

For internal use
Company name
Accreditation type
Received
Approved
Rejected



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 www.airep.co.uk

**Application form - Companies**

**IMPORTANT notes for the guidance of applicants**

- 1) Please complete this application in BLOCK CAPITALS.
- 2) All correspondence will normally be sent to the applicants business address.
- 3) To make certain that your application is processed as quickly efficiently as possible please enclose all of the pertinent documentation to support your application:
  - Signed application form, including references
  - Signed acceptance of the AIREP code of conduct
  - Copies of documents relating to your application (see below)
  - Payment of administration fee

**Details of the person making the application**

Title (Mr, Mrs, Miss, other) \_\_\_\_\_ Name \_\_\_\_\_  
 Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_  
 Passport number \_\_\_\_\_  Identity card number \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 E-mail address \_\_\_\_\_  
 In what capacity do you represent the company? \_\_\_\_\_  
 \_\_\_\_\_

**Company Details**

Registered company name \_\_\_\_\_  
 Trading or brand name(s) \_\_\_\_\_  
 Date of company constitution / incorporation \_\_\_\_\_ Company number \_\_\_\_\_  
 Country in which the company is registered \_\_\_\_\_  
 Company address (This cannot be a PO box or equivalent) \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Fax number \_\_\_\_\_  
 Website Address \_\_\_\_\_  
 E-mail address \_\_\_\_\_  
 Number of branches / offices \_\_\_\_\_  
 Number of partners or directors in the company \_\_\_\_\_

Names, nationalities and date of birth of all partners or directors \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

In which field of the overseas property industry does your company specialize?  
 Real Estate Agency     Development     Media     Marketing  
 Legal     Finance     Services     Removals  
 Currency Exchange     Other – please specify \_\_\_\_\_

How many people work within the international real estate sector under your company name?  
 Up to 3     Between 4 and 10     More than 10

Paid up share capital (if applicable) \_\_\_\_\_

Does the company hold professional indemnity insurance?     Yes     No

Do you or the company hold client funds?     Yes     No

If 'Yes', are client funds held in a separate designated account?     Yes     No

If 'Yes', is the separate designated account bonded?     Yes     No

How did you first become aware of AIREP?  
 An accredited professional     Internet     TheBigMover.com     The press  
 Exhibition     Word of mouth  
 Other – please specify \_\_\_\_\_

**Reference**

References must be supplied by someone who has dealt with your company in a professional capacity and has known you for more than a year, such as your accountant, bank manager or legal advisor.

Compulsory for all applicants.

I have known the applicant for \_\_\_\_\_ years and support this application for accreditation. To the best of my knowledge the information that has been supplied in this application is accurate.

Name \_\_\_\_\_  
Position / Occupation \_\_\_\_\_  
Company \_\_\_\_\_ Contact Tel \_\_\_\_\_  
Relationship to Applicant \_\_\_\_\_

Are you happy to be contacted by AIREP regarding this company and their accreditation application?  YES  NO

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Documents to support this application**

I confirm that the following are enclosed with this application.

**IMPORTANT**

Please send copies only, **DO NOT SEND ORIGINALS**. AIREP will not be responsible for the loss or damage of original documentation sent with this application form.

- Certificate of company incorporation or equivalent.
- Tax registration certificate or equivalent.
- If you are not a director of the company, authorization to make this application.
- Your passport or official identity document.
- Operating Licence (where applicable)
- Qualifications / diplomas (please detail below)  
\_\_\_\_\_  
\_\_\_\_\_
- If professional indemnity insurance is held, documentation to accredit this.
- If client funds are held, proof that they are held in a separate 'Client Account'.
- Criminal record / "subject access" or equivalent (for each of the company directors).
- AIREP Code of Conduct with your signed pledge to adhere to it in all of your international real estate business dealings.
- Further documents such as CVs, client literature, business references (please detail below)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Compulsory for all applicants.

## Declaration and Certification

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I / we declare and certify that:

I am duly authorised on behalf of the above mentioned Company to sign this application for AIREP accreditation.

I / we authorise necessary enquiries to be made by AIREP in connection with this application;

I / we understand the AIREP code of conduct and agree to abide by it;

I confirm that I hold all the necessary qualifications and licences legally required to engage in my professional activities in the relevant countries;

For a period of ten years prior to this Application I have had no conviction, nor disciplinary action taken against me by an employer, for any criminal offence (excluding any motoring offence not resulting in a custodial sentence) nor have I been found guilty of conduct which would bring the Association or myself into disrepute;

I am not an undischarged bankrupt nor is there any current arrangement or composition with my creditors;

I am not nor have I been a Director of a Company which had within the period of 10 years prior to this Application entered into liquidation whether compulsory or voluntary (save for the purpose of amalgamation or reconstruction of the solvent company) nor had a receiver appointed of its undertaking nor had an administration order made against it nor entered into an arrangement or composition with its creditors; nor have I at any time been disqualified from acting as a Director of a Company nor subject to a warning or banning order from the Office of Fair Trading or the Department of Trade and Industry or the equivalent body in the country where we are registered.

If I am subject to any current claim or am aware of any impending claim for professional negligence or loss of money, or if I have been the subject of any investigation by an employer, partner or business associate, the Office of Fair Trading and/or local Trading Standards Office or the equivalent in the country where we are registered, full details of the circumstances are set out in a report enclosed with this application.

The above confirmation applies equally to all company Directors. All information provided in connection with this application is, to the best of my knowledge, correct.

I confirm that should my status or that of the company change whilst accredited I / we will advise the AIREP of this change.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Payment Details

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- I enclose a cheque for € \_\_\_\_\_  
(Cheques should be payable to CERTIFICATION ACCREDITATION AND DISSEMINATION S.L.)
- I wish to pay by bank transfer the amount of € \_\_\_\_\_  
(Contact us for bank details)

Signature \_\_\_\_\_ Date \_\_\_\_\_

### IMPORTANT

Please note that for us to process your application for accreditation a cheque, bankers draft or bank transfer justification for the above mentioned administrative fee must accompany this form.

## Accreditation and certification fees

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Accreditation fees of AIREP depend upon the size of the applicant company; the number of people working in international property for you dictates the fee payable. A 'person' is defined as someone working a 35-40 hour week under your company name. Please note that this does not just mean salespeople; it means all people working in this market for you, including self-employed people. NB: If you have part-time staff, the general rule is that 2 part-time staff equals 1 'person'.

### Sole trader - Company with up to 3 employees - Independent professional:

A one off €50 administrative fee must accompany this application (non refundable).  
A further €350 certification and registration fee to be paid if and when you meet AIREP's requirements for accreditation. Certification and registration must be renewed annually with a recurring cost of €350.

### 4 to 10 employees:

A one off €50 administrative fee must accompany this application (non refundable).  
A further €650 certification and registration fee to be paid if and when you meet AIREP's requirements for accreditation. Certification and registration must be renewed annually with a recurring cost of €650.

### More than 10 employees:

A one off €100 administrative fee must accompany this application (non refundable).  
A further €1000 certification and registration fee to be paid if and when you meet AIREP's requirements for accreditation. Certification and registration must be renewed annually with a recurring cost of €1000.



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## **AIREP Code of conduct – To be read and signed by all applicants**

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### **1.- General**

1. In the execution of their profession, Accredited International Real Estate Professionals shall behave correctly, honestly and with the utmost integrity, both when dealing with the general public or with other property professionals.
2. The duties imposed by this Code of Conduct encompass all real estate-related activities and transactions whether conducted in person, electronically, or through any other means.
3. Accredited professionals shall not deny equal professional services to any person for reasons of race, colour, religion, sex, handicap, familial status, or national origin.
4. Accredited professionals shall not be parties to any plan or agreement to discriminate against a person or persons on the basis of race, colour, religion, sex, handicap, familial status, or national origin.
5. The services which Accredited professionals provide to their clients and customers shall conform to the standards of practice and competence which are reasonably expected in the specific real estate disciplines in which they engage.
6. Accredited professionals shall not themselves, or through associates, or through fully or partly owned enterprises, trade in real estate on a speculative basis.
7. Accredited professionals shall refrain from misleading statements and exaggerated claims in all of their professional dealings.
8. Accredited professionals shall adopt a free and independent position in the execution of their professional activities.
9. Accredited professionals must not give advice or make recommendations on matters or in areas beyond their competence.

## 2.- Instruction / Sales / Transactions

1. Accredited professionals shall not accept sales instructions which conflict with the laws and regulations of the country in which they are established / operate or with this Code of conduct.
2. On receiving a sales instruction, accredited professionals are obliged to make the necessary inquiries concerning the object of the instruction.
3. Accredited professionals shall avoid exaggeration, misrepresentation, or concealment of pertinent facts relating to a property or transaction. Accredited professionals shall not be obligated to discover latent defects in a property, to advise on matters outside the scope of their competence, or to disclose facts which are confidential under the scope of agency or non-agency relationships.
4. Accredited professionals must make clear to all parties their position and whose interests they represent.
5. Accredited professionals should not accept instructions in which they may have an economic interest beyond the claim for compensation for fulfilling the instruction.
6. In a transaction, accredited professionals shall not accept compensation from more than one party, even if permitted by law of the country in which they operate, without disclosure to all parties and the informed consent of the their client or clients.
7. The parties instructing the accredited professionals must be informed clearly and unambiguously, about any self-interest the accredited professional may have beyond the compensation for fulfilling the instruction.
8. An accredited professional may represent the seller/landlord and buyer/tenant in the same transaction but only after full disclosure to and with informed consent of both parties.
9. If an accredited professional offers for sale properties in which they have a personal financial interest, this must be made clear to all interested parties.
10. Accredited professionals should not oblige potential buyers to sign binding preliminary purchase contracts nor to compromise themselves financially by paying non returnable deposits or reservations. Before signing any contract potential buyers should be given reasonable opportunity to reflect and to obtain legal advice.
11. Accredited professionals shall submit offers and counter-offers objectively and as quickly as possible.
12. Within the framework of the law and to the best of their ability, accredited professionals have the duty to protect the interest of all intervening parties, irrespective of which made the instruction.
13. Where necessary, accredited professionals shall keep in a special account in an appropriate financial institution, separated from their own funds, monies coming into their possession in trust for other persons, such as escrows, trust funds, clients' monies, and other like items.
14. Accredited professionals may not accept such a high number of instructions that it adversely affects the professional standard of their work.

### 3.- Confidentiality

1. Accredited professionals must at all times preserve confidential information provided by their clients.
2. The obligation of accredited professionals to preserve confidential information provided by their clients, in the course of any professional relationship, continues even after that relationship ends.
3. Accredited professionals must not use confidential information of clients to the disadvantage of same.
4. An accredited professional must not use clients confidential information for their own, or third party advantage, unless: clients consent after full disclosure; or
  - a) accredited professionals are required by court order; or
  - b) it is the intention of a client to commit a crime and the information is necessary to prevent the crime; or
  - c) it is necessary to defend an accredited professional or the accredited professionals employees or associates against an accusation of wrongful conduct.

### 4.- Legal

1. Accredited professionals must comply with the laws and regulations relating to real estate professionals in force within the country in which they are established or operate at any given time.
2. Accredited professionals shall not engage in activities that constitute the unauthorised practice of law and shall recommend that independent legal advice be obtained when the interest of any party requires it.
3. Accredited professionals will be directly responsible for the actions of their employees.

### 5.- Relations between Accredited professionals and AIREP

1. Accredited professionals shall abide by this Code of Conduct and with all rules and regulations made by AIREP.
2. Accredited professionals shall respond promptly to all correspondence from AIREP.
3. All accredited professionals and particularly "qualified" and "qualified expert" will notify AIREP of any changes to their professional status or changes to the professional status of their employees within a maximum of 10 days, especially when said changes mean that they may no longer meet the requirements for Accreditation.
4. Upon request by the AIREP, accredited professionals will provide copies of any document relating to their dealings with any other person, or their business practices, which in the opinion of the AIREP may be necessary, in order to establish the accredited professionals compliance with his obligations under this code and other AIREP regulations.

## 6.- Breach of code

1. If any dispute arises between an accredited professional and any seller, buyer or other customer, the accredited professional shall notify them as to the existence of this code of conduct and supply them with a copy of it.
2. If the seller, buyer or other customer believes that the accredited professional has violated this code of conduct and wishes to contact and advise AIREP of this, then the accredited professional shall promptly supply them with AIREP's full contact details.
3. If charged with unethical practice, violating this code of conduct or asked to present evidence or to cooperate in any other way, in any professional standards proceeding or investigation, accredited professionals shall place all pertinent facts before AIREP or tribunals to which AIREP may refer disputes and shall take no action to disrupt or obstruct subsequent proceedings.
4. Accredited professionals shall not make any unauthorized disclosure or dissemination of the allegations, findings, or decision developed in connection with an ethics procedure.
5. Accredited professionals shall not obstruct investigative or professional standards proceedings, by instituting or threatening to institute actions for libel, slander or defamation against any party to a professional standards proceeding or their witnesses based on the filing of an arbitration request, an ethics complaint, or testimony given before any tribunal.
6. Accredited professionals agree to respect dispute resolutions and decisions made by AIREP and / or tribunals to which the AIREP may refer disputes.

I have read the AIREP code of conduct and pledge to adhere to it in all of my international real estate business dealings. I accept that should I be found to have breached any part of the AIREP code of conduct then my AIREP accreditation could be revoked and said revocation could be made public within the "Sanctions" section of the AIREP website.

Signature \_\_\_\_\_ Date \_\_\_\_\_