

# HOW TO REGISTER AS AN ESTATE AGENT

**Application form:** An application form must be fully completed and signed by the applicant;

**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;

**Auditors' letter:** The auditor must be registered with the (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 registration before incurring any expenditure;
- If the name is not acceptable because its similar or confusingly similar to an already registered name, the name cannot be used;

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



ESTATE AGENCY AFFAIRS BOARD  
OF SOUTH AFRICA

**Estate Agency Affairs Board**

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ESTATE AGENCY AFFAIRS BOARD  
OF SOUTH AFRICA

## HOW TO REGISTER AS AN 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 application.

### Please Note

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

*No registration will be processed without the required documentation.*

## HOW TO REGISTER AS A NON-PRINCIPAL ESTATE AGENT

### The following conditions should be satisfied before registering as a new non-principal estate agent

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

### The following documents are required to register as a non-principal estate agent:

- Fully completed and signed application form;
- Certified copy of a valid South Africa I.D book;
- Certified copy of a 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;
- Proof of status change;
- A letter of confirmation on a company letterhead of the completed internship signed and dated by the principal and a copy of the NQF Level 4 certificate. No registration can be processed without the required documentation.

## HOW TO REGISTER A FIRM

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

## LEGISLATIVE DOCUMENTATION REQUIRED

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 documentation is required.

SOLE PROPRIETER	CLOSE CORPORATION (only existing ones)	PARTNERSHIP	COMPANY (PTY) LTD
Copy of ID	Copy of ID	Copy of ID	Copy 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
Firm application form for the principal	Firm application forms from all acting member	Firm application forms from all partners	Firm application forms from all directors and acting directors
Proof of payment	Company registration certificate (ck1 documents)	Letter of partnership agreement between the partners	Company registration certificate (cm29)
	Resolution form/letter member	Proof of payment	Proof of payment
	Proof of payment		