

Form 8: Application by company for renewal of agent's licence

Section 52, Real Estate Agents Act 2008

1. Use this form to apply as a **company** for renewal of an agent's 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
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.

Application

I apply for renewal of the agent's licence (**Licence number**): _ _ _ _ _

Details of applicant

Company name: _____

Trading name of business: _____

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

Address of registered office

Street: _____

Suburb: _____

City: _____ Postcode: _____

Address of principal place of business

Street: _____

Suburb: _____

City: _____ Postcode: _____

Office email: _____ Office phone: (0 __) _____

Website: _____

(This is the address and contact details that will appear on the public register.)

Postal address

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

Contact person for inquiries about this application

Name: _____

Telephone number: (0____) _____

Email address: _____

- ☐ I agree that for the purpose of business, the REA may contact us at the email address provided.

Standard clauses

Does your agency use the use REA endorsed standard clauses in your **residential** agency agreements?

Yes | No | Not applicable **(Select one.)**

Does your agency use the use REA endorsed standard clauses in your **rural** agency agreements?

Yes | No | Not applicable **(Select one.)**

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.)**

Does the agency operate a trust account for real estate sales transactions?

- ☐ Yes

Name of auditor: _____

- ☐ No

Please specify reason you do not operate a trust account:

☐ using Solicitor Trust Account

☐ using New Zealand Real Estate Trust

☐ other, please specify: _____

Branch offices

Does the company operate any branch offices?

- ☐ Yes **(Complete the Branch Offices form)**

- ☐ No

Eligibility to be licenced

I confirm that the following officer/officers* of the company is/are* licensed as an agent as required by section 44(2) of the Real Estate Agents Act 2008: **(*Select one.)**

Eligible officer 1

Name: _____

Position in company: _____

Licence registration number: _ _ _ _ _

Eligible officer 2 (if applicable)

Name: _____

Position in company: _____

Licence registration number: _ _ _ _ _

Company officers

Any person who is, or will be, an officer of the company if the application is granted must, by reason of both their personal character and their financial position, be a proper person to be an officer of a licensee company.

- **Principal officer:** The officer who controls the agency's business activities and is a director or shareholder of the agency.
- **Eligible officer:** The officer(s) of the agency who holds an individual agent's licence. Under section 44(2) of the Real Estate Agents Act 2008 at least one officer of the company must hold an agent's licence.
- **Other officer(s):** Every director, manager, or secretary of the company who, on behalf and in the name of the company, carries on the company's business as a real estate agent, and includes any person, however designated, who is responsible for the management of the company and any person who is responsible for the management of any branch of the company, or (in relation to any company that carries on any other business in addition to its business as a real estate agent) the person responsible for the management of the company's real estate agency work

The following, who are officers of the company, are proper persons to be officers of a licensee company by reason of personal character and financial position:

Fit and proper guidelines

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

This page must be completed by **all** officers of the company, including the officer(s) listed above.

Details of officer

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

First name(s): _____

Middle name(s): _____

Surname: _____

Preferred name: _____

Any other name(s) that are used or have been used: _____

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

Position in company: _____

Officer role: Eligible officer | Principal officer | Other officer **(Select one)**

Home address

Street: _____

Suburb: _____

City: _____ Postcode: _____

Contact details

Telephone number: (0____) _____

Mobile number: (0____) _____

Email address: _____

Identification

New Zealand driver licence number: _____

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

OR

Passport number: _____

Nationality as shown on the passport: _____

Expiry date **(dd/mm/yyyy)**: ____/____/____

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 and that I am duly authorised to make this application.

Signature: _____

Name (**print name**): _____

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

Position in the company: _____

Notes

1. A copy of this application, together with the prescribed fee, and any supporting documents (including sufficient authorisation to release information concerning the criminal history of **every officer of the company**) 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. If a person does not have either a driver licence or passport as proof of identity, the Registrar may agree to accept some other form of proof on a case-by-case basis and at the discretion of the Registrar.
3. An applicant who provides misleading or false information commits an offence and is liable to a penalty, in the case of an individual, of a fine not exceeding \$40,000 or, in the case of a company, of a fine not exceeding \$100,000.

Privacy and information handling

The information you provide helps the Real Estate Authority (**REA**) to assess your application and to carry out its functions under the Real Estate Agents Act 2008 and regulations. REA may need to obtain personal information from other sources, such as public registers, to assess your application.

By completing this form, you authorise REA to make enquiries directly with third parties and to receive and collect personal information relevant to your application.

REA will collect, use, hold and disclose your personal information only for the purposes of assessing your application or any future applications, 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 your application.

Under the Privacy Act 2020 you may request access to and request correction of your personal information held by REA.

For more information about the REA'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.

Payment advice

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Company 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
Total	\$753.25

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.

Real Estate Agents Authority
Westpac NZ Government Branch
03-0251-0039428-00

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

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

Payment and refunds

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.

Consent to disclosure to the Real Estate Authority for criminal conviction history check

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This page must be completed by **all** officers of the company, including the officer(s) listed above.

Company name: _____

Details of officer

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

Surname: _____

Given name(s): _____

Preferred name: _____

Place of birth: _____

Country of birth: _____

Nationality: _____

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 the company's application.

☐ I certify that the above particulars are true and correct.

Signature: _____

Name **(print name)**: _____

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

Criminal conviction history check

REA will assess whether you are, by way of your personal character or financial position, a proper person to be an officer of a licensee company. As part of this we request a criminal conviction history report from the Ministry of Justice.

The following information will be released to REA:

- A record of your criminal conviction history and any sentences, penalties or orders imposed as a result of any conviction, and
- Information subject to name suppression where that information is necessary to the purpose of the report.

Read the Fit and proper guidelines for information: <https://www.rea.govt.nz/real-estate-professionals/fitandproper/>.

Branch offices

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Provide details of all branch offices that operate under the company licence. Copy this page if needed.

Company name: _____

Branch office

Trading as: _____

Office phone: (0____) _____ Office email: _____

Web address: _____

Name of contact person: _____

Physical address

Street: _____

Suburb: _____

City: _____ Postcode: _____

Postal address (if different from physical address)

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

Branch office

Trading as: _____

Office phone: (0____) _____ Office email: _____

Web address: _____

Name of contact person: _____

Physical address

Street: _____

Suburb: _____

City: _____ Postcode: _____

Postal address (if different from physical address)

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____