

NOTIFICATION OF CHANGE OF CIRCUMSTANCES- COMPANY

Section 67, Real Estate Agents Act 2008

1. Use this form if your company holds an agent's licence and you are giving notice to the Registrar that you wish to change information recorded on the register, or advise any other change of circumstances, as set out below.
2. For notification of staff changes please use the "NOTICE OF CHANGE OF CIRCUMSTANCES – COMPANY STAFF CHANGES FORM".
3. Complete all relevant sections by writing clearly using a ballpoint pen.
4. The completed form is to be returned to:
 Post to: The Registrar, Real Estate Authority, P.O. Box 25371, Featherston Street, Wellington 6146.
 Email to: licensing@rea.govt.nz
5. For help in completing this form, call 0800 for REA (0800 367 7322) or 04 471 8930 or visit www.rea.govt.nz.

<p>1. NAME OF COMPANY (as appears currently in the register)</p> <p>Name of company:</p> <p>Company Licence number: _ _ _ _ _</p>
<p>2. CHANGE COMPANY NAME TO:</p> <p>New Company name:</p> <p>Date effective from: _ _ / _ _ / _ _ _ _</p>
<p>3. CHANGE OF TRADING NAME:</p> <p>Former trading name of business:</p> <p>New trading name of business:</p> <p>Date effective from: _ _ / _ _ / _ _ _ _</p>
<p>4. CHANGE OF FRANCHISE OR MARKETING GROUP NAME:</p> <p>Former name of franchise or marketing group (if any):</p> <p>New name of franchise or marketing group (if any):</p> <p>Date effective from: _ _ / _ _ / _ _ _ _</p>

5. CHANGE OF ADDRESS FOR PRINCIPLE PLACE OF BUSINESS (head office):

Former address:

Street:

Suburb:

City:

Post Code _ _ _ _

New physical address:

Street:

Suburb:

City:

Post Code _ _ _ _

New postal address:

Street or PO Box:

Suburb:

City:

Postcode _ _ _ _

Office phone:

Office email:

Web address:

Date effective from: _ _ / _ _ / _ _ _ _

6. CHANGE OF CONTACT DETAILS FOR PRINCIPAL PLACE OF BUSINESS (Head office)

Office phone:

Office email:

Web address:

Contact person:

Date effective from: _ _ / _ _ / _ _ _ _

7. CHANGE BRANCH OFFICE ADDRESS OR CONTACT DETAILS

Name of Branch:

Former address:

Street:

Suburb:

City:

Post Code _ _ _ _

New physical address:

Street:

Suburb:

City:

Post Code _ _ _ _

New office phone:

Web address:

New postal address (if different from physical address):

Street or PO Box:

Suburb:

City:

Postcode _ _ _ _

New office email:

Name of contact person:

Date effective from: _ _ / _ _ / _ _ _ _

8. CLOSURE OF BRANCH OFFICE

Name of Branch:

Physical address:

Street:

Suburb:

City:

Post Code _ _ _ _

Date effective from: _ _ / _ _ / _ _ _ _

9. OPENING OF BRANCH OFFICE

Name of Branch:

Trading as:

Franchise group:

Office phone:

Office email:

Web address:

Name of contact person:

Physical address:

Street:

Suburb:

City:

Post Code _ _ _ _

Postal address (if different from physical address):

Street or PO Box:

Suburb:

City:

Postcode _ _ _ _

Will this branch use REA endorsed standard clauses in residential agency agreements?

Yes No Not applicable

Will this branch use REA endorsed standard clauses in rural agency agreements?

Yes No Not applicable

Type of real estate agency work will be undertaken at this branch

- Residential sales Rural sales
- Business broking Commercial (including commercial letting and leasing)

Will this branch carry out residential letting and leasing?

Yes No

Please use the "COMPANY NOTICE OF CHANGE OF CIRCUMSTANCES –STAFF CHANGES" form to notify us who will be working from this office.

<p>10. CHANGE OF OFFICER(S) OF THE COMPANY</p> <p>You must advise the Registrar of any change in the identity and positions of all officers of the company (whether the officers hold an agent's licence or not).</p> <p>[Complete any of the following that apply.]</p> <p>Person who is no longer an officer of the company</p> <p>Name:</p> <p>Former position in company:</p> <p>Date effective from: __ / __ / ____</p>	<p>11. New Officer of Company</p> <p>Name:</p> <p>Licence Number: _ _ _ _ _</p> <p>Position in company:</p> <p>Date effective from: __ / __ / ____</p>
<p>12. CERTIFICATION</p> <p>I certify that the above particulars are true and correct and that I am duly authorised to provide notify the above changes of circumstances on behalf of the company.</p> <p>Signature:</p> <p>Date: __ __ / __ __ / ____</p> <p>Name [print name]:</p> <p>Position in company:</p>	

Last updated February 2018