

# INSTITUTE MEMBERSHIP PROSPECTUS



REI ACT

REAL ESTATE INSTITUTE  
OF THE AUSTRALIAN CAPITAL TERRITORY



# ABOUT THE INSTITUTE

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Since 1974 REIACT has sought to represent the real estate profession with various government agencies and the community whether they be buying, selling or renting. REIACT have been providing services to real estate professionals for over 40 years. Our brand is widely recognised and trusted as the voice of the Canberra real estate industry.

REIACT is a most credible source of knowledge and considered opinion regarding residential and commercial property in Canberra.

It is largely acknowledged that REIACT is the voice of this important industry. We work closely with all government agencies, our elected representatives and the various industry and business associations established here in Canberra.

REIACT has a responsibility to increase the professionalism of the real estate industry through training and appropriate seminars and forums. Further, the Institute has produced a code of ethics for the industry titled Standards of Business Practice.

The Real Estate Institute of Australia lobbies and represents our interests on issues controlled by our National government that have an operational effect on our business.

Issues such as the maintaining of negative gearing, tax reform, national licensing, land supply, foreign investment, First Home Buyers Grant and housing affordability are constantly on the agenda of both REIA and REIACT.



# BECOME A REIACT INSTITUTE MEMBER

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And show your professionalism.

REIACT works for you in this exciting industry.

We work with Government and its agencies, we solve disputes, attend to complaints and provide a wide range of services and benefits to you.

Our logo is a powerful symbol of our profession signalling our integrity, honesty and our care for our community.

REIACT members can utilise this logo, it can be used on business cards, sale boards, social media, vehicles and so on.



**REIACT**

REAL ESTATE INSTITUTE  
OF THE AUSTRALIAN CAPITAL TERRITORY



# OUR MISSION

To lead and represent the real estate industry and advance the professionalism of our members.

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## Become a member of REIACT

As a member, you gain a voice in your industry by linking with a nationally recognised body.

As a leading player in the property industry, members of REIACT have exclusive access to a range of products, services, training, and resources specifically developed and tailored to help keep them at the top of the profession. REIACT focuses on emerging trends in the real estate industry and provides its members with leadership and stability.

## Communication

REIACT provides members access to relevant and up to date information about the real estate industry and the current property market.

- Real Estate Voice
- REIA Quarterly Housing Affordability and Real Estate Market Facts Reports
- Regular legislative updates on important consumer issues
- Immediate communication regarding important issues

## Training

REIACT Training Partner, Real Mastery Consulting, complies with the Australian Quality Training Framework to provide all of the necessary CPD courses required for the real estate industry in the ACT and NSW.

- ACT Certificate of Registration Course
- ACT licensing Course
- ACT CPD
- NSW Mandatory CPD
- NSW Elective CPD

All courses are delivered via blended learning (face to face and online available)

Leaders in real estate training, coaching, franchising and consulting services, Real Mastery Consulting can fulfill a wide range of your professional educational and administration needs. This offers a range of professional courses from seminars and mentoring sessions to skills training. (CPD points for NSW and ACT).

- Specialised training seminars at member rates
- High quality professional development courses keeping members up to date with the latest trends and regulatory requirements.

## Institute Board Committees

- Governance legal and due diligence
- Financial audit and risk
- Professional standards
- Member services
- Sponsorship
- Events
- Training

## Online products and services

### REIFORMS Live

REIACT is committed to providing members with new technology based platforms and web based tools.

- Web based online forms
- REI Forms Live — integrated with your CRM package

## Smart Insurance Solutions for REIACT Members

Proudly managed by Coverforce, one of Australia's leading insurance brokers to the real estate and property industry, these insurance policies are of a high quality with competitive rates.

Coverforce can assist you to protect against a full scope of risks faced by a real estate office operating today. Typically recommended coverage for the real estate industry includes:

- Professional Indemnity Insurance
- Workers Compensation Insurance
- Management Liability
- Office Insurance
- Cyber Insurance

## Industry action

REIACT supports members with information and advice on political issues that affect real estate professionals and advocates to government on their behalf.

This includes:

- Use of logo
- Access to research data and industry statistics
- Legislation and a framework in which to practice real estate
- Complaint/dispute resolution processes
- Lobbying and political action

## Exclusivity and member rewards

- REIACT Awards for Excellence
- REIACT Auctioneering Championships
- REIA Awards For Excellence
- Access to a variety of goods and services at special rates

## Member Committees

REIACT provides members with the opportunity to network with professionals and influence the future of real estate practice.

The Member committee structure within REIACT includes the following:

- Auctioneers Committee
- Property Management Committee





## CURRENT SUITE – REI FORMS LIVE REIACT

### PROPERTY MANAGEMENT

- Application for Tenancy
- Property Condition Report (used by Inspect Live)
- Management Agreement
- Routine Inspection Report (used by Inspect Live)
- Tenancy Agreement

### Notices

- Notice to Vacate - Breach
- Notice to Vacate - No cause
- Notice to Vacate - Rent arrears
- Notice to Remedy - Rent Only
- Notice to Vacate - Breach - not capable of remedy
- Notice to Vacate - Periodic Tenancy
- Notice to Vacate - Rent two notices issued
- Notice to remedy

### RESIDENTIAL SALES

- Bidder Registration Form
- Sales/Auction Sole Agency Agreement
- Sales/Auction Exclusive Agency Agreement
- Sales Inspection Report
- Letter to Seller's Solicitor Notifying Sale - includes sale advice
- Letter to Buyer's Solicitor Notifying Sale - includes sale advice
- Authority to exchange contracts with a cooling off period
- Authority to exchange contracts without a cooling off period
- Authority to exchange at auction or after auction on the same day
- Letter to Solicitor for contract to be issued - marketing

### FORM RESOURCES

- AUCTIONS - Bidders Number Template
- PROPERTY MANAGEMENT - CPI Rent Increase Calculation Help Guide

### PACKAGE PRICING PER ANNUM

Small Office	1-6 users	\$499
Medium Office	7-10 users	\$699
Large Office	11-15 users	\$999
Unlimited	16+	\$1299

### ALSO AVAILABLE

Access to NSW REI Forms Live - These are available on a pay per form basis to REIACT Institute Members.

### NOW AVAILABLE

Equifax Residential & Commercial reports

- NTD Tenant Check \$11.00
- Commercial Apply \$24.99
- Company Scored Enquiry \$44.99
- Company In-Depth Trading History \$99.99

**DEMONSTRATIONS OF THIS PRODUCT ARE ONLY AVAILABLE AT THE REIACT OFFICE DUE TO COVID-19 PROTOCOLS**

# BENEFITS

## ❖ Real Estate Training

REI ACT has partnered with a major Regional Training Organisation who complies with the Australian Quality Training Framework to provide all of the necessary CPD courses required for the real estate industry in the ACT.

Whether you want to further your career as a real estate sales person, become a better property manager or perhaps run your own agency. REI ACT training has all the courses to help you achieve your goals.

The real estate industry is always changing. That's why we continuously update and add new courses with the latest legislation, technology, resources and trends so you can stay ahead of the game and further your career in real estate. Our courses will have both ACT and NSW CPD points available.

## ❖ REEF

The Real Estate Employers' Federation is the industry's leading workplace relations advisory services. As a not-for-profit association, we're here to help real estate employers, and your joining fees go directly to providing a range of essential services to manage, support and grow your business. Members have exclusive access to our highly-skilled team of Workplace Relations Advisors to assist in solving workplace challenges and disputes. And 24/7 access to the template library of our online People Management System gives you the peace of mind of knowing your employment agreements, commission structures, position descriptions, policy documents, HR checklists and more, are compliant. To join REEF, go to [reef.org.au](http://reef.org.au) or call 1300 616 170.

## ❖ REI Super

REI Super has nearly 30,000 members and more than \$1.5 billion in assets and is the Industry Super Fund for those working in the real estate profession.

REI Super maximises your retirement benefits by:

- ♦ Returning all profits to members
- ♦ Operating with the highest ethical standards

## ❖ Motor Vehicles

REI ACT has negotiated with a number of motor vehicle Dealers a series of benefits relating to discounts on all sorts of vehicles, as well as servicing and loan cars exclusively for REI ACT members.

**These Dealers include;**

- |           |               |
|-----------|---------------|
| ♦ BMW     | ♦ Volkswagen  |
| ♦ Mini    | ♦ Alpha Romeo |
| ♦ Lexus   | ♦ Fiat        |
| ♦ Hyundai | ♦ Jeep        |
| ♦ Audi    |               |

These savings are a serious benefit to members.

REI ACT will continue to expand the range of products.

# PRIVACY POLICY

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## ✦ DECLARATION

I/We declare that the statements set out above are true. I/We undertake to be bound by the Real Estate Institute of the ACT (REIACT) Constitution and By-Laws, any rules and regulations and REIACT's Privacy Policy (a copy of which is available on our website). The undersigned hereby certifies that he or she has the authority to:

1. sign this form; and
2. share and disclose the personal information of its employees, agents and contractors to REIACT.

Name

Signature

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Dated this

Day of

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## Privacy Statement

REIACT is bound by the *Privacy Act 1988* and respects your right to privacy. The personal information you have provided on this form may be used to contact you with information on new products, services and industry events, to participate in member surveys and for the other purposes included in our Privacy Policy. We may share your personal information with overseas entities where it is reasonably necessary to conduct our business. Currently, we share personal information with DocuSign (which is a company based in San Francisco, United States of America). By signing this form you consent to us sharing your personal information (and the personal information of your employees, agents and contractors) with DocuSign and any other overseas entities we may engage in the future to assist us conduct our business. If a member would like further information about privacy, or to access, update or correct their personal information, they may contact the REIACT on 0499 881 168 or email to [reception@reiact.com.au](mailto:reception@reiact.com.au).



# APPLICATION FOR REIACT INSTITUTE MEMBERSHIP

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## Business Details

Company Name \_\_\_\_\_

Trading As \_\_\_\_\_

ACN/ABN \_\_\_\_\_

Business licence # \_\_\_\_\_

Street Address \_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

## Business Structure

☐ Sole Trader

☐ Partnership

☐ Corporation

☐ Franchise

Business Areas:

☐ Residential Sales

☐ Residential Rentals

☐ Commercial Sales & Leasing

☐ Business Broker

☐ Other (Please specify) \_\_\_\_\_

Number of Licensed and Assistant Agent Staff Members \_\_\_\_\_

## Nominated Representative

Name: \_\_\_\_\_

Position: \_\_\_\_\_

☐ Principal ☐ Licensee ☐ Other (Please specify) \_\_\_\_\_

License Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Professional Indemnity Insurance

It is a requirement of REIACT Institute Membership that all licensed principals maintain Professional Indemnity Insurance.

Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

## Declaration

I/We declare that the statements set out above are true. I/We undertake to be bound by the Real Estate Institute of the ACT (REIACT) Constitution and By-Laws, and any rules and regulations. The undersigned hereby certifies that he or she has authority to sign this form.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

## Privacy Statement

REIACT is bound by the *Privacy Act 1988* and respects your right to privacy. The personal information you have provided on this form may be used to contact you with information on new products, services and industry events, or simply to participate in member surveys. If a member would like further information about privacy, or to access, update or correct their personal information, they may contact the REIACT on 0499 881 168 or email to [reception@reiact.com.au](mailto:reception@reiact.com.au).

## Fees

Where an Agency has more than one office location, membership benefits only apply to the offices that have paid membership fees.

Each office member will be required to nominate a representative, who will be the office contact.

AGENCY FEE	\$2500 PA	Quarterly \$625	4 or more Licensed/Assistant Agents
SMALL AGENCY FEE	\$1685 PA	Quarterly \$421.25	2-3 Licenced/Assistant Agents
SOLE TRADER FEE	\$1120 PA	Quarterly \$280	

## PAYMENT OPTIONS

- Members may pay either quarterly or yearly
- Quarterly payments are due in advance of the Quarter

## DUE DATES

Annual subscription fee due 31 July 2022

First Quarterly payment due 15 July 2022

Second quarter payment due 14 October 2022

Third quarter payment due 17 January 2023

Final quarterly payment due 14 April 2023

## Preferred payment option

☐ Annual ☐ Quarterly

## CREDIT CARD DETAILS:

☐ Visa ☐ Mastercard

Name on Card: \_\_\_\_\_

Card Number \_\_\_\_\_ Expiry \_\_\_\_\_ CCV \_\_\_\_\_

A tax invoice will be issued upon receipt of this membership renewal form.

**Please Note: This is for the initial payment only. You will be invoiced on a quarterly / annual basis.**

## PLEASE RETURN APPLICATION FORM TO

REIACT Membership

Unit 7 - 1 Beaconsfield Street, Fyshwick ACT 2609

or

email to [reception@reiact.com.au](mailto:reception@reiact.com.au)



# REI ACT IS PROUDLY SUPPORTED BY

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## CORPORATE PARTNER



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## CORPORATE SPONSORS



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## SPONSORS





**[WWW.REIACT.COM.AU](http://WWW.REIACT.COM.AU)**

Unit 7 - 1 Beaconsfield Street  
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T 0499 881 168