



# The Institute of Estate Agents of South Africa Western Cape



(Incorporated Association not for gain. Reg No./Nr.1994/10373/08)

10 Howard Studios, Sheldon Way, Pinelands, Cape Town 7405

Tel: 021 531 3180 • Fax: 021 531 2931

E-mail: [info@cape.ieasa.org.za](mailto:info@cape.ieasa.org.za)

PropPlacements: [kim@propertyplacements.co.za](mailto:kim@propertyplacements.co.za)

Website: [www.ieasawcape.co.za](http://www.ieasawcape.co.za) • PropStats: [www.propstats.co.za](http://www.propstats.co.za)

## IT PAYS TO BELONG

*Welcome to the Institute of Estate Agents - Western Cape. Our Institute has been in existence since 1937 and has a long tradition of providing meaningful benefits to member estate agents.*

### **Objectives:**

The Institute of Estate Agents is a non-profit organisation which has, as its main objective, to protect, enhance and further the interest of estate agents. The Institute is therefore the official mouthpiece of the real estate fraternity and is called upon to represent the industry on negotiations with government, local authorities and lending institutions.

While the Institute is not a statutory body and therefore does not have legislative powers in terms of the Estate Agents Act of 1976, the Institute is a body which governs the conduct of its members, encouraging the highest level of professionalism in real estate.

### **Training & information dissemination:**

The Institute places considerable emphasis on the education of estate agents by providing access to seminars, conventions, training, literature and other sources of information, which will help agents to adapt to the rapidly changing environment in which they operate. Further training details are available from the Institute office and website.

In addition to formal training, the Institute provides a constant and ongoing forum for members to air their views, to stimulate discussion and initiate action.

In addition, members have access to the advice and assistance of experienced board of directors.

### **Membership criteria:**

Membership of the Institute of Estate Agents is voluntary and is open to all estate agents in possession of a valid Fidelity Fund Certificate and is subject to the discretion of the Board of Directors.

Only members in good standing may use the MIEA designation on letterheads, business cards and in advertising of any form.

Members are bound by the "Ethical Obligations of Members" which sets specific parameters of conduct by members. These Ethical Standards, set by the Institute, provide the consumer with the peace of mind of knowing that Members uphold the very highest standard of conduct and service.

The purpose of this brochure is to provide you with an introduction to the Institute of Estate Agents - Western Cape. Should you have any queries regarding membership, please call (021) 531 3180. Included herewith is membership application form, which should be completed and returned to the Institute office together with your membership fee.



# The Institute of Estate Agents of South Africa - Western Cape

(Incorporated Association not for gain. Reg No./Nr. 1994/10373/08)

10 Howard Studios, Sheldon Way, Pinelands, Cape Town 7405

Tel: 021 531 3180 • Fax: 021 531 2931

E-mail: info@cape.ieasa.org.za • PropPlacements: kim@propertyplacements.co.za

Website: www.ieasawcape.co.za • PropStats: www.propstats.co.za

## MEMBERSHIP BENEFITS:

As an IEASA member, you can enjoy benefits such as:

- PropStats (our sales info database for CMA purposes)
- training courses, e-Learning, workshops and seminars
- an online showcase
- networking and social events
- group discounts on goods and services including training
- empowerment opportunities
- a code of ethical standards
- dispute resolution services
- information
- regular e-mail newsletters
- annual convention and property expo
- IEASA's relations with national, provincial and local authorities
- area committees to support members at local level
- recruitment and placement division (further discount to IEA Members)
- SAPTG (discounted packages)

## TRAINING AND EDUCATION:

The IEASA provides a wide range of courses, workshops, and seminars, in line with the new qualification requirements for estate agents.

They include:

- real estate sales, letting, and administration
- sectional title
- sole mandates
- marketing
- canvassing
- management
- property development
- property investment
- business broking
- tax, e.g. CGT, VAT, transfer duty
- financial planning
- property law and legal updates
- ethics and Code of Conduct
- your right to commission
- recreating yourself as an agent-facing the challenges of the new market
- valuation workshop
- negotiation part 1 - first impressions
- rentals workshop
- review of the provisions of an agreement of sale
- skills development training
- intern estate agents training

## MEMBERSHIP CATEGORIES & FEE STRUCTURES

### **INDIVIDUAL MEMBER: Annual payment of R540**

*Limited to agents holding a valid Fidelity Fund Certificate in the position of principal, employee or intern. Membership is for one year, renewal date being the date of joining.*

### **ASSOCIATE MEMBER: Annual payment of R540**

*Limited to individuals or companies operating in associated businesses such as banking, conveyancing etc. these members do not have voting rights.*

### **MONTHLY DEBIT ORDER: Monthly payment of R45**

*Subject to individuals or companies completing an IEASA Monthly Debit Order Instruction Form. R45 will be debited from your bank account on a monthly basis.*



# The Institute of Estate Agents of South Africa - Western Cape

(Incorporated Association not for gain. Reg No./Nr.1994/10373/08)

10 Howard Studios, Sheldon Way, Pinelands, Cape Town 7405

Tel: 021 531 3180 • Fax: 021 531 2931

E-mail: info@cape.ieasa.org.za • PropPlacements: kim@propertyplacements.co.za

Website: www.ieasawcape.co.za • PropStats: www.propstats.co.za



www.propstats.co.za

## APPLICATION FOR MEMBERSHIP

Please complete all sections  
clearly in **BLOCK LETTERS**

Please Tick:  Individual  Associate

Preferred Language

ENG

AFR

Surname: \_\_\_\_\_ Full Names: \_\_\_\_\_

Name to be printed on your membership card \_\_\_\_\_

Title: Mr/Mrs/Miss/Other \_\_\_\_\_ Status:  Principal  Employee  Other

Population group (Required by SSETA for planning purposes)  Black  Coloured  Indian  White

Identity number: \_\_\_\_\_ Fidelity Fund Certificate No: \_\_\_\_\_  
(Attach copy of your ID document and current Fidelity Fund Certificate)

Residential Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Tel - Code: \_\_\_\_\_ Tel: No.: \_\_\_\_\_ Cell: \_\_\_\_\_

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

VAT REGISTRATION NO: \_\_\_\_\_ (NB)

Postal Address of Company: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Company Street Address: \_\_\_\_\_

\_\_\_\_\_

Tel Code: \_\_\_\_\_ Tel: No.: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**Business speciality** (Please tick division in which you are most active):

Sales:  Residential  Sectional Title  C&I  Agricultural  Auction

Admin/Rentals:  Residential  Sectional Title  C&I

Broking:  Business Broking  C&I

Other: (developers, valuers, conveyancers, mortgage originators etc) \_\_\_\_\_

Suburbs in which you operate: \_\_\_\_\_

Method of payment:  Cheque  Cash  Direct Deposit

- I certify that the particulars given in this application are true and correct.
- I agree to be bound by the Memorandum and Articles of Association and Regulations of the Institute.  
(a copy of which is available for inspection at the office of the region)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Referred by: \_\_\_\_\_

♦ The membership card remains the property of IEASA, and must be returned on termination of membership.

Direct deposits: Nedbank - Pinelands Branch Code: 104 709 A/c No.1047 026 708 Please fax proof of payment

FOR OFFICE USE ONLY

**PROPSTATS APPLICATION FORM**

Receipt No. \_\_\_\_\_ Date of Receipt: \_\_\_\_\_ Membership No.: \_\_\_\_\_ Total: \_\_\_\_\_



# The Institute of Estate Agents of South Africa Western Cape

(Incorporated Association not for gain. Reg No./Nr. 1994/10373/08)

10 Howard Studios, Sheldon Way, Pinelands, Cape Town 7405

Tel: 021 531 3180 • Fax: 021 531 2931

E-mail: info@cape.ieasa.org.za • PropPlacements: kim@propertyplacements.co.za

Website: www.ieasawcape.co.za • PropStats: www.propstats.co.za

## **BANK DEBIT ORDER INSTRUCTION**

Name (Debtor) : \_\_\_\_\_ Date : \_\_\_\_\_

Address : \_\_\_\_\_ Signatory name : \_\_\_\_\_

\_\_\_\_\_ Contact Tel : \_\_\_\_\_

\_\_\_\_\_ Membership no : \_\_\_\_\_

Dear Sirs/Madams

The details of my bank account are as follows:

BANK : \_\_\_\_\_

BRANCH/TOWN : \_\_\_\_\_

BRANCH NO. : \_\_\_\_\_

ACCOUNT NAME : \_\_\_\_\_

ACCOUNT NO. : \_\_\_\_\_

TYPE OF A/C : \_\_\_\_\_

(savings, current, transmission)

I/we hereby request and authorize you to draw against my/our account with the abovementioned bank (or any other bank or branch to which I/we may transfer my/our account) the sum of \_\_\_\_\_ (state amount in words) or any **variable** amount pertaining to this agreement, on the **first working day** of each month. This being the amount necessary for the payment of the monthly amount due to you in respect of our membership fees.

All such withdrawals from my/our account by you shall be treated as though they had been signed by me/us personally.

I/we the undersigned, "instruct" and authorize your agent Netcash (Pty) Ltd, to draw against my/our account. I/we understand that if bank details have been supplied the withdrawals authorized here will be processed by BankServ. I/we also understand that details of each withdrawal will be printed on my/our statement.

I/we agree to pay any banking charges relating to this debit order instruction.

This authority may be cancelled by means of giving you thirty days notice in writing, sent by prepaid registered post, but I/we understand that I/we shall not be entitled to any refund of amounts, which you have withdrawn whilst this authority was in force if such amounts were legally owing to you.

### **Assignment:**

I/We acknowledge that the party hereby authorized to effect the drawing(s) against my/our account may not cede or assign any of its rights and that I/we may not delegate any of my/our obligations in terms of this contract/authority to any third party without prior written consent of the authorized party.

Signed \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**SIGNATURE AS USED FOR SIGNING CHEQUES OR CREDIT CARD VOUCHERS**

**Please fax completed form to 021 531 2931**