

Reference for company officer

Application by company for agent's licence

1. Complete this form subject to the provisions of the Criminal Records (Clean Slate) Act 2004.
2. Write full and complete answers are required for each question on this form. One word or single phrase responses are not sufficient.
3. Continue answers on a separate page if needed.
4. When completed send to:
By email: 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
5. For help completing this form call 0800 367 732 or +64 4 471 8930 or visit rea.govt.nz.

Applicant details

Name of officer: _____

Name of company applying for agent's licence: _____

Referee details

Mr | Mrs | Miss | Ms **(select one)**

Surname: _____

First name(s): _____

Real estate licence number **(if applicable)**: _ _ _ _ _

Home address: _____

Suburb: _____

City: _____ Postcode: _____

Contact email: _____

Phone number: (0 ____) _____

Name of employer: _____

Position held: _____

Reference

How long and in what capacity have you known the applicant?

An officer of a company must be a proper person by reason of their personal character and financial position. Please explain why you think the applicant is a proper person to be an officer of a real estate agency.

Read the Fit and proper guidelines for guidance to answer this question:

<https://www.rea.govt.nz/real-estate-professionals/fitandproper/>.

Are there any personal or professional issues the Real Estate Authority should be aware of?

Do you have any further comments about the applicant's character?

To the best of your knowledge, has the applicant:

Ever been convicted in any court in New Zealand or overseas?

☐ Yes

☐ No

Pending or current charges before a court in New Zealand or overseas

☐ Yes

☐ No

Ever been the subject of disciplinary action by any authority in New Zealand or overseas?

☐ Yes

☐ No

Declaration

- ☐ I am not related to the applicant related by blood or marriage.
- ☐ I do not live at the same address as the officer.
- ☐ I confirm that the above information is true to the best of my knowledge.

Signed: _____

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

Privacy and information handling

The Real Estate Authority (**REA**) will collect, use, hold and disclose your personal information only for the purposes of assessing the applicant's application, and as provided for under the Real Estate Agents Act 2008 and regulations, Privacy Act 2020, Public Records Act 2005, or otherwise as permitted or required by law.

The provision of information by you is voluntary. However, if you do not provide full information, REA may not be able to assess the applicant's application. Under the Privacy Act 2020 anyone may request access to, and request correction of their personal information held by REA. The information and opinion you provided will be treated as confidential to REA. However, please note that it may also be necessary to disclose the reference to the applicant in the interests of natural justice or on request by the applicant under the Privacy Act 2020.

For more information about the Real Estate Authority's Privacy Statement, please refer to www.rea.govt.nz/terms-of-use-and-privacy-statement. General information about the Privacy Act 2020 is also available on the website of the Privacy Commissioner at www.privacy.org.nz.