

## REFERENCE FOR LICENCE APPLICANT

1. You should have known the applicant for at least 12 months.
2. You cannot provide a reference if you are:
  - related to the applicant by blood or marriage
  - connected to the applicant by civil union or defacto relationship
  - live at the same address as the applicant.
3. Please complete the form subject to the provisions of the Criminal Records (Clean Slate) Act 2004.
4. Full and complete answers are required for each question on this form. (One word or single phrase responses are not sufficient).
5. Please send the completed form:
 

**By Email to:** [licensing@rea.govt.nz](mailto:licensing@rea.govt.nz)

OR

**By Post to: The Registrar, Real Estate Authority, P.O. Box 25371,  
Featherston Street, Wellington 6146.**

6. If you email this form to us DO NOT post it as well.
7. 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)
8. Please retain a copy of this form your records.

<b>1. NAME OF APPLICANT:</b>
<b>2. NAME OF APPLICANT'S REAL ESTATE COMPANY:</b>  <i>(if applicable)</i>
<b>3. REFEREE DETAILS</b>  Mr / Mrs / Miss / Ms* [* Select one.]  Full Name: ..... Known as: ..... Postal Address: ..... Suburb: ..... City: ..... Postcode ____ _ Daytime phone number: (0 ) ..... Email: ..... Name of Employer: ..... Position Held: ..... Business address: .....

<b>4.</b>	<b>Is the applicant related to you by blood, marriage or defacto relationship?</b>
	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
<b>5.</b>	<b>Does the applicant live at the same address as you?</b>
	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
<b>6.</b>	<b>How long and in what capacity have you known the applicant?</b>
<b>7.</b>	<b>A real estate licensee must be a fit and proper person by reason of their personal character. Please explain why you think the applicant is a fit and proper person to be a real estate licensee.</b>
<i>(If necessary use a separate sheet and attach to this report.)</i>	
<b>8.</b>	<b>Are there any personal or professional issues the Real Estate Authority should be aware of?</b>

<p><b>9. Do you have any further comments about the applicant's character?</b></p>
<p><b>10. To the best of your knowledge, has the applicant:</b></p> <ul style="list-style-type: none"> <li>• Ever been convicted in any court in New Zealand or overseas?</li> <li>• Pending or current charges before a court in New Zealand or overseas</li> <li>• Ever been the subject of disciplinary action by any authority in New Zealand or overseas?</li> </ul> <p><input type="checkbox"/> Yes (please provide further details on a separate sheet)</p> <p><input type="checkbox"/> No</p>
<p><b>11. DECLARATION:</b></p> <p>I confirm that the above information is true to the best of my knowledge.</p> <p>Signed: .....</p> <p>Date: ___ / ___ / _____</p>

**Notes**

**Requirements**

Please elaborate on each point. Insufficient information could cause delays in the processing of the applicant's application.

**Use of Reference**

The information and opinion you provided will be treated as confidential to the Real Estate Authority. It will be used for the purpose of consideration of the suitability of the applicant to be issued with a licence pursuant to Part 3 of the Real Estate Agents Act 2008.

**Privacy Act 1993**

Any reference you provide may be made available to the applicant on request under the provisions of the Privacy Act 1993.

Last updated February 2018