



# Authority Update



19 February 2010

## CEO/Registrar

Happy New Year, it is hard to believe that 2010 is already well underway. By now you should have received your invitation to a licensee briefing session being held by the Real Estate Agents Authority.

### Licensee Briefing sessions

Held in 16 locations around the country from the end of February, the sessions are open to all licensees and are free of charge. They are a great opportunity for you to increase your understanding of the 2008 Actnew regime and the role of the Authority, and find out more about how the changes affect your work and business.

At the briefing session, senior Authority staff will talk about:

- the Real Estate Agents Act 2008
- the role and functions of the Authority
- licensing and licence renewal
- the public register of licensees
- the Code of Professional Conduct and Client Care
- the complaints process.

There will also be time for questions and discussion.

Please [click here](#) for more information on session dates, times and locations and to register online. Please note that you will need to include your licence number with your registration.

I encourage you to pass on this information to any of your colleagues who might also be interested in attending a session.

### Licence renewal applications

The Authority is also very busy processing licence renewal applications and responding to enquiries - don't forget that you need to get your renewal application to us by **31 March 2010**, unless you obtained your licence after 17 November 2009 in which case your licence expires on the date indicated on your licence. Providing we receive your completed application by this date your licence will remain valid until a decision is made about your application.

Licensing and licence renewal is the responsibility of each individual licensee. If you do not apply to renew your licence before 31 March 2010, your licence will expire and you will not be able to work in the real estate industry.

Below are some frequently asked questions (FAQs) related to licence renewals. Remember that our [website](#) is also a good source of information.

The Authority is pleased to announce that from 1 April 2010 all licensees will be able to be issued with a wallet-sized plastic licence which includes photo id. Information on how to obtain this will be sent with your renewal confirmation letter. Further information on this is available on the Authority's [website](#).

I look forward to seeing you at a briefing session.

Janet Mazenier  
Chief Executive/Registrar

## FAQ's



## Diary Dates

The following are the industry's most frequently asked questions. These and other frequently asked questions are available on the Authority's [website](#).

### Q - I haven't received my renewal application pack - what do I do?

If you have not received your renewal application pack please contact us on 0800 for REAA (0800 367 7322) or +64 4 471 8930.

### Q - I have made a mistake on my renewal application form - what do I do?

If you have made a mistake and need a new renewal application form, you can photocopy a colleague's form and use this. You will need to make sure that this is the same form as yours - T1 (agent - individual), T2 (agent - company), T3 (branch manager) or T4 (salesperson). If you are not able to do this please contact us on 0800 for REAA (0800 367 7322) or +64 4 471 8930.

### Q - Why have I been sent more than one renewal application pack?

If you hold more than one class of licence you will have been sent a renewal application pack for each class of licence.

Under the 2008 Act it is not necessary to have more than one licence. You can decide to renew the highest class of licence that you hold and let the

### **February/March 2010:**

The Authority will be running a series of industry seminars throughout the country in late February/March. You will be provided with more information on these seminars in the New Year.

### **31 March 2010:**

Your completed licence renewal application must be received by us before 31 March 2010.

others expire. For example an agent's licence allows you to do anything that a branch manager or salesperson can do and a branch manager's licence allows you to do anything that a salesperson can do.

If you apply to renew more than one licence, you will have to pay the application fee and levies for every licence that you renew.

---

**Q - When will I be notified of the outcome of my renewal application?**

Please allow us 4-6 weeks to process your application. We will notify you of the outcome as soon as we can.

---

**Q -When are the renewal applications due?**

Please complete and return your application to us as soon as you can. However, unless you applied to the Authority after 17 November 2009 and obtained a licence, renewal applications must be received by the Authority by 31 March 2010.

---

**Q - How can I pay my invoice?**

You can pay by credit card, attach a cheque or by internet banking. The Authority has been set up as a bill payee with all the major banks.

---

**Q - How do I complete question 10 on continuing education?**

Just tick the box to say that you are not required to complete any continuing education.

---

**Q - How do I complete question 11?**

Question 11 relates to the provisions of section 37 of the Act. You need to read each paragraph carefully to determine whether or not it applies to you.

For example:

11a. *{Strike out the following paragraph if it does not apply.}*  
I have not been convicted, whether in New Zealand or another country, of a crime involving dishonesty (or of a crime that, if committed in New Zealand, would be a crime involving dishonesty) within the 10 years preceding this application.

In the case of 11a you would only strike out the paragraph if you had an applicable conviction.

---

**Q - Do I need an agent's licence if my company is licensed as an**

## agent?

Under the 2008 Act in order for a company to be licensed as an agent, at least one officer of the company must also hold an agent's licence as an individual. This is a change from the approach adopted under the 1976 Act, where officers of the company had to be eligible to hold an agent's licence, but were not necessarily personally licensed.

If you are the sole officer of your company, and do not currently hold an agent's licence, you need to have one under the new regime. Information on how to apply for an agent's licence is available [here](#).

Before the company's licence expires on 31 March 2010, you must ensure that you or another officer of the company holds an individual licence as an agent. If no officer of the company has an agent's licence by that time, the company will no longer be eligible to hold a licence and will not be able to carry out real estate agency work.

visit: [reaa.govt.nz](http://reaa.govt.nz)

