

Individual change of circumstances form

Section 67, Real Estate Agents Act 2008

1. Use this form if you have an **individual** licence to notify the Registrar of a change in your circumstances.
2. Complete all sections as applicable. 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.

Personal details

Surname: _____

First name: _____

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

Licence number: _ _ _ _ _

Details to be updated

Change of name (if applicable)

Surname: _____

Middle name: _____

First name: _____

Preferred name: _____

Evidence of name change

Attach evidence of your name change e.g. Marriage certificate.

Change of address (if applicable)

Home address

Street: _____

Suburb: _____

City: _____ Postcode: _____

Postal address

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

Contact details (if applicable)

Home email: _____

Business email: _____

Home phone: (0____) _____

Mobile: (0____) _____

Business phone: (0____) _____

Change of employment (if applicable)

Former workplace (if applicable)

Name of agency: _____

Trading name: _____

Business address: _____

Leaving date (**dd/mm/yyyy**): ____/____/____

New workplace

Name of agency: _____

Licence number: ____ _

Trading name: _____

Business address: _____

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

Declaration

☐ I certify that the above particulars are true and correct.

The changes are effective from (**dd/mm/yyyy**): ____/____/____

Signature: _____

Name (**print name**): _____

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

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.

General information about the Privacy Act 2020 is also available on the website of the Privacy Commissioner at www.privacy.org.nz.