



# realestate

## education/training nsw

The checklist of documentation outlines what you need to supply as evidence to qualify for RPL/RCC exemptions. Please read through the requirements carefully and make sure you can supply enough documentation. REET can attend your office to assist you for an additional fee of \$220. Information can be sighted as original and not taken "off site" if your company does not allow file sharing.

### Compulsory Requirements,

You need to have documentation of completion in (i) AND EITHER (ii), (iii) or (iv) and MUST provide this evidence to REET via email or post prior to the 4 day "in class" sessions.

- (i)  Completed compulsory CPD topics for Renewals 1 and 2 (this can be completed for an additional fee) Must provide: Transcripts or CPD Certificates from your training provider. They must keep a record of your training so contact them and have them post you out a copy of your certificate.
- (ii)  Held a current Certificate of Registration in NSW (or equivalent in other states) for a minimum of 2 years. Must Provide: Copy of current Cert of Registration. (Should be displayed in your office)
- (iii)  Held a current license in another category for a minimum of 12 months. Strata Manager, Business Broker, Stock and Station agent etc. (Buyers license is NOT SUFFICIENT) Must Provide: Copy of Licence
- (iv)  Had 3 years experience in the property industry AND have relevant other qualifications (e.g. Diploma in Business [Property], Diploma in Law or Accounting) Must provide: Letters from employers or other documentation AND a copy of educational transcripts. (You will also need to complete (i) above at an extra cost of \$400)

### Other Documentation

Please bring as much of the following documentation to the RPL/RCC session as possible. The more you can supply, the greater chance you have of gaining exemptions.

- CV/resume detailing real estate experience
- Transcripts or certificate from other training (e.g. degrees, diplomas, short courses etc)
- Signed Position Description or signed letter from principal detailing what you do at work
- Client testimonials (minimum 3) from vendor, landlords stating your competency.
- Samples of brochures, advertisements, promotional material (not generic company material, it must be your own work. This could be in your sales or rental files.
- 2 current references (related from a real estate field e.g. surveyor, solicitor, mortgage broker etc)
- Current auction campaign. (if any or past Auction campaign with advertising programme and bidders record and bidding sheet.)
- Salespeople
  - \*List of your 3 most recent sales.
  - \*List of your current listings.
  - \*A recent completed sales file of one of your listings. (see your sales secretary)
- Property Managers
  - \*List of 3 most recent lettings
  - \*List of current lettings
  - \*2 Current Landlord & Tenant Files Showing agency agreement signed by you

All information is kept strictly confidential.

Please check [www.reet.net.au](http://www.reet.net.au) for more information and dates or call us on (02) 8324 1407.