

## Notice of voluntary suspension of licence or extension of voluntary suspension of licence – individual

Section 58, Real Estate Agents Act 2008

### Real Estate Authority

1. Use this form if you are giving notice to the Registrar that you wish to suspend or extend the suspension of your individual licence.
2. When completed, attach any supporting documents and send via one of the methods listed:  
Email to: [licensing@rea.govt.nz](mailto:licensing@rea.govt.nz)  
Post to: PO Box 25371, Wellington 6140  
Courier to: Level 4, 95 Customhouse Quay, Wellington
3. If you email this form, please do not post it as well.
4. For help in completing this form, call 0800 367 732 (NZ only) or +64 (4) 471 8930.
5. You can find information about suspending your licence on our website ([rea.govt.nz/suspend](http://rea.govt.nz/suspend).)
6. Please retain a copy of this form your records.

### 1. Personal details

Mr / Mrs / Miss / Ms (select one)

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

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

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

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

### 2. Postal address

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

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

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

### 3. Telephone numbers

Daytime (0 ) \_\_\_\_\_

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

### 4. Email

Email: \_\_\_\_\_

We send all of our correspondence by email. Please provide a personal contact email to which we can send emails to.

## 5. Class of licence to be suspended

Salesperson | Branch Manager | Agent **(Select one)**

## 6. Listings (please tick to confirm)

- I have no current listings, and my contact details have been removed from the agency's website.

## 7. Suspension dates

Start date of voluntary suspension: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (note 2)

Number of years you wish to suspend the licence for: \_\_\_\_\_ years (up to 7 years)

Note: If you do not specify a number of years, the licence will be suspended for 12 months.

**OR**

- My licence is currently suspended and I wish to extend the suspension for another year.

## 8. Continuing professional development (CPD) (please tick to confirm)

- I understand when I activate my licence and it has been suspended for 12 months or more, I will have to complete the refresher training and the current year's CPD requirements.
- I understand that if I reactivate my licence and it has been suspended for less than 12 months, I will have to complete the CPD requirements for the year(s) in which my licence was active.

## 9. Signature

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

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

### Notes

1. Under section 58 of the Real Estate Agents Act 2008 a licensee (an individual or a company) may request the Registrar to suspend his or her licence for a specified period. This can be done at any time; you do not have to wait until your licence is due to be renewed.
2. The licence will be suspended from the date you enter in part 7. The suspension date must be the date you submit the notice, or up to 14 days in the future. You cannot suspend your licence retrospectively or after the expiry date of your licence.
3. During the period that your licence is suspended, you cannot carry out real estate agency work.
4. It is your legal obligation to advise us of any changes to your contact details within 10 working days of this change.
5. You can revive your licence at any time. Please refer to the website for details.
6. If you are suspending for longer than a year please note you will have to pay the annual suspension fee. This is due on the anniversary date of the original suspension.
7. Levies paid are not refundable. No refunds are paid if a licence is suspended after the licence has been renewed.

