

For more information visit www.justice.govt.nz/tribunals

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# Response to Charge

<b>☐</b> What is this form for?	Use this form to respond to any charge(s) laid by the Complaints Assessment Committee. You must file your response within 10 working days of receiving notice of the charge(s).
Important Information	<ol> <li>Please print in CAPITAL LETTERS.</li> <li>You need to submit this application, by post or in person to the Real Estate Agents Disciplinary Tribunal (the Tribunal). The address is at the end of this form.</li> <li>You must attach a copy of the charge(s) you are responding to.</li> <li>If your address or contact details change you must give written notice to the Tribunal and the party that laid the charge(s).</li> <li>If your representative's address or contact details change you must give written notice to the Tribunal and other parties to the charge(s).</li> </ol>

### Please fill in all sections below

Part 1: Respondent		
(		
Surname(s)		
First name(s)		
Company name (if applicable)		
Real Estate licence details		
Licence number		
Is your licence current? (please tick)	Yes	No No
Class of licence (please tick)		
Agent (individual agent or company agent)	Branch Manager	Salesperson
Contact details		
Address for service (this cannot be a PO Box)		
	Post code	
Daytime contact phone number ( )	Mobile	
Email address		

Part 2: Hearing		
Do you or your nominated person wis	h to be heard by the Tr	Fribunal in relation to this charge(s)?
(Please tick one)	Yes	□ No
Part 3: Representation		
If you wish to be represented, please of Please note: If you choose to be represented Name Company name (if applicable)		
Is your representative a lawyer? (Pleas	e tick one)	
Yes		
<b>No</b> (you will need to complete an 'Au	uthority to Act' form avail	ilable at www.justice.govt.nz/tribunals, or by phoning the Tribunal).
Contact details		
Address for service (this cannot be a PC	) Box)	
		Post code
Daytime contact phone number ( )		Mobile
Email address		

Part 4: Charge(s)			
Complaints Asse	ssmen	t Comm	littee number
Date of charge	/	/	(day / month / year)
Charge reference number			

## Part 5: Response to charge(s)

Please complete for all charges you are responding to. If you are responding to more than 3 charges, please attach a separate sheet per charge and ensure you number your charges.

Name of charge:	Please tick one:
Charge 1	Admit Deny
Charge 2	Admit Deny
Charge 3	Admit Deny

Please state which of the alleged facts in charge 1 you admit or deny.	
(If you need more space please attach a separate sheet)	
lease state which of the alleged facts in charge 2 you admit or deny.	

(If you need more space please attach a separate sheet)

Please state which of the alleged facts in charge 3 you admit or deny.	
(If you need more space please attach a separate sheet)	

/

/

Date

(day / month / year)

# Part 6: Checklist Before you submit this form, please check that You have answered every question You have signed and dated this form You have signed and dated this form You have attached the following documents An 'Authority to Act' form if you wish to be represented by a person who is not a lawyer (if required)

### **Tribunal Contact Details**

Real Estate Agents Disciplinary Tribunal Tribunals Unit Private Bag 32-001, Panama Street, Wellington 6146 Level 1, 86 Customhouse Quay, Wellington 6011 www.justice.govt.nz/tribunals

Ph:	(04) 462 6660
Fax:	(04) 462 6707
Email:	tribunals@justice.govt.nz