

## Application for renewal of agent's licence issued to individual, branch manager's licence or salesperson's licence

Section 52, Real Estate Agents Act 2008

### Real Estate Authority

1. Use this form to renew your individual licence.
2. Please ensure that you have read the Guide to renewing an individual licence (page 6).
3. When completed send to REA:  
By email: [licensing@rea.govt.nz](mailto:licensing@rea.govt.nz)  
By post: PO Box 25371, Wellington 6140  
By courier: Level 4, The Todd Building, 95 Customhouse Quay, Wellington
4. For help completing this form call 0800 367 732 (NZ only) or +64 (4) 471 8930.
5. Please retain a copy of this form for your records.

### 1. Application

I am applying to renew licence number: \_\_\_\_\_

#### Class of licence

Agent's licence       Branch manager's licence       Salesperson's licence

### 2. Details of applicant

Mr / Mrs / Miss / Ms (select one)

Surname: \_\_\_\_\_

Given name(s): \_\_\_\_\_

Preferred name: \_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Place of birth: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Gender:  Male  Female

Which ethnic group do you belong to? Mark the space or spaces which apply to you. (optional)

New Zealand European     Māori     Samoan     Cook Island Maori     Tongan

Niuean     Chinese     Indian

Other (please print): \_\_\_\_\_

In which language(s) could you have a conversation about a lot of everyday things? (optional)

English     Maori     Samoan     New Zealand Sign Language

Other (please print): \_\_\_\_\_

Home address

Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address (address for communication if not home address)

Same as home address

Street or PO Box: \_\_\_\_\_

Suburb: \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email addresses

Business email: \_\_\_\_\_

(This **will** appear on the public register and can be used by the public to contact you.)

Personal email: \_\_\_\_\_

(This **will not** appear on the public register. This is the one we can send private and personal information to.)

I agree that for business purposes you can contact me by email

Telephone numbers

Home: (0 ) \_\_\_\_\_

Mobile: \_\_\_\_\_

Business: (0 ) \_\_\_\_\_

(This is the telephone number you wish to appear on the public register.)

**3. Current workplace(s)**

Name of agency: \_\_\_\_\_

Licence number: \_ \_ \_ \_ \_

Trading name: \_\_\_\_\_

Street address of office you work at: \_\_\_\_\_

\_\_\_\_\_

Date started working for agency (dd/mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(If you work for more than agency please provide details of all the agencies you are associated with.)

Other agency (if applicable)

Name of agency: \_\_\_\_\_

Licence number: \_ \_ \_ \_ \_

Trading name: \_\_\_\_\_

Street address of office you work at: \_\_\_\_\_

\_\_\_\_\_

Date started working for agency (dd/mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If you are not currently working in real estate and would like to suspend your licence find out how to suspend out our website [rea.govt.nz/suspend](http://rea.govt.nz/suspend).

I am not currently working in real estate and do not wish to suspend my licence.

Real estate agency work (optional)

Please specify the type of real estate agency work you undertake.

Residential sales

Rural sales

Business broking

Commercial (including commercial letting and leasing)

Do you carry out residential letting and leasing?  Yes  No

**4. Continuing professional development (CPD)**

I have completed the following **verifiable** CPD for the year ending 31 December 2020.

Approved training provider: \_\_\_\_\_

Date completed (dd/mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I confirm I have completed the required 10 hours **non-verifiable** CPD for the year ending 31 December 2020.

Or

I was exempt from completing CPD in the year ending 31 December 2020 because I was exempt.

Reason for exemption: \_\_\_\_\_

**5. Eligibility to be licensed**

The circumstances that make me eligible to hold a licence in respect of [sections 36](#) and [37](#) of the Real Estate Agents Act 2008 have not changed since my most recent application relating to the licence or last advice to the Registrar regarding a change of circumstances in accordance with [section 67](#) of the Real Estate Agents Act 2008.

Please read the eligibility to be licensed information in the Guide to renewing an individual licence (page 6).

If your circumstances have changed please provide details on a separate sheet.

## 6. 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.

Signature: \_\_\_\_\_

Name (print name): \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### 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 REA by *Gazette* notice and can be found on the REA 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.

### Update identification details

New Zealand driver licence number: \_\_\_\_\_

Expiry date (dd/mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Version number (5b): \_\_\_\_

OR

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

Expiry date (dd/mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Nationality as shown on passport: \_\_\_\_\_

### Pending charges

Do you have any current or pending charges in New Zealand or overseas?  Yes  No

If yes, attach details of the charges to this application.

### Checklist

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

- Renewal application form (Form 7)
- Completed payment advice form
- Payment \$753.25 (including GST)

## Payment advice form

Full name: \_\_\_\_\_

Licence number: \_\_\_\_\_

### 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

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

Internet Banking

Payment was made on (dd/mm/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please use your licence number, first name and surname 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

Cheque

Make cheque payable to 'Real Estate Authority' in NZ dollars and attach cheque to this form.

Please cross the cheque by placing two vertical parallel lines through the centre of the cheque and writing the words 'not transferable' between them. You should also cross out the words 'or bearer'.

Credit Card

### Credit card payment details (if applicable)

MasterCard  Visa (we accept MasterCard and Visa)

Card number 

				X						X									
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Cardholder name \_\_\_\_\_ PLEASE PRINT

Expiry date 

M	M	/	Y	Y
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Amount \$ 

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Signature \_\_\_\_\_ Date 

D	D	M	M	Y	Y
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**Please note:** REA does not provide refunds if a licence is suspended, surrendered or cancelled after the licence has been renewed.

## Guide to renewing an individual licence

### How to fill in this form

Make sure 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 and it may be sent back to you.

### 1. Application

Select the class of licence you are renewing and enter your licence number. You can find this information on your licence and the public register on our website ([rea.govt.nz](http://rea.govt.nz)).

### 2. Details of applicant

Complete all sections as applicable. The following details will appear on the public register:

- your full name, including your middle name
- your preferred name and any previous names
- your real estate licence details
- your business address of the real estate agency you work for
- your business phone number and email address
- Type of real estate agency work (optional)

#### Information on your ethnicity and languages spoken

REA is collecting information about ethnicity and languages spoken. This is voluntary and you do not have to provide this if you do not want to, but it will help REA gain a better understanding of the makeup and diversity of the profession.

### 3. Workplace

Record the details of the agency you are currently working for.

#### Real estate agency work

Please record the type of real estate agency work you undertake. You may tick more than one box. You are not required to provide this information. If you do provide this information it will be shown on the public register letting people to know what type of real estate work you undertake.

### 4. Continuing professional development (CPD)

You need to confirm you have completed your CPD requirements or are exempted from the requirements in order to renew your licence.

#### Completed CPD

Please record the name of the approved training provider and the date you completed the ten hours of verifiable training with them. Please confirm you have also completed ten hours of non-verifiable training.

Your CPD records may be audited. If you are selected to be audited you will be notified. At this time you will need to send us evidence that you have completed the previous year's verifiable and non-verifiable continuing education requirements.

### Exempt from CPD

Please record the reason for your exemption. Reasons someone might be exempt are:

- If you've recently completed a prescribed qualification
- If you're completing a paper towards a prescribed qualification
- Completing CPD as a registered member of an approved professional body
- Your licence was suspended for 12 months or more

## 5. Eligibility to be licensed

Eligibility for a licence is covered by [section 36](#) and [section 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.

### Fit and proper

Being a fit and proper person means meeting a certain standard of conduct and character. It's up to you to satisfy the REA Registrar that you are fit and proper.

When applying for a new licence, you should tell us about:

- any criminal convictions that haven't been 'clean slated' (wiped from your record or legally withheld from us) — this includes driving-related offences
- any pending criminal charges
- any unsatisfied judgments in court
- any adverse findings against you by a court in civil proceedings
- any significant financial issues, such as bankruptcy
- any disciplinary action taken against you by another regulatory or professional body.

When applying to renew your licence, you should tell us if any of the above have occurred since the last time your licence was approved.

This doesn't include any open complaints being considered by a Complaints Assessment Committee or the Real Estate Agents Disciplinary Tribunal.

if you owe any outstanding costs or fines resulting from a disciplinary matter or have not complied with any other order this will be taken in to consideration.

### Requirements for branch manager's and agent's

To be eligible to hold a branch manager's or agent's licence you must have had 3 years real estate agency work experience in the last 10 years. Residential letting and leasing does not qualify as real estate agency work.

If you have any questions or concerns about your eligibility to be granted a licence please contact us to discuss before completing the form.

## 6. Consent and certification

The Consent and certification section of the form authorises the Registrar to make any enquiries regarding matters relevant to this application. This also certifies the information you have provided is true and correct.

On the basis of this consent REA will carry out a criminal history check with the New Zealand Police Vetting Service.

### Criminal history check

The information the New Zealand Police Vetting Service will release to REA about you comprises:

- a. A record of your conviction history and any sentences, penalties or orders imposed as a result of any conviction.
- b. A record of any discharges without conviction and charges that have resulted in diversion against you.
- c. Information subject to name suppression where that information is necessary to the purpose of the criminal history check.

### What does it cost?

The cost of renewing your licence using this form is \$753.25 (incl. GST) and you must send full payment with your application.

You can pay by cheque, credit card (we accept Visa and Mastercard) 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. REA is set up as a Payee with all the major banks.

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.

Levies paid are not refundable. No refunds paid if a licence is suspended, surrendered or cancelled after the licence has been renewed.

It is not possible for the licence fee to be paid in instalments.

### Tax Invoices/receipt

A tax invoice/receipt will be issued on receipt of payment. This is available for you to download in the licensee portal. You will find invoices under the Documents tab.

### 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.

### General information

For general information on licensing see: [rea.govt.nz](http://rea.govt.nz)

To view the Real Estate Agents Act 2008 and the Licensing Regulations 2009 see: [legislation.govt.nz](http://legislation.govt.nz).