

Form 3: Application by individual for branch manager’s licence

Section 38, Real Estate Agents Act 2008

1. Use this form to apply as an **individual** for a branch manager’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.

Licence history

I have/have not* previously held a licence or certificate of approval. **(*Select one.)**

The most recent licence or certificate of approval that I have held is:

Salesperson | Branch manager | Agent **(Select one.)**

Licence number **(If applicable)**: _____

Details of applicant

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

Surname: _____

Given name(s): _____

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

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

Place of birth: _____

Country of birth: _____

Gender: Male | Female | Gender diverse **(select one)**

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 above)

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

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

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: _____

Qualifications and experience

Qualification

I hold the following qualification that entitles me to be licensed as a branch manager:

Name of qualification: _____

Provider: _____

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

Evidence of qualification

Provide evidence of your qualification with your application. If you are applying with a recognised property degree you must also provide evidence you have completed Unit standard 23137. However, if you currently hold a licence in New Zealand, you do not need to complete this.

Experience

In the 10 years preceding this application I have had at least three years' experience in real estate agency work, as follows:

(list the name(s) and address(es) of the place(s) where you obtained your experience, and start and end dates).

Agency 1

Agency name: _____

Address: _____

Start date (**dd/mm/yyyy**): ____/____/_____

End date (**dd/mm/yyyy**): ____/____/_____

Agency 2 (if applicable)

Agency name: _____

Address: _____

Start date (**dd/mm/yyyy**): ____/____/_____

End date (**dd/mm/yyyy**): ____/____/_____

Agency 3 (if applicable)

Agency name: _____

Address: _____

Start date (**dd/mm/yyyy**): ____/____/_____

End date (**dd/mm/yyyy**): ____/____/_____

Future workplace (if known)

(Strike out the following paragraph if it does not apply.)

If a branch manager's licence is granted to me, I will work at the following real estate business:

Name of agency: _____

Real estate licence number: _ _ _ _ _

Trading name: _____

Office address: _____

City: _____ Postcode: _____

Date commenced/commencing working for agency (**dd/mm/yyyy**): ____/____/_____

Referees

1. Provide the details of two referees who have known you for at least 12 months, who are not related to you and do not live at the same address as you.
2. One referee must be a current licensee. The other referee must not be a current or former licensee or have held an agent's licence or a branch manager's or salesperson's certificate of approval under the [Real Estate Agents Act 1976](#).

By providing your referees' details, you are confirming that they have agreed to have their personal details provided to REA for the purposes of us assessing your application.

Referee 1 (must be a current licensee)

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

Surname: _____

First name(s): _____

Known as: _____

Real estate licence number: _ _ _ _ _

Home address

Suburb: _____

City: _____ Postcode: _____

Contact email: _____

Phone number: (0____) _____

Referee 2 (must not be a current or former licensee)

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

Surname: _____

First name(s): _____

Known as: _____

Home address

Suburb: _____

City: _____ Postcode: _____

Contact email: _____

Phone number: (0____) _____

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

REA will assess whether you are a fit and proper person to hold a licence. As part of this we carry out a criminal conviction history check.

The following information will be released to REA by the Ministry of Justice:

- 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/>.

Notes

1. A copy of this application, together with the prescribed statutory declaration, the prescribed fee, and any supporting documents (including sufficient authorisation to release information concerning the applicant's criminal history and any proof of qualifications 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. Before a licence can be issued, the application must be advertised in accordance with regulation 7 of the Real Estate Agents (Licensing) Regulations 2009.
3. A person who does not have either a driver licence or passport as proof of identity must contact the Registrar, who may agree to accept some other form of proof on a case-by-case basis and at the discretion of the Registrar.
4. 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 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.

Form 5: Declaration in support of application by individual for agent's licence, branch manager's licence, or salesperson's licence

Section 38, Real Estate Agents Act 2008

I, (**full name**): _____

Am the applicant for: an agent's | a branch manager's | a salesperson's* (***Select one.**)

licence and I solemnly and sincerely declare that—

1. I have attained the age of 18 years.
2. I hold the prescribed qualifications.

(Strike out paragraph 3 if the application and declaration relate to a salesperson's licence.)

3. I have had 3 years' experience in real estate agency work within the 10 years preceding this application to be licensed as an agent or a branch manager.
4. I have provided the Real Estate Agents Authority with the information necessary for it to advertise my licence application on its Internet site in the prescribed manner.
5. I have not been convicted, whether in New Zealand or another country, of a crime involving dishonesty (or of a crime that, if committed in New Zealand, would be a crime involving dishonesty) within the 10 years preceding this application.
6. I have not been convicted of an offence under [section 14](#), [17 to 22](#), or [24](#) of the Fair Trading Act 1986 within the 5 years preceding this application.

(Select the paragraph below that applies.)

7. There are no unsatisfied judgments against me in any court.

Or

Judgments obtained against me that are still unsatisfied are on the list attached to this declaration.

8. My licence or certificate of approval has not been cancelled within the preceding 5 years and my licence (if applicable) is not suspended.
9. I am not subject to an order made, or a notice given, under the law of a country, State, or territory outside New Zealand within the preceding 5 years that prohibits me from acting as an agent, a branch manager, or a salesperson (or equivalent) in that country, State, or territory.
10. I am not an officer of a licensee company, a chief executive officer of a licensee company, or a branch manager who has been disqualified from holding a licence or whose licence has been suspended under the [Real Estate Agents Act 1976](#).
11. I am not prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated body under the [Companies Act 1993](#), the [Financial Markets Conduct Act 2013](#), or the [Takeovers Act 1993](#).

Initial:

12. I am not a lawyer or conveyancing practitioner who is subject to the provisions of the [Lawyers and Conveyancers Act 2006](#).
13. I am not an undischarged bankrupt nor am I subject to [subpart 4 of Part 5](#) of the Insolvency Act 2006.

I also solemnly and sincerely declare that—

14. There are no other circumstances that would or might make me not a fit and proper person to hold a licence. (**read the Fit and Proper guidelines <https://www.rea.govt.nz/real-estate-professionals/fitandproper/>**).
15. I am the person named in the documents submitted with my application.
16. The documents submitted with the application are complete and correct.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the [Oaths and Declarations Act 1957](#).

Signature of person making declaration: _____

This section to be completed by the witness

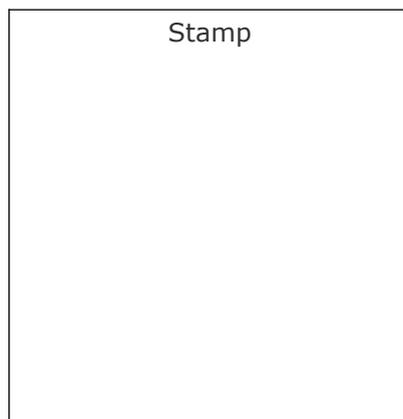
Declared at (**place**): _____

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

Before me (**signature**): _____

Name of witness (**print name**): _____

Justice of the Peace | Solicitor | Notary public | Registrar or Deputy Registrar of the District Court or the High Court | Member of Parliament (**Select one.**)



Note

A person who provides misleading or false information in this declaration commits an offence and is liable to a significant penalty.

Initial:

Payment advice

Application by individual for agent's licence, branch manager's licence, or salesperson's licence

Individual name: _____

Payment enclosed

\$968.30

Type of fee or levy	Amount
Application fee	\$187.00
Operational levy	\$597.00
Disciplinary levy	\$33.00
Manual processing fee	\$25.00
GST	\$126.30
Total	\$968.30

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 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. The application fee and the manual processing fee are 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.