

Application form: An application form, which may be accessed from the EAAB's website, must be fully completed and signed.

Bank Letter: A letter is required from the applicants bank confirming that a properly designated trust account has been opened in terms of section 32 (1) of Act 112 of 1976;

Auditor's Letter: A letter from the applicant's auditors, who must be registered with the Independent Regulatory Board for Auditors (IRBA), confirming acceptance of appointment as the applicant's auditor is required.

PLEASE NOTE

Estate agents wishing to register their own estate agency firms should first consider that:

- The EAAB should be approached to ascertain whether a proposed trade name is acceptable before incurring any expenditure; and
- A trade name will not be acceptable if it is the same as, or confusingly similar to, an already registered name.

It should be noted that the EAAB is not able to reserve trade names for applicants.



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

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**NEW ENTRANTS WHO
INTEND TO BE A PRINCIPAL
ESTATE AGENT**



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA



NEW ENTRANTS WHO INTEND TO BE A PRINCIPAL ESTATE AGENT

New entrants, or newcomers to the estate agency sector, who intend to register their own estate agency firms and themselves as principal estate agents must comply with the same process as an intern estate agent.

They are, thus, required to:

- Comply with the Standard of Training of Estate Agents Regulations, 2008 ("the Education Regulations").
- Complete the compulsory 12 month internship period.
- Submit a duly completed logbook, signed-off by a qualified principal or mentor.
- Complete the Further Education and Training Certificate: Real Estate (NQF Level 4) during the internship period or obtain the FETC: Real Estate by way, only where appropriate, of the Recognition of Prior Learning assessment process or be granted an exemption against that qualification in accordance with the relevant Board-approved equivalency matrix.
- Complete the National Certificate: Real Estate (NQF Level 5) during the internship period or obtain the National Certificate: Real Estate by way, only where appropriate, of the Recognition of Prior Learning assessment process or be granted an exemption against that qualification in accordance with the Board-approved equivalency matrix.
- Complete the Professional Designation Examination for non-principal estate agents ("PDE 4") conducted by the Estate Agency Affairs Board.

After having:

- Completed the mandatory twelve-month internship period;
- Been certificated against, or exempted from, the FETC: Real Estate; and passed the PDE 4;

The candidate concerned may now apply for, and be issued with, a principal's fidelity fund certificate by the Estate Agency Affairs Board. The candidate will be granted a further period of two years, calculated as from the date of the issue of a principal's fidelity fund certificate, within which to pass the Professional Designation Examination for principal estate agents ("PDE 5").

LEGISLATIVE DOCUMENTATION REQUIRED

In order to be registered 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 documents are 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
Application form for the Principal	Application forms from all acting member	Application forms from all partners	Application forms from all directors and acting directors
Proof of Payment	Company registration certificate (ck1 documents)	Letter of partnership agreement between the partner	Company registration certificate (cm29)
	Resolution form/letter member	Proof of payment	Proof of payment
	Proof of payment		