



1974 - 2024

REIACT

REAL ESTATE INSTITUTE
OF THE AUSTRALIAN CAPITAL TERRITORY

**INSTITUTE
Membership
Prospectus
2024-2025**

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.



MEMBER BENEFITS

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'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).

As 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. They offer 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

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



EXCLUSIVITY AND MEMBER REWARDS

REIACT Members have the opportunity to 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

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



MEMBER CHAPTER

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 Chapter
- Property Management Chapter



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

REI ACT 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 REI ACT)

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 REI ACT 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 REI ACT OFFICE.

REIACT IS PROUDLY SUPPORTED BY

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

BUSINESS DETAILS

Company Name _____
Trading As _____
ACN/ABN _____
Business license # _____
Street Address _____ Postcode _____
Postal Address _____ Postcode _____
Phone _____ Fax _____
Email address _____ 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 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@reifact.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	\$625 Quarterly	4 or more Licenced/Assistant Agents
Small Agency Fee	\$1685 PA	\$421.25 Quarterly	2-3 Licenced/Assistant Agents
Sole Trader Fee	\$1120 PA	\$280 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 2024**

QUARTERLY

- First quarterly payment due **14 July 2024**
- Second quarter payment due **14 October 2024**
- Third quarter payment due **17 January 2025**
- Final quarterly payment due **14 April 2025**

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.

TALK TO US



0499 881 168



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Deakin ACT 2600



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@reiofact