

SUPERVISING MANAGER ATTESTATION

Company/Real Estate Agency	
Applicant's name	

Branch Manager/Agent's details	
Name	
Email	
Phone number	
Licence number and type of licence (please select)	<input type="checkbox"/> Branch Manager <input type="checkbox"/> Agent

Applicant's Branch Manager or Agent licensee to complete the remainder of this form in respect of their support of the applicant to achieve the New Zealand Certificate in Real Estate (Level 5) through the Recognition of Current Competence (RCC) assessment process.

Achievement of this qualification will allow the applicant to apply to REA for their Branch Manager's license.

Position(s) applicant holds in the organisation.			
Please confirm that the applicant has experience with the oversight/guidance of day-to-day tasks carried out by less experienced licensees.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Real Estate sector(s) that the applicant has experience of.	Please select all relevant sectors	Number of transactions in the last 4 years	
The number of transactions in the last four (4) years.		Listings	Sales
Notes: A transaction is a listing <i>or</i> a sale. At least equal or more sales than listings are required. Where residential only is selected, at least 50 transactions with evidence of a range of sale types (auction, tender, etc.) and a mix of conditional sales will be required.	<input type="checkbox"/> Residential		
	<input type="checkbox"/> Commercial		
	<input type="checkbox"/> Business Broking		
	<input type="checkbox"/> Rural		
	<input type="checkbox"/> Other (please state) _____		

Support of the applicant's knowledge and skills

I verify that the applicant	Yes	No
Follows Agency policies and procedures concerning legislation, best practice, and resource management when applied to inspections and appraisals.		
Supports licensees and employees by evaluating/checking real estate and property management contracts.		
Applies broad knowledge of compliance requirements of current New Zealand Law.		
Understands and follows the Real Estate Code of Conduct (Rules).		
Behaves ethically and understands the implications of unethical behaviour in terms of industry requirements.		
Understands and applies industry best practice principles to all Real Estate Agency work.		
Understands and follows the complaints and disputes process set out in the Real Estate Agents Act 2008 and can effectively resolve complaints and disputes.		
Supports and develops licensees to achieve business and professional goals, including creating a professional development plan for the licensee.		

Please provide more information on why you support the applicant.

I agree to be contacted by a Ignite Group Assessor to discuss this attestation and the applicant's performance, knowledge, and skills.

Signature	
Date	