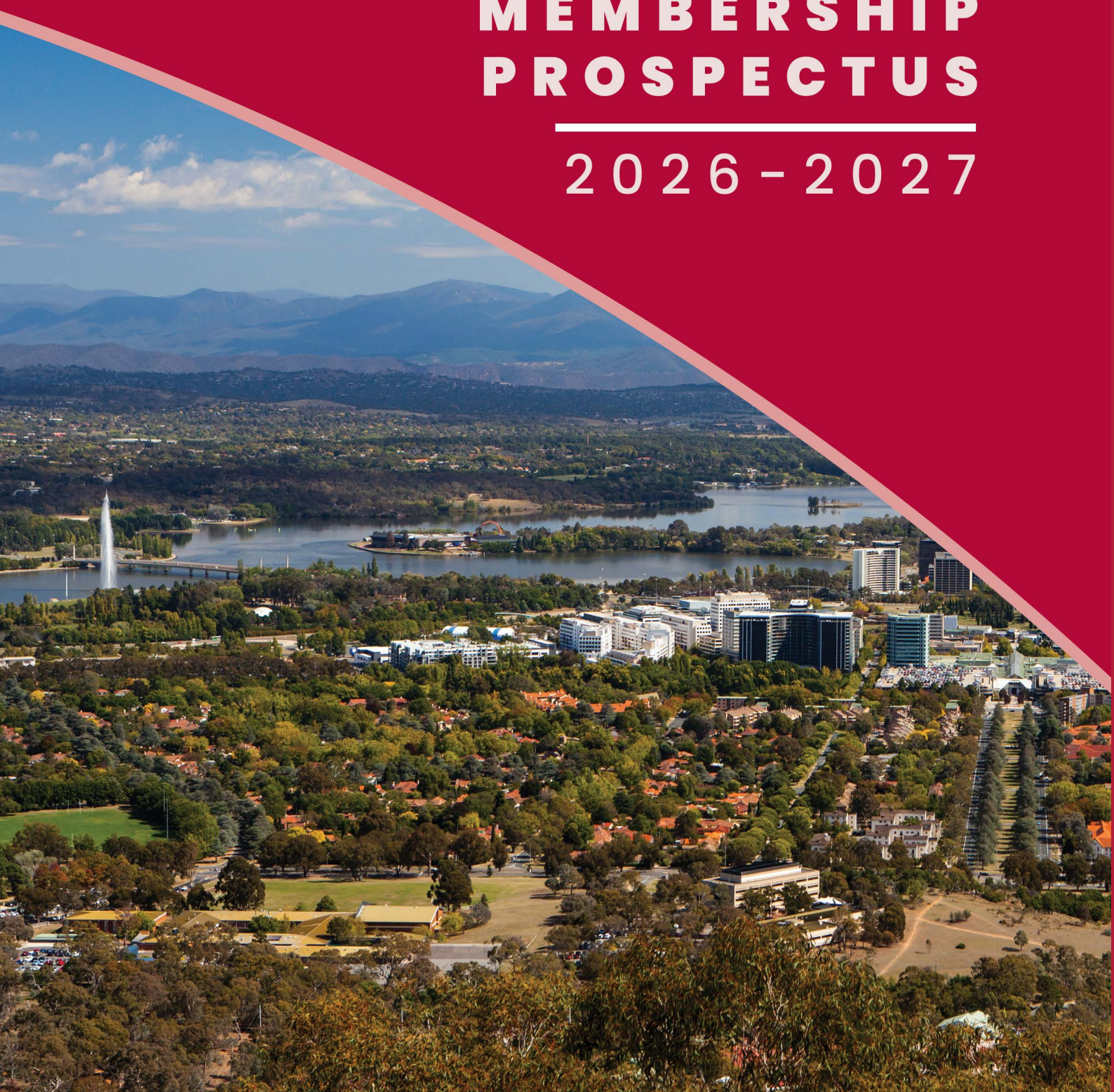
REIACT

REAL ESTATE INSTITUTE
OF THE AUSTRALIAN CAPITAL TERRITORY

INSTITUTE MEMBERSHIP PROSPECTUS

2026-2027



ABOUT THE INSTITUTE

Since 1974 the Real Estate Institute of the Australian Capital Territory (REIACT) has sought to represent the real estate profession through engagement with various government agencies and the community whether they be buying, selling or renting.

For over 50 years, REIACT has been providing services to real estate professionals. Our brand is widely recognised and trusted as the voice and source of knowledge of the Canberra real estate industry.

We work closely with all government agencies, our elected representatives and the various industry and business associations established here in Canberra.

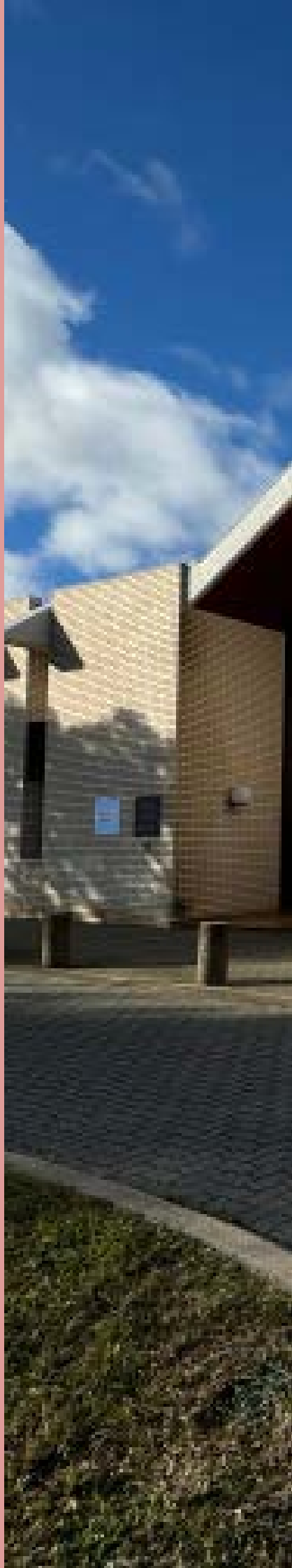
REIACT has a responsibility to continuously improve the professionalism of the real estate industry through training, seminars and forums. In addition, the Institute has produced a code of ethics for the industry titled Standards of Business Practice which it requires all members to proudly uphold.

REIACT is a member of the Real Estate Institute of Australia (REIA), our national body which 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, foreign investment, and housing supply and affordability are constantly on the agenda of both REIA and REIACT.

MISSION

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



BECOME A REIACT INSTITUTE MEMBER

and show your professionalism.

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

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

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.

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.

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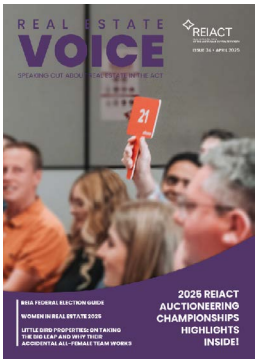
MEMBER BENEFITS

COMMUNICATION

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

- A dedicated telephone advisory service offering confidential, individualised guidance to help members manage complex issues with confidence
- Real Estate Voice
- REIA Quarterly Housing Affordability and Real Estate Market Facts Reports
- Monthly newsletter incorporating legislative changes, market information, best practice guides, training and event information
- Immediate communication regarding important issues via social media, EDMs and SMS alerts



TRAINING

REIACT's 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).

Additional training throughout the year including AML compliance and Strata Community Management.

- 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

REIACT members are encouraged to participate in different board committees depending on their expertise and interests.

- Governance, Legal & Due Diligence
- Finance, Audit & Risk
- Professional Standards
- Member Services
- Sponsorship
- Events
- Training

MEMBER BENEFITS

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

EVENTS AND AWARDS

REIACT Members have the opportunity to network and showcase their work through various events and competition, increasing their exposure not only at the state level but also at the national level.

- REIACT Awards for Excellence
- REIACT Auctioneering Championships
- REIA National Awards For Excellence
- REIACT's Women in Real Estate Luncheon
- REIACT's Property and Strata Managers Day

Members also have access to a variety of goods and services at special rates.

AUCTIONEER TRAINING

REIACT Members receive regular free training in Auctioneering practice for those looking to become Auctioneers or existing Auctioneers who would like to refine their skills.

MEMBER BENEFITS

MEMBER DISCOUNTS

REIACT members qualify for a number of useful day-to-day discounts on office supplies, computer equipment, petrol and travel with selected suppliers including Officeworks, Shell, Dell & The Accommodation Brokers.

REEF

The Real Estate Employers' Federation (REEF) is the industry's leading workplace relations advisory services.

As a not-for-profit association, they are 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 their highly-skilled team of Workplace Relations Advisors to assist in solving workplace challenges and disputes. A 24/7 access to the template library of their 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.

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

MEMBER BENEFITS

REI FORMS LIVE

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

With the REI Forms Live, members are allowed to complete agreements and forms online. These forms are integrated with their CRM package, saving them time and money. Members also have peace of mind knowing that the forms are up-to-date with the latest legislation.

In the ACT the forms are underwritten by the law firm Bradley Allen Love Lawyers. The current suite of ACT forms includes both residential sales and property management.

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 / capable of remedy
- Notice to Vacate - Periodic Tenancy
- Notice to Vacate - Rent two notices issued
- Notice to Remedy
- Notice to Vacate - No breach

FORM RESOURCES

- Auctions - Bidders Number Template

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

REPORTS

- Equifax Commercial Apply
- Company/Business Scored Enquiry
- Company/Business In-Depth Trading History

ACCESS TO NSW REI FORMS LIVE - These are available on a pay-per-form basis to REIACT Institute Members.

PACKAGING PRICING PER ANNUM

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

DEMONSTRATIONS OF THIS PRODUCT ARE AVAILABLE ONLINE OR IN PERSON AT THE REIACT OFFICE.

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REAL ESTATE INSTITUTE OF THE ACT

APPLICATION FORM

INSTITUTE MEMBERSHIP

Please complete this form and email to **reception@reiact.com.au**.

BUSINESS DETAILS

Company Name _____

Trading As _____

ACN/ABN _____

Business license # _____

Street Address _____ Postcode _____

Postal Address _____ Postcode _____

Phone _____ Email Address _____

Website _____

BUSINESS STRUCTURE

☐ Sole Trader ☐ Partnership ☐ Corporation ☐ Franchise

Business Areas ☐ Residential Sales ☐ Residential Rentals ☐ Commercial Sales & Leasing

☐ 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 address _____

PROFESSIONAL INDEMNITY INSURANCE

It is a requirement of REIACT Institute Membership that all licensed principals maintain Professional Indemnity Insurance. In addition, please **provide a copy of your 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, 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 _____

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, 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 REIACT at 0499 881 168 or email to 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	$2750 PA	$687.50 Quarterly	4 or more Licensed/Assistant Agents
Small Agency Fee	$1900 PA	$475.00 Quarterly	2-3 Licenced/Assistant Agents
Sole Trader Fee	$1240 PA	$310 Quarterly	

PAYMENT OPTIONS

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

DUE DATES

ANNUAL
- Annual subscription fee due **14 July 2026**

QUARTERLY
- First quarterly payment due **14 July 2026**
- Second quarter payment due **14 October 2026**
- Third quarter payment due **17 January 2027**
- Final quarterly payment due **14 April 2027**

PREFERRED PAYMENT OPTION

☐ Annual ☐ Quarterly

PREFERRED PAYMENT METHOD

☐ Send invoice ☐ Credit Card (pay over the phone)

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

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

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TALK TO US

0499 881 168

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www.reiact.com.au

@reiofact