____ Office email: _____

Web address: _____

Name of contact person: _____

Physical address

Street: _____

Suburb: _____

City: _____ Postcode: _____

Postal address (if different from physical address)

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

Does this branch use REA-endorsed standard clauses in residential agency agreements?

Yes No Not applicable

Does this branch use REA-endorsed standard clauses in rural agency agreements?

Yes No Not applicable

Does the branch carry out residential letting and leasing?

Yes No

Type of real estate agency work undertaken in this branch:

- Residential sales
- Rural sales
- Business broking
- Commercial (including commercial letting and leasing)

Consent to disclosure to the Real Estate Authority

(for a New Zealand Criminal History check)

Note: Each officer of the company must complete a copy of this form and the form(s) returned to the Real Estate Authority.

Details of applicant

Mr / Mrs / Miss / Ms (select one)

Date of birth (dd/mm/yyyy): _____ / _____ / _____

Surname: _____

Given name(s): _____

Preferred name: _____

Place of birth: _____

Country of birth: _____

Nationality: _____

Home address: _____

Suburb: _____

City: _____ Postcode: _____

Identification (please enter your driver licence or passport details)

New Zealand driver licence number: _____

Expiry date (dd/mm/yyyy): _____ / _____ / _____

Card version number (5b): _____

OR

Passport number: _____

Expiry date (dd/mm/yyyy): _____ / _____ / _____

Nationality as shown on passport: _____

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 the company's application.

I certify that the above particulars are true and correct.

Signature: _____ Date: _____

Payment advice form

Company name: _____

Licence number: _____

1. Payment enclosed

\$ 753.25

Type of levy	Amount
Operational levy	\$597.00
Disciplinary levy	\$33.00
Manual Processing fee	\$25.00
GST	\$98.25
Total	\$753.25

Payment must be submitted with your application.

2. Method of payment (tick box and provide details as appropriate)

Internet Banking

Payment was made on (dd/mm/yyyy): _____ / _____ / _____

Please use the Name of the Company as the reference when making an internet banking payment. Attach evidence that the payment has been made.

The Real Estate Authority is set up as a 'Bill Payee' with all the major banks.

Westpac NZ Government Branch 03-0251-0039428-00

Credit Card

Credit card payment details

MasterCard Visa (only MasterCard OR Visa accepted)

Card number

				X				X					X				
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Cardholder name _____ PLEASE PRINT

Expiry date

M	M	/	Y	Y
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Amount \$

Signature _____ Date

D	D	M	M	Y	Y
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Please note: Fees and levies are not refundable if a licence is suspended, surrendered or cancelled after the licence has been renewed.