

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
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 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 or 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.

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 here:

<https://www.rea.govt.nz/real-estate-professionals/apply-for-your-licence/required-criteria-and-qualifications-to-work-in-real-estate/>

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

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 Ministry of Justice.

The following information will be released to REA:

- A record of your 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 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.

Privacy and information handling

The Real Estate Authority (REA) will collect, use, hold and disclose your personal information only for the purposes 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.

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

For more information about 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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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
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 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 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.