

Application form: An application form must be fully completed and signed;

Bank letter: A letter from the bank confirming that a properly designated trust account has been opened in terms of section 32[1] of Act No 112 of 1976;

Auditor's letter: A letter from the firm's auditors (registered with IRBA) confirming acceptance of appointment to audit firm's accounts.

PLEASE NOTE - Estate Agents intending to establish their own estate agency firm should first consider the following:

- Ascertain from the EAAB whether a proposed trade name is acceptable on initial or subsequent registrations before incurring any expenditure,
- If the name is not acceptable because it's similar or confusingly similar to an already registered name, the name cannot be used;

Estate agents are advised, before incurring any expenditure, to first ascertain from the EAAB whether a proposed name/trade name is acceptable on initial or subsequent registrations. However, it is important to note that the EAAB cannot reserve firm names in any way for any specific firm or person.

HOW TO REGISTER AS AN ESTATE AGENT



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

Estate Agency Affairs Board
Block A & B
63 Wierda Road East
Wierda Valley, Sandton
Tel: 011 731 5600 www.eaab.org.za



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

HOW TO REGISTER AS AN INTERN ESTATE AGENT

- Fully completed and signed application form;
- Certified copy of a valid I.D book;
- Certified copy of a valid passport if not a South African;
- A valid work permit if not a South African;
- Required payment or proof of payment of R529.80;
- Letter of employment signed by the Principal of the firm confirming employment of the applicant;

Please Note

It is a requirement that new intern estate agents must register with one of the accredited RPL Centres for the NQF Level 4 qualification.

No registration will be processed without the required documentation



HOW TO REGISTER AS A FULL STATUS (NON-PRINCIPAL) ESTATE AGENT

The following conditions should be satisfied before registering as a new full status estate agent

- The estate agent must have served as an intern estate agent, a continuous compulsory 12 months internship period under active supervision of a principal estate agent, or of a full status estate agent who have at least three years practical experience;
- Keep a log-book (Portfolio of Evidence) reflecting the various estate agency functions and activities undertaken during internship period;
- Be in possession of a relevant NQF level 4 certificate or completed Further Education and Training Certificate in Real Estate.

The following documents are required to register as a full status (non-principal) estate agent:

- Fully completed and signed application form;
- Certified copy of valid South African I.D book;
- Certified copy of valid passport if non South African;
- Valid work permit if not a South African;
- Required payment, or proof of payment;
- Letter of employment signed by the Principal of the firm confirming employment of the applicant;
- Proof of status change

(A properly dated and signed letter of internship by the principal and NQF Level 4 certificate)

No registration will be processed without the required documentation



HOW TO REGISTER A FIRM

- Firm and individual application forms;
- Certified copy of a valid I.D book;
- Copy of passport and work permit if non South African;
- CK document if it's a CC (only if the cc has previously been registered with the former CIPRO);
- CM document for a company;
- Letter (Partnership) of agreement (if partnership);
- Bank letter confirming that the trust account has been opened, in terms of section 32(1) of Act 112 of 1976;
- Auditor's Letter (auditor must be registered with the IRBA) confirming acceptance of appointment to audit firm's accounts;
- Letter of franchise if applicable;
- Relevant payment;

LEGISLATIVE DOCUMENTATION REQUIRED

In order to register as a principal estate agent, that is, a director of a company, a member of a close corporation, a partner in a partnership or a sole proprietor, the following documentations are required:

SOLE PROPRIETER	CLOSE CORPORATION (only existing ones)	PARTNERSHIP	COMPANY (PTY) LTD
Copy of ID	Copies of ID	Copies of ID	Copies of ID
Auditor's Letter	Auditor's Letter	Auditor's Letter	Auditor's Letter
Bank Letter	Bank Letter	Bank Letter	Bank Letter
Firm application form	Firm application form	Firm application form	Firm application form
Application form for the Principal	Application forms from all acting members	Application form from all partners	Application form from all directors and acting directors
Proof of Payment made	Company registration certificate (ck1 documents)	Letter of partnership agreement between the partners	Company registration certificate (cm29)
	Resolution form/letter for a member	Proof of payment	Proof of payment
	Proof of payment made		