

Notification of auditor

Regulation 12, Real Estate Agents (Audit) Regulations 2009

Part A – To be completed by Agent

1. The real estate agent is to complete Part A of the form and pass it to their auditor to complete Part B.
2. Residential property letting trust accounts are excluded from the Real Estate Agents Act 2008 and Audit Regulations 2009. No declaration is required.
3. When completed, attach any supporting documents and send via one of the methods listed:
By email: licensing@rea.govt.nz
By post: The Registrar, Real Estate Authority, PO Box 25371, Wellington 6140
By courier: The Registrar, Real Estate Authority, Level 4, 95 Customhouse Quay, Wellington
4. For help completing this form, call 0800 FOR REA (0800 367 732) or 04 471 8930 or visit rea.govt.nz
5. Please retain a copy of this form for your records.

1. Type of licence (tick box)

Individual agent (sole trader) Partnership Company

2. Licence number

Licence number: _____

3. Organisation details

Company name or organisation name: _____

Trading name of business: _____

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

Address of principal place of business: _____

4. Postal address

Street: _____

Suburb: _____

City: _____ Postcode: _____

5. Eligible officer (holds individual agent’s licence)

Name: _____

Licence number: _ _ _ _ _

Contact telephone number(s): _____

Email address: _____

6. Principal officer

Name: _____

Licence number: _ _ _ _ _

Contact telephone number(s): _____

Email address: _____

7. Do you operate a trust account for real estate sales transactions?

- Yes (go to question 8)
- No Please specify reason you will not be operating 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
 - other, please specify:

8. Active trust accounts (include trust accounts operated in Branch offices)

If necessary use additional sheet.

Name of Trust account	Bank account number													Suffix		
	Bank			Branch				Account								

9. Confirmation

Signature: _____

Name (print name): _____

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

Position in the company (e.g. Director): _____

Notification of auditor

Regulation 12, Real Estate Agents (Audit) Regulations 2009

Part B – To be completed by Auditor

1. The real estate agent is to complete Part A of the form and pass it to their Auditor to complete Part B.
2. Residential property letting trust accounts are excluded from the Real Estate Agents Act 2008 and Audit Regulations 2009. No declaration is required.
3. When completed, attach any supporting documents and send via one of the methods listed:
By email: licensing@rea.govt.nz
By post: The Registrar, Real Estate Authority, PO Box 25371, Wellington 6140
By courier: The Registrar, Real Estate Authority, Level 4, 95 Customhouse Quay, Wellington
4. For help completing this form, call 0800 FOR REA (0800 367 732) or 04 471 8930 or visit rea.govt.nz
5. Please retain a copy of this form for your records.

1. Name of auditor or partnership

Operating as a partnership: Yes No

2. Postal address

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

3. Postal address

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

4. Declaration

I confirm that I/the partnership meet the requirements of Regulation 10 (as detailed below) and agree to audit the trust account(s) listed on the previous page.

Signature: _____

Name (print name): _____

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

Under the provisions of Regulation 10 of the Real Estate Agents (Audit) Regulations 2009 the following may be appointed as auditor

1. A person may be appointed as the auditor of an agency's trust accounts if that person—
 - a. is a qualified auditor; and
 - b. is not disqualified from auditing the agency's trust accounts under [regulation 11](#).
2. See [sections 37 to 39](#) of the Financial Reporting Act 2013 (which provide for the appointment of a partnership and access to information in relation to an agency).