

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 Agents Authority, P.O. Box 25371, Featherston Street, Wellington 6146.
Email to: licensing@reaa.govt.nz
4. For help in completing this form, call 0800 for REAA (0800 367 7322) or 04 471 8930 or visit www.reaa.govt.nz.

1. TYPE OF LICENCE <input type="checkbox"/> Individual Agent (sole trader) <input type="checkbox"/> Partnership <input type="checkbox"/> 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 Telephone number(s) Email address												
7. DO YOU OPERATE A TRUST ACCOUNT FOR REAL ESTATE SALES TRANSACTIONS? <input type="checkbox"/> Yes (go to question 8) <input type="checkbox"/> No Please specify reason you will not be operating a trust account <input type="checkbox"/> employed by company/agent that operates a trust account <input type="checkbox"/> member of a partnership that operates a partnership trust account <input type="checkbox"/> using Solicitor Trust Account <input type="checkbox"/> using Third Party Trust Account <input type="checkbox"/> 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												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Bank</th> <th style="width: 10%;">Branch</th> <th style="width: 50%;">Account</th> <th style="width: 10%;">Suffix</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>	Bank	Branch	Account	Suffix								
Bank	Branch	Account	Suffix										
9. CONFIRMATION Signature Name [<i>print name</i>] 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.
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1. NAME OF AUDITOR OR PARTNERSHIP Operating as a partnership <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. POSTAL ADDRESS Street or PO Box..... Suburb City Post Code _ _ _ _ _	3. CONTACT PERSON Mr / Mrs / Miss / Ms* [* Select one.] Surname First name(s) Known as Telephone number (0) Email address
4. DECLARATION 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 [<i>print name</i>] Date __ / __ / ____	
Under the provisions of Regulation 10 of the Real Estate Agents (Audit) Regulations 2009 the following may be appointed as auditor <ol style="list-style-type: none"> 1. A person may be appointed as the auditor of an agency's trust accounts if that person— <ul style="list-style-type: none"> • (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).{ 	

