



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

PROPERTY PRACTITIONERS' REGULATORY AUTHORITY FREQUENTLY ASKED QUESTIONS

<p>1. What is the definition of a Property Practitioner?</p>	<ol style="list-style-type: none"> 1. It is any person who in the normal course of business sells, lets, rents, markets, auctions, or manages a property, on behalf of someone else for remuneration. 2. It can be either a natural person (e.g., Sole proprietor) or juristic person e.g., Pty, cc, trust).
<p>2. Who falls under the definition of a Property Practitioner?</p>	<ol style="list-style-type: none"> 1. Estate agents 2. Auctioneers 3. Bond and bridging finance originators 4. HOAs who perform property practitioner activities 5. Managing agents 6. Property facilitators and intermediaries 7. Business brokers, including sales of franchises and business undertakings 8. Developers who preform property practitioners' activities, including project managers, development managers, investment sales agents 9. Time share and fractional ownership practitioners 10. Property advertising platforms 11. Property practitioners who specialise in collecting and distributing trust monies in

	<p>terms of Regulation 2.4.1. (Payment processing agents)</p> <p>12. Attorney employees.</p>
<p>3. How to register a Property Practitioners Firm?</p>	<ol style="list-style-type: none"> 1. Registration of firm by approved name reservation (reserving name on portal- approved or rejected / repeat) 2. Once approved, upload documents on portal including <ol style="list-style-type: none"> a. Application form for firm / entity. b. Bank letter dated, signed and stamped stating section 54(1) PP Act 22/2019 trust account opened in the name of the firm OR audit approved exemption using affidavit under provisions of Reg.2. c. Auditor's letter (IRBA) stating practice number, who will act on behalf of firm. d. Proof of FICA registration. e. BEE certificate if PTY /trust / CC. f. Tax clearance if PTY, trust, CC, partnership or sole proprietorship. g. All entity CIPC documents showing registration of entity and directors / members. h. No payment required by act and regulations. i. (Must be accompanied by the principal registration application as specified below).
<p>4. How to register as a Candidate Property Practitioner?</p>	<ol style="list-style-type: none"> 1. Application form. 2. Certified, dated copy of ID document, no older than 6 months. 3. Letter of employment dated, signed by both principal and employee, showing firm F number (PPRA registration number), and name and PPRA registration number of

	<p>principal (7-digit pin), no older than 6 months.</p> <p>ESTATE AGENTS</p> <ul style="list-style-type: none"> a. Once registered agent to complete internship include logbook, NQF4 and PDE 4 within 2 years. b. Payment of R2074 for new entrants as well as R 400 for the fidelity fund. c. No charge for employment changes or, name changes, unless a new FFC needs to be issued (e.g., newly married person). d. Candidates who have had 2 previous FFCs as candidates, must pay R2501.
<p>5. How to register as a non-principal Property Practitioner?</p>	<ul style="list-style-type: none"> 1. Application form. 2. Certified, dated ID copy, not older than 6 months. 3. Letter of employment dated, signed by both principal and employee, showing firm F number (PPRA registration number), not older than 6 months. 4. Internship, NQF 4 and PDE 4 or education exemption. 5. Payment of R2501, plus R400 fidelity fund payment = R2901 or re registering property practitioners. 6. Remember the R 400 is only for new property practitioners who want to register.
<p>6. How to register as a principal of an Estate Agency?</p>	<ul style="list-style-type: none"> 1. Application form. 2. Certified, dated copy of ID document dated not older than 6 months. 3. (Firm documents as above must have been submitted and name validated). 4. Internship, NQF 4, PDE 4, NQF 5 or education exemption.

	<ol style="list-style-type: none"> 5. Payment of R2501 plus R400 fidelity fund payment = R2901 or re-registered agents R2501. 6. Remember the R 400 is only for new property practitioners who want to register.
<p>7. How to deregister your Property Practitioners Firm?</p>	<ol style="list-style-type: none"> 1. Stamped, signed bank letter with date of closure of trust account/s. 2. Winding up audit report of trust account/s. 3. Submission of any outstanding audit reports. 4. Payment of any penalties due. 5. Signed and dated request from principal for deregistration.
<p>8. How to deregister as an individual?</p>	<ol style="list-style-type: none"> 1. Candidate and non- principal agent: Signed and dated letter from principal or agent requesting individual deregistration.
<p>9. How to remove a co-principal?</p>	<ol style="list-style-type: none"> 1. CIPC documents showing removal as director or alternatively confirmation from the auditor together with an affidavit. (Regulation 41.16) 2. Company or cc resolution signed by directors confirming resignation or removal as director and co - principal.
<p>10. How to substitute a principal?</p>	<ol style="list-style-type: none"> 1. No principal can be substituted for a sole proprietor. 2. To substitute the principal of a juristic person:

	<ol style="list-style-type: none"> a. Application form from the new principal to be registered as principal of the entity. b. Written consent from the current principal to be removed as principal. c. CIPC documents showing change of directors and removal of existing principal and showing new principal as director. d. Board resolution confirming substitution.
<p>11. How to add a principal to an existing Estate Agency Firm?</p>	<ol style="list-style-type: none"> 3. Application form. 4. Dated, certified copy of ID dated not older than 6 months. 5. Company or CC resolution signed by directors / members. 6. CIPC documents showing directorship of new principal. 7. Payment of R2501.
<p>12. How to register an employee of an Attorneys Firm?</p>	<ol style="list-style-type: none"> 1. Application form. 2. Certified, dated copy of ID document. 3. Letter of employment dated, signed by both attorney and employee, with details of attorney employer, attorney registration reference, and employee's 7-digit PPRA reference number (7-digit pin), no older than 6 months. 4. Affidavit from attorney employer confirming compliance with S1(f) of the definition of Property Practitioner. 5. Payment of R2929 for new entrants (this is inclusive of the R 400 for fidelity fund), R2501 for renewals and name changes requiring the issuing of a fidelity fund certificate. 6. Remember the R 400 is only for new property practitioners who want to register.

<p>13. How long is my Fidelity Fund Certificate valid for and when must I renew my Fidelity Fund Certificate?</p>	<p>1. 3 years and renewal by the 31 October each year.</p>
<p>14. How to register as a property practitioner if you are a foreigner?</p>	<p>1. Application form. 2. Certified dated copy of Passport, however the passport must be valid for at least 6 months from date of application. 3. Valid work permit, however, the work permit must not expire within 6 months of date of application or a permanent residence permit which also allows you to work. 4. Payment of R2074 for new entrants as well as R 400 for the fidelity fund. 5. Remember the R 400 is only for new property practitioners who want to register.</p>
<p>15. Which categories of Property Practitioners is the PPRA currently registering?</p>	<p>1. Only Estate Agents and Attorney Employees are currently being registered, all other property practitioners may apply for a Section 4 Exemptions from Section 47 and 48 of the PPA until the PPRA commences their registration.</p>
<p>16. Where can I find the Application forms?</p>	<p>1. All applications form and format letters can be downloaded on the PPRA website. https://theppra.org.za/licensing.</p>
<p>17. How can I obtain an exemption as per question 15?</p>	<p>1. Non-Estate Agents and non-Attorney Practitioners may apply using Form E1, found on page 79 of the PPA Regulations.</p>