

# Application Form

REINSW Agency/Branch Membership



## REINSW APPLICANT INFORMATION

### CATEGORIES OF MEMBERSHIP

**AGENCY** – includes a sole trader, partnership, association, corporation, incorporated or unincorporated body, society, cooperative or any combination thereof, who carries on a business in real estate practice. NOTE: Agencies operating Branch Offices under a subsidiary corporation require Agency Membership.

**BRANCH** – where an existing or new agency member has multiple offices under the same corporation, these locations are deemed to be a branch.

**ANNUAL NON-REFUNDABLE FEES as at 1 July 2024** Membership fees can be paid via monthly direct debit or annually by cheque or credit card.

- (a) Application fee: \$330.00 GST inclusive (to be paid with application)
- (b) Agency fee: \$2,150.00 GST Inclusive (monthly rate @ \$179.17)
- (c) Branch fee: \$999.00 GST Inclusive (monthly rate @ \$83.25)

### TO APPLY

- Complete the Application Form
- Attach a copy of qualification used to apply to NSW Fair Trading for Licence/Certificate
- Provide payment of application fee with credit card authorisation
- Complete the Membership Payment Option
- Send to email [membership@reinsw.com.au](mailto:membership@reinsw.com.au)

## APPLICATION

Please include copies of your current Licence and Registered Trading Name

Corporation name or sole trader

ABN

Corporation Licence number

Date commenced trading

Trading name

Business address

Postcode

Postal address

Postcode

Business phone

Agency branch website

Business email to be displayed on REINSW website

Scopes of practice (please tick applicable)

Auctioneering	Business Agency	Buyers' Agency (exclusive)*
Commercial/Industrial Management	Holiday and Short Term Rentals	Property Management
Residential Sales	Strata Management	Stock and Station
Valuation	Other	

\*An exclusive Buyers' Agent is an agent who specialises in representing only the buyer in real estate transactions. Such an agent does not list or sell property or receive sales commissions from vendors' agents.

## PROFESSIONAL INDEMNITY INSURANCE

Insurers name

Policy number

Amount of cover

Expiry date

REINSW members do not receive discounts with RealCover.

## LICENSEE-IN-CHARGE DETAILS

Mr	Mrs	Ms	Name		
Licence no.				Expiry date	
Are you a registered Valuer?	Yes	No		Reg no.	
Email					Date of birth
Mobile					

(Please note: Access to member-only content on the website requires a unique email address)

Licence held	Business Agent Strata	Real Estate Agent	Stock & Station Agent
	Managing Agent	On Site Residential Property Manager	

### Primary Chapter membership

Please indicate your nominated Chapter (tick one box only)

Agency Services	Buyers' Agents	Property Management*	Valuers
Auctioneers	Commercial/Industrial	Residential Sales Strata	
Business Agents	Country	Management	

\*Please note, the Property Management Chapter incorporates the Holiday & Short-Term Rentals Chapter

### Other Chapter membership

Please indicate other Chapters of interest (tick as many boxes as applicable)

Agency Services	Buyers' Agents	Property Management*	Valuers
Auctioneers	Commercial/Industrial	Residential Sales Strata	
Business Agents	Country	Management	

\*Please note, the Property Management Chapter incorporates the Holiday & Short-Term Rentals Chapter

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## COMPANY ADMINISTRATOR DETAILS

We ask all member agencies to choose a Company Administrator (CA) to be REINSW's key point of contact. The CA can assist your entire team achieve the maximum benefit from your REINSW membership, as well as manage all invoices and contact details for the agency. CA's can be anyone within the organisation that has authority to complete/action the above.

Mr/Mrs/Ms	Name		
Contact number Unique		Mobile	
email address			
Accounts contact name		Email	

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## CREDIT CARD AUTHORISATION (Visa, Mastercard or Amex accepted)

An application fee of \$330.00 GST inclusive applies (one off fee) in addition to the Membership fees outline above or as advised by the membership team.

I hereby authorise REINSW to charge my nominated credit card as provided separately.

Signature	Date
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### Reasons for Joining

REI Forms Live	Industry Updates	Training Discounts	Supervision Guidelines Manual
Helpline Member	Awards	Third Party Discounts	
Discounts	Compliance Check	Events	



## ACKNOWLEDGMENT AND UNDERTAKING (to be completed by the licensee-in-charge)

(a) Application for membership of the Real Estate Institute of New South Wales is hereby made in the name of

Name of Agency

- (b) It is acknowledged that acceptance of this application is subject to determination by the Board of Directors of REINSW who may admit applicants as Members.
- (c) I/we undertake to be bound by the Constitution, Code of Practice<sup>1</sup> and policies of REINSW in force at the date of acceptance of my/our admission to membership and as henceforth amended and adopted.
- (d) I/we have reviewed the matters set out in Appendix 1 of the Application Form and I consider I am a fit and proper person as described in Appendix 1.
- (e) I/we agree to pay membership fees when these become due and I/we will be responsible for these until such time that I/we advise in writing to discontinue membership as confirmed by REINSW. Fees are subject to change.
- (f) It is declared that the facts contained in this nomination are true.

Date

Name

Signature

# MEMBERSHIP PAYMENT OPTIONS

## REINSW APPLICANT INFORMATION

**Request and Authority to debit the account named below to pay the Real Estate Institute of New South Wales**

### TO APPLY

- Complete the Membership Payment Option Form
- Send email [membership@reinsw.com.au](mailto:membership@reinsw.com.au)

## REQUEST AND AUTHORITY

First Name

Surname

Company Name

Firm membership number (if known)

ACN/ABN

I request and authorise the Real Estate Institute of NSW (REINSW) to arrange, through its own financial institution, for any amount REINSW may debit for Membership Fees or charges to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below or credit card and paid to REINSW, subject to the terms and conditions of the Direct Debit Request Service.

### MEMBERSHIP FEES - ANNUAL

Request and Authority

I elect to pay my membership fees annually in advance by credit card (authorisation for Visa, Mastercard or Amex)

### MEMBERSHIP FEES - MONTHLY (direct debit from your bank account or credit card)

Request and Authority

I elect to pay my membership fees monthly by direct debit from bank account

I elect to pay my membership fees monthly by direct debit from credit card (authorisation for Visa, Mastercard or Amex)

## ACKNOWLEDGEMENT

By signing this Membership Payment Option Form you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and REINSW as set out in this request and in the Direct Debit Request Service Agreement.

Signature

Date

Full name

Position

Postal address

Postcode

The debits are made on or around the 17th day of every month.

## 1. Debiting your account

- 1.1 By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account. You should refer to the direct debit request and this agreement for the terms of the arrangement between us and you.
- 1.2 We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the direct debit request, a billing advice which specifies the amount payable by you to us and when it is due.
- 1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

## 2. Changes by us

- 2.1 We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days' written notice.

## 3. Changes by you

- 3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us on (02) 9264 2343.
- 3.2 If you wish to stop or defer a debit payment you must notify us in writing at least 30 days before the next debit day. This notice should be given to us in the first instance.
- 3.3 You may also cancel your authority for us to debit your account at any time by giving us 30 days notice in writing before the next debit day. This notice should be given to us in the first instance.

## 4. Your obligations

- 4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.
- 4.2 If there are insufficient clear funds in your account to meet a debit payment:
  - (a) you may be charged a fee and/or interest by your financial institution;
  - (b) you may also incur fees or charges imposed or incurred by us; and
  - (c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- 4.3 You should check your account statement to verify that the amounts debited from your account are correct.
- 4.4 If the REINSW is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then you agree to pay the REINSW on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

## 5. Dispute

- 5.1 If you believe that there has been an error in debiting your account, you should notify us directly on (02) 9264 2343 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- 5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.
- 5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

## DEFINITIONS

**account** means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

**agreement** means this Direct Debit Request Service Agreement between you and us.

**banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**debit day** means the day that payment by you to us is due.

**debit payment** means a particular transaction where a debit is made. **direct**

**debit request** means the Direct Debit Request between us and you

**us** or **we** means the Real Estate Institute of NSW, (REINSW), (the Debit User) you have authorised by signing a direct debit request.

**you** or **your** means the customer who signed the direct debit request. **your**

**financial institution** is the financial institution where you

## 6. Accounts

You should check

- (a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.
- (b) your account details which you have provided to us are correct by checking them against a recent account statement; and
- (c) with your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

## 7. Confidentiality

- 7.1 We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

We will only disclose information that we have about you:

- 7.2 (a) to the extent specifically required by law; or
- (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

## 8. Notice

- 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to

The Finance Manager  
The Real Estate Institute of NSW  
PO Box A624  
SYDNEY SOUTH NSW 1235

- 8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.
- 8.3 Any notice will be deemed to have been received on the third banking day after posting.