

## NOTIFICATION OF AUDITOR

Regulation 12 Real Estate Agents (Audit) Regulations 2009

### PART A - TO BE COMPLETED BY AGENT

1. The real estate agent is to complete Part A of the form and pass it to their Auditor to complete Part B.
2. Residential property letting trust accounts are excluded from the Real Estate Agents Act 2008 and Audit Regulations 2009. No declaration is required.
3. The completed form is to be returned to:  
 Post to:               The Registrar, Real Estate Authority, P.O. Box 25371,  
                               Featherston Street, Wellington 6146.  
 Email to:               [licensing@rea.govt.nz](mailto:licensing@rea.govt.nz)
4. For help in completing this form, call 0800 for REA (0800 367 7322) or 04 471 8930 or visit [www.rea.govt.nz](http://www.rea.govt.nz).

**1. TYPE OF LICENCE**

- Individual Agent (sole trader)                Partnership                Company

**2. LICENCE NUMBER:** \_ \_ \_ \_ \_

**3. ORGANISATION DETAILS**

Company name or organisation name:  
 .....

Trading name of business:  
 .....

Name of franchise group or marketing group (if any):  
 .....

Address of Principal Place of Business:  
 .....

**4. POSTAL ADDRESS**

Street: ..... Suburb: .....  
 City: ..... Post Code \_ \_ \_ \_ \_

**5. ELIGIBLE OFFICER (holds individual agent's licence)**

Name: .....

Licence Number: \_ \_ \_ \_ \_

Contact telephone number(s):  
 .....

Email address:  
 .....

**6. PRINCIPAL OFFICER**

Name: .....

Licence Number : \_ \_ \_ \_ \_

Contact telephone number(s):  
 .....

Email address:  
 .....

**7. DO YOU OPERATE A TRUST ACCOUNT FOR REAL ESTATE SALES TRANSACTIONS?**

- Yes (go to question 8)
- No Please specify reason you will not be operating a trust account
  - employed by company/agent that operates a trust account
  - member of a partnership that operates a partnership trust account
  - using Solicitor Trust Account
  - using Third Party Trust Account
  - other, please specify:

.....

**8. ACTIVE TRUST ACCOUNTS** (include Trust Accounts operated in Branch offices) If necessary use additional sheet.

Name of Trust Account	Bank Account Number																		
	Bank			Branch				Account						Suffix					

**9. CONFIRMATION**

Signature: .....

Name [print name]: .....

Date: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

Position in the company (e.g. Director):

.....

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### PART B - TO BE COMPLETED BY AUDITOR

1. The real estate agent is to complete Part A of the form and pass it to their Auditor to complete Part B.
2. Residential property letting trust accounts are excluded from the Real Estate Agents Act 2008 and Audit Regulations 2009. No declaration is required.
3. The completed form is to be returned to:  
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 Email to: [licensing@rea.govt.nz](mailto:licensing@rea.govt.nz)
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<b>1. NAME OF AUDITOR OR PARTNERSHIP:</b> ..... Operating as a partnership  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>2. POSTAL ADDRESS</b> Street or PO Box: ..... Suburb: ..... City: ..... Post Code    _ _ _ _ _	<b>3. POSTAL ADDRESS</b> Street or PO Box: ..... Suburb: ..... City: ..... Post Code    _ _ _ _ _
<b>4. DECLARATION</b>  I confirm that I/the partnership meet the requirements of Regulation 10 (as detailed below) and agree to audit the trust account(s) listed on the previous page. Signature: ..... Name [print name]:..... Date:    _ _ / _ _ / _ _ _ _	

Under the provisions of Regulation 10 of the Real Estate Agents (Audit) Regulations 2009 the following may be appointed as auditor

1. A person may be appointed as the auditor of an agency's trust accounts if that person—
  - ) (a) is a qualified auditor; and
  - ) (b) is not disqualified from auditing the agency's trust accounts under [regulation 11](#).
2. See [sections 37 to 39](#) of the Financial Reporting Act 2013 (which provide for the appointment of a partnership and access to information in relation to an agency).