

## Form 7: 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

1. Use this form to renew your **individual** licence.
2. Complete all sections. Tick boxes as appropriate.
3. When completed attach the supporting documents and send to:  
By email: [licensing@rea.govt.nz](mailto:licensing@rea.govt.nz)  
By post: Real Estate Authority, PO Box 25371, Wellington 6140  
By courier: Real Estate Authority, Level 4, 95 Customhouse Quay, Wellington
4. For help completing this form call 0800 367 732 or +64 4 471 8930 or visit [rea.govt.nz](http://rea.govt.nz).

### Application

I am applying for renewal of my agent's | branch manager's | salesperson's\* licence.

**(Select one\*.)**

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

### Details of applicant

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

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

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

Other names **(specify any other name(s) that you use or have used)**: \_\_\_\_\_

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

*Which ethnic group(s) do you belong to? (optional)*

New Zealand European | Māori | Samoan | Cook Island Māori | Tongan | Niuean | Chinese  
Indian | Other **(Select all that apply.)**

Print the other ethnic group(s): \_\_\_\_\_

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

English | te reo Māori | Samoan | Northern Chinese (including Mandarin) | Hindi | New  
Zealand Sign Language | Other **(Select all that apply)**

Print the other language(s): \_\_\_\_\_

### Home address

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

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

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

**Postal address (if different from your home address)**

Street of PO Box: \_\_\_\_\_

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

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

**Email address (This is the email we can use to contact you about your renewal.)**

Contact email: \_\_\_\_\_

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

**Telephone numbers**

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

**Public Register information**

Business phone number: (0\_\_\_\_) \_\_\_\_\_

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

**Identification**

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

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

**or**

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

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

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

**Current workplace**

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

Real estate licence number: \_\_\_\_

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

Office address: \_\_\_\_\_

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

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

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

**Or**

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

If you're not doing real estate agency work, you can choose to voluntarily suspend your licence (put it on hold). Find out how to suspend out our website [rea.govt.nz/suspend](http://rea.govt.nz/suspend).

*Specify the type of real estate agency work you undertake (Optional)*

Residential sales | Rural sales | Business broking | Commercial (including commercial letting and leasing) **(Select all that apply.)**

*Do you carry out residential letting and leasing? (Optional)*

Yes | No **(Select one.)**

**Continuing professional development (CPD)**

**(Select the paragraph below that applies.)**

- ☐ I have completed the continuing professional development as required by the Real Estate Authority:

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

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

**Or**

- ☐ I am not required to complete any continuing professions development because I was exempt.

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

**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.

**Provide information on a separate page if your circumstances have changed**

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

- any criminal convictions — 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.
- Provide detail and supporting documentation.

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.

[Read the criteria you must meet to undertake real estate agency work](#)

[Read the fit and proper guidelines](#)

### 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**): \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Criminal conviction history check

On the basis of this consent REA will request a criminal history check from the New Zealand Police Vetting Service.

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

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

### 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 professional development undertaken 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. An applicant who provides misleading or false information commits an offence and is liable to a penalty of a fine not exceeding \$40,000.

## Payment advice

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

Individual name: \_\_\_\_\_

Payment enclosed

☐ \$753.25

Type of fee or levy	Amount
Operational levy	\$597.00
Disciplinary levy	\$33.00
Manual processing fee	\$25.00
GST	\$98.25
<b>Total</b>	<b>\$753.25</b>

### Payment details

Pay by internet banking or bank deposit. The Real Estate Authority is set up as a 'Bill Payee' with all the major banks.

Westpac NZ Government Branch 03-0251-0039428-00

Use your name and licence number as the reference when making the payment. Attach evidence that the payment has been made.

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

Payment must be submitted with your application for renewal. The manual processing fee is non-refundable. If you are not granted a licence only the levies will be refunded.

REA does not provide a refund if a licence is suspended, surrendered or cancelled after the licence has been issued.