

# INSTRUCTIONS TO APPLICANT FOR A REAL ESTATE AGENT'S LICENCE (INDIVIDUAL)



## PLEASE COMPLETE THE FOLLOWING

1. Publish two notices of your application in your local daily newspaper at an interval of no more than 14 days apart. (use the wording on Form 4)

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2. Fill out all forms provided in the application pack

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3. Have the declarations sworn and signed before a solicitor, Justice of the Peace or other person authorised to take statutory declarations

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- NOTE:** a) Please be aware that in accordance with S.22(3) of the Real Estate Agents Act 1976 the application cannot be heard or considered until one (1) month from the date of receipt of the application by the Real Estate Institute of New Zealand Incorporated or one month from the date of the first advertisement, whichever is the later.
- b) This application is for an individual licence and there can be no real estate agency trading through any company.

4. **Send the following documents to:**

The Real Estate Agents Licensing Board,  
P O Box 99881, Newmarket, AUCKLAND

a) Original of Forms 1, 2, 2a and 4

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b) Full newspaper pages showing advertising, dates and newspaper used

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c) Application fee of \$421.88 (GST inclusive) plus (\$33.75 for each additional branch office)

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*[Half application fee of \$210.94 applies between 1 September and 28 February]*

5. **Send a copy of the following documents to:**

The Real Estate Institute of NZ Inc,  
P O Box 5663, Parnell, AUCKLAND

a) Forms 1,2 and 4

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b) Auditors acceptance form (completed)

☐

c) Contribution to the fidelity fund of \$50.63 (GST inclusive)

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For any further enquiries or assistance with your application please call  
The Real Estate Agents Licensing Board on (09) 520 6949

# APPLICATION FOR REAL ESTATE AGENT'S LICENCE

(Section 18, Real Estate Agents Act 1976)



## APPLICATION BY INDIVIDUAL

FORM 1

Application is hereby made by .....  
(name of applicant)

of .....  
(residential address)

.....  
(contact phone number)

for a licence under the Real Estate Agents Act 1976

## THE FOLLOWING PARTICULARS ARE TO BE SUPPLIED

1. Name under which it is proposed to carry on business

.....

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

.....

3. Full address of principal place of business

.....

.....

4. The address(es) of any branch office(s) at which it is proposed to carry on business

The name(s) of person(s) who will be in effective control of each branch office

.....

.....

.....

.....

.....

.....

## REFEREES DETAILS TO BE PROVIDED

Please provide the name and address of two persons from whom we may seek references, who have known you for at least twelve months and who are not related to you. One referee must be a current licence holder and member of the Real Estate Institute of New Zealand Incorporated.

Name .....

Name .....

Address .....

Address .....

.....

.....

.....

.....

## DETAILS OF INTENDED SALESPERSON(S)

The full name, address and place of employment of every salesperson intended to be employed

<i>name</i>	<i>address</i>	<i>office</i>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

*(If there is insufficient space please attach a separate list for the above)*

## CERTIFICATION

I CERTIFY

That the above particulars are true and correct in every particular, and that I am duly authorised to make this application

Dated at ..... this ..... day of.....20.....

Signature.....

.....  
*(printed name of signatory)*

## WAIVER OF HEARING (Sec, 21(3), Real Estate Agents Act 1976)

If there is no objection to this application and if the Board decides to consider it without a hearing, then I do not wish to be heard in support of the application.

Signature.....

.....  
*(printed name of signatory)*

## NOTE:

It is an offence against the Real Estate Agents Act 1976 Sec. 40, punishable by a maximum fine of \$1000 knowingly to give false or misleading information in any application for a licence or in any testimonial given or information supplied for the purpose of any such application.

# DECLARATION IN SUPPORT OF AN APPLICATION BY AN INDIVIDUAL FOR A REAL ESTATE AGENT'S LICENCE



## DECLARATION BY INDIVIDUAL

FORM 2

I ..... occupation.....  
(full name)

of .....  
(residential address)

### solemnly and sincerely declare:

1. I am an applicant for a licence under the Real Estate Agents Act 1976
2. I have attained the age of 20 years
3. On the ..... day of ..... 20....., and on the ..... day of ..... 20....., I caused to be published in the prescribed form, notice of the application for such a licence, copies of which are hereunto annexed and marked "A" and "B" respectively:

*Delete whichever line is NOT applicable in the following item*

4. There are: - no unsatisfied judgments against me in any Court  
OR - judgments against me and still unsatisfied are as per list marked "C"
5. There is no statutory bar to my obtaining a real estate agent's licence
6. I am not an un-discharged bankrupt
7. I have not been a director or officer of a company that has been subject to an order of liquidation
8. I do not hold a practising certificate as a barrister or solicitor of the High Court of New Zealand
9. I have passed the examinations of the Real Estate Institute of New Zealand Incorporated in the year .....  
OR I am eligible for a licence under Section 17(1) of the Act on the following grounds:

.....  
.....

10. I have had in the five years preceding this application at least three years practical experience in real estate agency work as an employee of:

<i>Employer</i>	<i>date employment commenced</i>	<i>date employment ceased</i>
.....	.....	.....
.....	.....	.....
.....	.....	.....

11. Subject to the application being granted, .....  
has been appointed to be my auditor for the purposes of the Real Estate Agents Audit Regulations 1977,  
and the Council of the Real Estate Institute of New Zealand Incorporated has approved the appointment.

**AND I MAKE THIS SOLEMN DECLARATION** conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

**DECLARED** at ..... )

this ..... day of ..... 20 ..... )

before me ..... )

.....  
A Solicitor of the High Court of New Zealand, Justice of the Peace or other person  
authorised to take statutory declarations

.....  
(Signature of person making declaration)



# FURTHER DECLARATION IN SUPPORT OF AN APPLICATION FOR A REAL ESTATE AGENT'S LICENCE

## FURTHER DECLARATION BY INDIVIDUAL

FORM 2A

I ..... born on.....  
(full name)

occupation.....

of .....  
(residential address)

### solemnly and sincerely declare:

1. That after the payment of all my just and lawful debts I am worth not less than the sum of \$.....  
as shown by the attached statement of my assets and liabilities marked "D" which I hereby declare to be true and correct  
in every particular  
(to be attached to Board copy only and must be either completed by a chartered accountant or as a statutory declaration)
2. a) I hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this  
application, to the Real Estate Agents Licensing Board.  
  
b) I hereby consent to the disclosure by the Real Estate Agents Licensing Board to the Real Estate Institute  
of New Zealand Incorporated of any information that has been received from the New Zealand Police  
pursuant to this application.  
  
c) I understand that any record of criminal convictions I might have will automatically be concealed if I meet  
the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

**AND I MAKE THIS SOLEMN DECLARATION** conscientiously believing the same to be true and by virtue of the Oaths and  
Declarations Act 1957.

**DECLARED at** )

this day of 20 ..... )

before me )

.....  
A Solicitor of the High Court of New Zealand, Justice of the Peace or other person  
authorised to take statutory declarations

.....  
(Signature of person making declaration)

### NOTE:

1. This declaration to be attached to Board copy of application only
2. Statement "D" must be attached to this declaration and must be  
EITHER certified as correct by a chartered accountant or completed as a statutory declaration

NEWSPAPER ADVERTISEMENT

**NOTICE OF APPLICATION FOR REAL ESTATE AGENT'S LICENCE**

(Section 20(1) Real Estate Agents Act 1976)

FORM 4

In the matter of the Real Estate Agents Act 1976,

Take notice that:

I,.....  
(Full name of applicant )

of.....  
(address)

have (has) applied to the Real Estate Agents Licensing Board for a licence under the above Act to carry on business as a real estate agent under the name of

.....  
(insert trading name and/or franchise/marketing name if applicable)

From the following place(s) of business: .....

Principal Place of Business: .....

Branch office(s) .....

The application will be heard by the above Board after one month from the .....day

of.....20....., being the date of the first publication of this notice.

.....  
(Name of applicant)

**NOTE:**

Using the wording above, two notices of your application must be published in your daily newspaper at an interval of no more than 14 days apart.



202 PARNELL ROAD, PARNELL  
PO Box 5663, Auckland  
NEW ZEALAND

Phone 09 656 1755  
Fax: 09 379 8471  
E-Mail [reinz@reinz.co.nz](mailto:reinz@reinz.co.nz)  
Web [www.reinz.co.nz](http://www.reinz.co.nz)  
[www.realenz.co.nz](http://www.realenz.co.nz)

### **AUDITOR'S ACCEPTANCE FORM (New Licence)**

Re:

The above-mentioned applicant for a real estate licence has nominated you as auditor in accordance with the requirements of the Real Estate Agents Audit Regulations 1977 and Amendments.

Section 5, subclause 7 of the Regulations required that we have written evidence of your acceptance of the nomination so that your appointment may be approved by Council.

Will you please confirm therefore, that you have accepted nomination by completing the details below to enable the applicant to return this form with the application.

Re:

I hereby confirm that I/we hold a current Certificate of Public Practice.

NAME: .....

ADDRESS: .....

.....

.....

PHONE: .....

SIGNED .....

DATED: .....