

## Notice of voluntary suspension of individual licence or extension of voluntary suspension of individual licence

Section 58, Real Estate Agents Act 2008

1. Use this form to voluntarily suspend 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).

### Personal details

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

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

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

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

#### Postal address

Street or PO Box: \_\_\_\_\_

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

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

#### Email address

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

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

#### Telephone numbers

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

### Suspension details

Salesperson | Branch Manager | Agent **(Select one)**

Start date of voluntary suspension: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ **(see note 5)**

Number of years you wish to suspend the licence for: \_\_ years **(See note 6)**

**Note:** If you do not specify a number of years, the licence will be suspended for 12 months.

**Or**

My licence is currently suspended, and I wish to extend the suspension for another year.

## Declaration

- I have no current listings, and my contact details have been removed from the agency's website or will be by the suspension start date specified.
- I understand when I activate my licence and it has been suspended for 12 months or more, I will have to complete the refresher training and the current year's CPD requirements.
- I understand that if I reactivate my licence and it has been suspended for less than 12 months, I will have to complete the CPD requirements for the year(s) in which my licence was active.
- I understand that I am required to notify REA of any changes to my circumstances within 10 working days of the change. **(A change of circumstances includes any change in your address and contact details.)**

Signature: \_\_\_\_\_

Name (**print name**): \_\_\_\_\_

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

## Notes

1. You cannot carry out real estate agency work while your licence is suspended.
2. You must advise us of any changes to your contact details within 10 working days.
3. You can revive your suspended licence at any time. Please refer to the website ([rea.govt.nz/suspend](http://rea.govt.nz/suspend)) for further information on reviving your licence.
4. Levies paid are not refundable. No refunds paid if a licence is revived.
5. The licence will be suspended from the date specified. The suspension start date must be on or after the date you submit the notice. You cannot suspend your licence retrospectively or after the expiry date of your licence.
6. If you are suspending for more than one year, please note you will have to pay the annual suspension fee each year. This is due on the anniversary date of the original suspension.

### Privacy and information handling

The Real Estate Authority 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 the Real Estate Authority.

For more information about the Real Estate Authority's Privacy Statement, please refer to [www.rea.govt.nz/terms-of-use-and-privacy-statement](http://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](http://www.privacy.org.nz).

## Payment advice

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

Payment enclosed

\$198.95

Type of fee or levy	Amount
Suspension fee	\$148.00
Manual processing fee	\$25.00
GST	\$25.95
<b>Total</b>	<b>\$198.95</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.

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 the suspension form.

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