

# APPLICATION FOR OFFICE MEMBERSHIP

This Form must be completed to apply for REIV Membership for an Office AND the key responsible person.

## ELIGIBILITY & REQUIREMENTS

The following real estate businesses may apply for Office Membership under the REIV Constitution and By-Laws.

### Businesses holding an Estate Agency License

1. **A business that holds an Estate Agency licence**

- The business must have a current registration with the Business Licensing Authority (BLA).
- The business must have (or should have applied for) Professional Indemnity Insurance for a minimum \$2 million per claim and not less than \$6 million in aggregate for all claims made during the insurance period. Where higher cover is required based on your business registration or licensing requirements, that level of cover must be maintained.
- The business must hold an active Australian Business Number (ABN).
- All Directors, the Officer in Effective Control, the Chief Executive Officer and/ or Partners who hold an Estate Agent's Licence or are registered as an Agent's Representative must also apply to be an Individual member of the Institute.
- Complete all sections of this application form, except Section C.

2. **A Branch Office** where the Principal Office is a business that holds an Estate Agency licence

- The Principal Office must be an REIV Member and meet the eligibility requirements stated under 1. above.
- The Branch Manager must apply to be an Individual member of the Institute.
- Complete all sections of this application form, except Section C.

3. **A natural person** holding an Estate Agent's licence that is a **Sole trader, in a Partnership, or any other business structure**

- The person/s must have a current registration with the Business Licensing Authority (BLA).
- The person/s must have (or should have applied for) Professional Indemnity Insurance for a minimum **\$2 million** per claim and not less than \$6 million in aggregate for all claims made during the insurance period. Where higher cover is required based on your business registration or licensing requirements, that level of cover must be maintained.
- The person/s must hold an active Australian Business Number (ABN).
- The Sole Trader, each person in the partnership or other business structure must also apply to be an Individual member of the Institute.
- Complete all sections of this application form, except Section C.

## Businesses that DO NOT hold an Estate Agency License

4. A business registered with the Business Licensing Authority as an **Owners Corporation Manager**
  - The business must have a current registration with the Business Licensing Authority (BLA).
  - The business must have (or should have applied for) Professional Indemnity Insurance for a **minimum \$2 million** per claim and not less than \$6 million in aggregate for all claims made during the insurance period. Where higher cover is required based on your business registration or licensing requirements, that level of cover must be maintained.
  - The business must hold an active Australian Business Number (ABN).
  - All individuals in the business leadership team must apply to be an Individual member of the Institute.
  - Complete all sections of this application form, except Section B.
5. A business providing **Property Valuation services**
  - The business must have (or should have applied for) Professional Indemnity Insurance for a minimum \$2 million per claim and not less than \$6 million in aggregate for all claims made during the insurance period. Where higher cover is required based on your business registration or licensing requirements, that level of cover must be maintained.
  - The business must hold an active Australian Business Number (ABN).
  - All individuals in the business leadership team must apply to be an Individual member of the Institute.
  - Complete all sections of this application form, except Section B.
6. **All other businesses should refer to the Affiliate Application Form.**

## APPLICATION APPROVAL PROCESS

1. Please return this completed application form to: [membership@reiv.com.au](mailto:membership@reiv.com.au) or 335 Camberwell Rd, Camberwell VIC 3124.
2. Wherever applicable ([Refer to Appendix 1](#)) you may also need to provide us with:
  - a. A copy of your educational qualification. Where the qualification requirements are not satisfied, an evidence of enrolment of the REIV training you will undertake.
  - b. Evidence of relevant work experience.
  - c. Copy of a current, satisfactory National Police Check.
3. Once membership fees are paid temporary access to services may be granted, however your Membership will only be confirmed after the process below has been completed. During this period you will be a Provisional Member.
4. Your application will be checked and referred to the Board appointed Membership Committee for approval.
5. The Membership team will contact you as soon as your application is approved.

## SECTION A - OFFICE DETAILS *(please print)*

### Business Structure:

☐ Declared Corporation  
(Listed on the Stock Exchange) ☐ Corporation  
(Pty Ltd Company) ☐ Partnership ☐ Sole Trader

### Is the applicant a Branch Office?

No ☐ Yes ☐ If yes, please provide REIV Membership ID of the Head Office \_\_\_\_\_

### Company name:

(as registered with the Business Licensing Authority (BLA))

### Business/ Trading name:

(as registered with the BLA)

### BLA registration number:

(NA for Valuation businesses)

☐ ABN or ☐ ACN \_\_\_\_\_

### Business address:

(street address as listed with the BLA)

### Postal address:

(if different from address above)

### Phone:

### Fax:

### Email address: For accounts:

### For updates:

### Number of staff, include OIEC/ key office bearer, permanent or contract:

☐ 1 ☐ 2 - 4 Staff ☐ 5 - 9 Staff ☐ 10 - 19 Staff ☐ 20 plus Staff

Please list all Working Directors/Shareholders	Director	Shareholder

(Please tick where applies)

### Real estate services the Office provides, please tick all that apply:

<input type="checkbox"/>	Auctioneering	<input type="checkbox"/>	Owners Corporation Management
<input type="checkbox"/>	Business Broking	<input type="checkbox"/>	Property Valuations
<input type="checkbox"/>	Buyers Agency	<input type="checkbox"/>	Residential Leasing & Management
<input type="checkbox"/>	Commercial & Industrial Leasing & Management	<input type="checkbox"/>	Residential Sales
<input type="checkbox"/>	Commercial & Industrial Sales	<input type="checkbox"/>	Farming & Rural Lifestyle

## SECTION B - OIEC/PRINCIPAL MEMBERSHIP APPLICATION

### ESTATE AGENCY *(please print)*

For Estate Agencies, the OIEC/ Principal of the office must complete this Section. Information provided in this section is considered as your Individual Membership Application.

Other Directors, Officers, Partners, CEOs who form part of the Business Leadership who are eligible for membership as a Licensed or Representative Member must apply for Membership.. All applications, including this one should be submitted together.

Are you currently an REIV individual member? ☐ ☐ ☐ ☐ ☐ ☐ (Skip to Section D)

☐ Yes, Membership number

☐ No, please complete details below

Estate agent licence number (Licensed Estate Agents Only) ☐ ☐ ☐ ☐ ☐ ☐ ☐

Your role in the business:

☐ Officer in Effective Control

☐ Sole Trader

☐ Partner

☐ Branch Manager

☐ Director

☐ Mr ☐ Miss ☐ Mrs ☐ Ms

First Name

Middle Name

Last Name

Preferred Name

Date of Birth DD / MM / YYYY

(this will appear on your correspondence)

Email

Mobile

(used for all REIV communications)

Home address

Preferred mailing address for individual membership correspondence:

☐ Office ☐ Home ☐ Other

Real estate services you provide, please tick all that apply:

<input type="checkbox"/>	Auctioneering	<input type="checkbox"/>	Owners Corporation Management
<input type="checkbox"/>	Business Broking	<input type="checkbox"/>	Property Valuations
<input type="checkbox"/>	Buyers Agency	<input type="checkbox"/>	Residential Leasing & Management
<input type="checkbox"/>	Commercial & Industrial Leasing & Management	<input type="checkbox"/>	Residential Sales
<input type="checkbox"/>	Commercial & Industrial Sales	<input type="checkbox"/>	Farming & Rural Lifestyle

## SECTION C - KEY OFFICE BEARER MEMBERSHIP APPLICATION OWNERS CORPORATION OR VALUATION BUSINESS *(please print)*

For Estate Agencies, the OIEC/ Principal of the office must complete this Section. Information provided in this section is considered as your Individual Membership Application.

Other Directors, Officers, Partners, CEOs who form part of the Business Leadership who are eligible for membership as a Licensed or Representative Member must apply for Membership.. All applications, including this one should be submitted together.

### Are you currently an REIV individual member or Affiliate?

☐ Yes, Membership number       (Skip to Section D)

☐ Yes, Affiliate Number        
(please refer to Appendix A and then complete the Membership category below)

☐ No, please complete details below

☐ Mr ☐ Miss ☐ Mrs ☐ Ms

**First Name** **Middle Name** **Last Name**

**Preferred Name** **Date of Birth** DD / MM / YYYY  
(this will appear on your correspondence)

**Email** **Mobile**  
(used for all REIV communications)

**Home address**

### Preferred mailing address for individual membership correspondence:

☐ Office ☐ Home ☐ Other (please list below)

**\*Estate agent licence no.** (Licensed Estate Agents Only)

*\*If you are not a Licensed Estate Agent, please refer to **Appendix A** to consider the Membership category most appropriate for you and tick the box below accordingly.*

☐ Licensed, Owners Corporation Manager ☐ Representative, Owners Corporation Manager  
☐ Licensed, Valuer

Your role in the business:

☐ Sole Trader ☐ Partner ☐ Branch Manager ☐ Director  
☐ Officer In Effective Control ☐ Other Officers ☐ CEO  
☐ Other \_\_\_\_\_

## SECTION D - FEES AND OFFERS

### Membership Fees

- Office Membership fees includes a compulsory Real Estate Institute of Australia levy of \$159.50.
- Fees stated below include the key office bearer individual application fee. If the key office bearer is an existing REIV Individual Member, a pro rata credit will apply to your application.

Agency Size (including OIEC/ key office bearer)	Monthly (Direct Debit Only)	Annual
1	\$85.50	\$1,026.00
2 - 4 Staff	\$117.08	\$1,405.00
5 - 9 Staff	\$136.83	\$1,642.00
10 - 19 Staff	\$165.58	\$1,987.00
20 plus staff	\$227.83	\$2,734.00
Branch Office	\$103.00	\$1,236.00

## SECTION E - PAYMENT DETAILS

Select Monthly or Annual payment. Please note, no extra charges apply when paying by monthly direct debit.

☐

### Monthly Direct Debit

**Step 1: Amount Payable** (refer Section D)

**Step 2: Complete the Direct Debit Request Authorisation Form** ([Refer Appendix B](#))

☐

### Annual Payment

The REIV membership renewal date is 1 July. You will be charged a pro-rata amount for the current financial year upon approval of your application.

On receipt of application, we will contact you for payment. You may pay via credit card, EFT or BPay. Please note, Membership services will be available only after payment.

## SECTION F - ACKNOWLEDGEMENT AND CONFIRMATION

I also acknowledge and confirm that –

- a. there are no allegations or proceedings against me, or a company of which I am a director or in which I have a controlling interest, pending or currently before the Australian Competition and Consumer Commission, Consumer Affairs Victoria, a tribunal, or a court;
- b. there are no unsatisfied judgements or orders against me, or a company of which I am a director or in which I have a controlling interest, in a court or tribunal; nor are there any current enforceable undertakings provided to the Australian Competition and Consumer Commission or Consumer Affairs Victoria by me or by a company of which I am a director or in which I have a controlling interest;
- c. have not within the five years prior to applying for Membership been an undischarged bankrupt, suspended payment of debts or compromised with my creditors;
- d. have not within the previous ten (10) years, whether within Australia or elsewhere, been convicted of a criminal offence or had proven against them a criminal offence punishable by imprisonment of three months or more;
- e. have not been convicted of a prescribed offence or had proven against me a prescribed offence pursuant to the provisions of the Corporations Act;
- f. If a Business, are not insolvent, in administration, in the process of winding up, dissolution or assignment for the benefit of creditors, or a branch office of a company that is in the process of winding up, dissolution or assignment for the benefit of creditors.
- g. If an Owners Corporation Manager or Business, have not within the previous five (5) years: (i) been found by any Court, Tribunal, agency, authority or the Director of Consumer Affairs Victoria to have breached legislation (including delegated legislation); or failed to comply with an order or direction given by (or an undertaking given to) a Court, Tribunal, agency, authority or the Director of Consumer Affairs Victoria;
- h. If an Valuation Business, have not within the previous five (5) years: (i) been found by any Court, Tribunal, agency, authority or the Director of Consumer Affairs Victoria to have breached legislation (including delegated legislation); or failed to comply with an order or direction given by (or an undertaking given to) a Court, Tribunal, agency, authority or the Director of Consumer Affairs Victoria;
- i. I have paid all moneys owing to the REIV whether fines, compensation or otherwise and I am not, nor have I been, a director of a company or a company in which I have a controlling interest, that is indebted to the REIV
- j. I am not aware of any other circumstances that may adversely affect my application for membership;
- k. the contents of my application and accompanying documents are true and correct and will be relied upon by the REIV in considering and determining my application;
- l. I/we consent to information being given to me/us by means of an electronic communication;
- m. I have provided true and accurate details in support of my application for membership.

I agree that on becoming a member of the REIV, I will -

- a. be bound by the REIV Constitution, By Laws, Code of Conduct, Rules of Practice and Guidelines in effect from time to time and the requirements of an REIV Division or Chapter or both of which I may be a member;
- b. pay monies to the REIV in accordance with its usual terms of trade;
- c. notify the REIV in writing of any changes to the details provided in my application within 14 days of a change occurring;
- d. receive information about the REIV's activities, products, and services and those of third parties by commercial electronic message, subject to Australian Privacy Principle 7;
- e. agree to comply with REIV's Continuing Professional Development (CPD) requirements;
- f. comply with the terms and conditions as detailed on reiv.com.au

Signature:

Date:

Print Name

## Privacy Act 1988 – Notification of collection of personal information

The following information is provided to you in accordance with Australian Privacy Principle 5.

The entity collecting your personal information is the REIV. The REIV's contact details are:  
335 Camberwell Road, Camberwell 3124; **Phone:** (03) 9205 6666; **Fax:** (03) 9205 6699; **Email:** [reiv@reiv.com.au](mailto:reiv@reiv.com.au)

The REIV collects and will use and disclose your personal information in connection with your application for membership. If your membership application is not successful your application form, including your personal information, and accompanying documents will be destroyed.

If your application is successful, you consent to the REIV collecting, holding, using, and disclosing your personal information for the following purposes –

- a. in connection with or in relation to providing you with the benefits of membership, including member rewards programs and website listing
- b. to advise and communicate with members, Consumer Affairs Victoria, law enforcement agencies, suppliers to the REIV or the public or some or all of them about whether you are or have ceased to be a member or about matters in connection with or in relation to your membership in general
- c. to advise professional indemnity insurers of your membership
- d. in connection with or in relation to providing you with training, professional development or social functions or some or all these things
- e. to provide you with products, services or both whether in electronic or some other form
- f. direct marketing
- g. in connection with or in relation to compliance with the REIV Constitution, By-Laws, Code of Conduct, Rules of Practice, Estate Agents Act 1980 (EAA), Sale of Land Act 1962 and regulations made under either or both of these Acts
- h. to provide the REIV Board of Directors, management and staff with details of your membership for administrative or management purposes or both
- i. to advise police, emergency services, your health care professional, or your spouse or domestic partner or some or all of them if you are involved in an incident affecting your person, safety, or health whilst attending or in the immediate vicinity of an REIV training or professional development activity, seminar, function, or other activity
- j. as required by law

The main consequences for you if some or all of your personal information is not collected by the REIV is that the REIV may not be able to process your application for membership, and if your application is successful, the REIV may not be able to provide you with the full benefits of membership, including the matters specifically mentioned above.

The REIV's Privacy Policy contains information about how you may access the personal information the REIV holds about you and seek correction of that information. It also contains information about how you may complain to the REIV about a breach of the Australian Privacy Principles and how the REIV will deal with your complaint. The REIV's Privacy Policy may be viewed at [wreiv.com.au](http://wreiv.com.au)

The REIV is unlikely to disclose your personal information to overseas recipients.



## APPENDIX A - APPLICABLE FOR INDIVIDUALS WHO ARE NOT LICENSED ESTATE AGENTS. REFER BELOW TO COMPLETE SECTION C.

Eligibility Requirements	Documented Evidence to submitted with this application
<b>Licensed, Valuer</b>	
<b>+ Employment</b> Employed as a Property Valuer or operating as a Sole Trader or part of the Business Leadership of a property Valuation Business	
<b>+ Education</b> Minimum undergraduate qualification in Property and Valuation	A copy of your educational qualification
<b>Licensed, Owners Corporation Manager</b>	
<b>+ Employment</b> Employed as an OCM or operating as a sole trader or part of the Business Leadership of an OCM business registered as such with the BLA	
<b>+ Work Experience</b> Minimum 3 years in Owners Corporation Management	Details of the most recent 3 years employment in OC management including employer, contact number and dates
<b>+ Education</b> Certificate IV or higher in real estate, property or legal discipline OR completion of the REIV Advanced Owners Corporation Manager training	A copy of your educational qualification
<b>+ Satisfactory National Police Check</b>	Copy of a current, satisfactory National Police Check
<b>Representative, Owners Corporation Manager</b>	
<b>+ Employment</b> Employed with a business registered on the BLA as an Owners Corporation Manager	
<b>+ Work Experience</b> Insufficient experience as an OCM to be eligible for Lic Membership (less than 3 years)	Details of any employment in OC management including employer, contact number and dates
<b>+ Education</b> you must satisfactorily complete either the REIV Owners Corporation Managers Training within 3 months of admission into membership or the REIV Advanced Owners Corporation Manager training within 6 months of admission into membership.	Copy of your educational qualification. Where the education qualifications are not met, please provide confirmed enrolment of the REIV training you will undertake
<b>+ Satisfactory National Police Check</b>	A copy of a current, satisfactory National Police Check

## APPENDIX B - DIRECT DEBIT REQUEST AUTHORISATION FORM (DDR FORM)

The member named below authorises The Real Estate Institute of Victoria LTD, ACN 004 210 897, to debit the accounts at the Financial Institution identified below through the Bulk Electronic Clearing System (BECS) in accordance to the Payment Arrangements stated below and in the [Direct Debit Request Terms & Conditions \(June 2020\)](#) (DDR Service Agreement).

### MEMBER DETAILS

#### Individual Membership

Membership Number

Given Name

Surname

Email

Phone

Monthly Membership Fee \$

#### Company Membership

Membership Number

Company Name

ACN/ABN

Email

Phone

Monthly Membership Fee \$

### CONTACT DETAILS

Address  State  Postcode

### PAYMENT ARRANGEMENT

For the total amount billed for the specified period for this agreement (or amendments) including associated fee/charges as detailed.

Recurring Payment Commencing MM / YYYY Total Monthly Debit amount of: \$  per month

Payment terms are based on monthly payments continuing until further notice. *(Individual and/or Company Fee per month)*  
*(Failed Payment: \$3.30 fee will be added to next payment).*

#### Credit Card Authorisation

Card Type : ☐ Visa ☐ Amex ☐ Mastercard

Card Number

Expiry Date MM / YYYY

or

#### Bank Account Authorisation

*(Direct Debit is not available on all accounts, if in doubt please refer to your financial institution).*

#### Financial Institution

Branch  Postcode  Account Holder Name

BSB Number

Account Number

This Authorisation is to remain in force in accordance with the Terms and Conditions of the provided DDR Service Agreement, that I/we have read and understood.

Authorising Signature:  Date DD / MM / YYYY

Please return the completed form (with signature) to [membership@reiv.com.au](mailto:membership@reiv.com.au)  
Please call 03 9205 6666 if you require assistance.