

Application Form for Membership of The Real Estate Employers' Federation of NSW.

Please help us to provide you with the best possible service and make sure our information reaches the right person by filling this form out accurately. **All information will be treated with the utmost confidentiality.**

Company Name: _____

Trading Name: _____

Street Address: _____ Postal Address: _____

State: _____ Postcode: _____ State: _____ Postcode: _____

Phone: _____ Fax: _____ Email: _____

Name of Principal: _____

Please mark all correspondence to the 'attention' of: _____

How many people (excluding principals) are employed by your company?

Full-Time _____ Part-Time _____ Casual _____ Total _____

Is there any employment related claim pending against your business? Yes/No

Do any circumstances exist that might give rise to any employment claim against your business? Yes/No

If you have answered yes to either question please supply brief details.

WE WOULD APPRECIATE YOUR ASSISTANCE WITH OUR QUALITY ASSURANCE PROGRAM BY PROVIDING ANSWERS TO THE FOLLOWING QUESTIONS:

How did you hear about REEF?

- From a colleague.
- From the franchisor / marketing group.
- Other, please specify

What is the main motivation for your decision to join REEF?

- The need to be kept informed on employment related issues, including awards.
- To have help managing a current employment related problem.
- To have help managing an employment related problem should it arise.
- To access our value added services.
- Other, please specify

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Employer Declaration

I/We apply for membership to The Real Estate Employers Federation of NSW and agree to be bound by the rules of the Federation. If I/We wish to resign from membership of the Federation, I/We understand written notice must be given to the Executive Director at the registered office of the Federation. I/We further understand, that in the event the business, or part of it, is transferred or assigned to another person, the President of the Federation must be notified within 14 days of such transfer or assignment.

Name: _____ Position: _____

Signature: _____ Date: _____

Membership

REEF membership to 31/12/2011 = \$799.50 (includes a one-off \$200.00 joining fee and \$72.68 GST)

PeopleInsite (optional extra - see attached brochure for details) = \$192.50 (includes GST)

REEF reserves the right to charge for its industrial advocacy service for work performed on behalf of any member and which work relates to any employment related claim initiated in the first three months of membership.

How to pay your subscription and where to send it

Payment by cheque:

Payable to:

The Real Estate Employers' Federation of NSW

Payment by credit card:

American Express, Visa, Bankcard, MasterCard

Return completed application form with payment to:

The Real Estate Employers' Federation
Level 6, 99 Bathurst Street
SYDNEY NSW 2000

I hereby enclose the sum of \$ _____
Being membership of the Federation for 2010.

I enclose a cheque made payable to REEF **or** please debit \$ _____ to:

American Express Visa MasterCard

Bankcard

Card No.

Name: _____

Expiry Date: __ / __ / __

Cardholders

Signature: _____

BY DIRECT DEPOSIT (Please mark the deposit as **your trading name**)

BSB: 06 2004
A/N: 28 005 538

Confirmation Number: _____
Date Deposited: _____

This will be a valid Tax Invoice upon receipt of your payment.
ABN: 45 886 190 723

REEF'S ONLINE RECORDS MANAGEMENT SYSTEM

In April 2008 REEF, together with PeopleInsite (PI), launched the REEF Records Management System (RMS) for its members. Since then, hundreds of agencies have registered and are using the system.

RMS is a records management tool that enables you to create up-to-date and compliant employment documentation, store employment contracts and other documentation, store properties records (sales and property management), manage properties and register contracts online, in a secure online environment.

Employment Records Management System

RMS is a web based document management system developed by specialist employment law firm, FCB. It helps agencies create consistent, up-to-date employment contracts and supporting documentation (e.g. commission structures), storing all documents in a secure, on-line environment accessible 24 * 7, anywhere at any time.

Property Records Management System

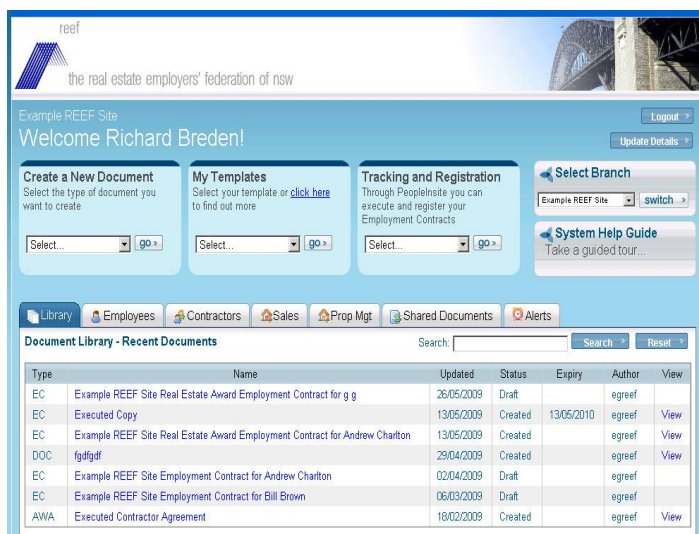
Recent developments allow real estate employers to store all their Sales and Property Management documents, including:

- Sales Agency Agreements
- Residential Tenancy Agreements
- Managing Agency Agreements
- Insurances and any other critical property documentation.....

WHAT WILL IT COST IN 2010?

If your business enjoys the commercial benefits the PeopleInsite system provides your agency, you will be able to purchase an annual license when you renew your REEF membership in 2009.

The cost of the license will only be **\$192.50 (incl. GST)** in 2010! This fee has been negotiated and subsidised by REEF for its members.



The screenshot shows the REEF RMS web interface. At the top, it says 'reef the real estate employers' federation of nsw'. Below that, it says 'Example REEF Site' and 'Welcome Richard Breden!'. There are several navigation buttons: 'Create a New Document', 'My Templates', 'Tracking and Registration', 'Select Branch', and 'System Help Guide'. Below these is a 'Document Library - Recent Documents' section with a search bar and a table of documents.

Type	Name	Updated	Status	Expiry	Author	View
EC	Example REEF Site Real Estate Award Employment Contract for g g	26/05/2009	Draft		egreef	
EC	Executed Copy	13/05/2009	Created	13/05/2010	egreef	View
EC	Example REEF Site Real Estate Award Employment Contract for Andrew Charlton	13/05/2009	Created		egreef	View
DOC	fgdfjdf	29/04/2009	Created		egreef	View
EC	Example REEF Site Employment Contract for Andrew Charlton	02/04/2009	Draft		egreef	
EC	Example REEF Site Employment Contract for Bill Brown	06/03/2009	Draft		egreef	
AWA	Executed Contractor Agreement	18/02/2009	Created		egreef	View

"RMS system gives me a sophisticated database of all my documents and provides safe and secure storage. If my agency was to burn down tomorrow, I would still have legal copies of all my agreements, ensuring my business can still operate."

"I no longer have to worry about misplacing agreements or missing critical dates and have easy access at all times from the office, at home or while out of the office on business."

**David Spinks – Principal
The Professionals Killarney Vale**

If you would like further information on how to use and implement this system within your agency please contact REEF on (02) 9261 2666

KEY FEATURES OF PEOPLEINSITE

PeopleInsite will help you create, store and retrieve all employment based records as well as manage commercial records such as executed Sales Agency Agreements, signed Residential Tenancy Agreement and Managing Agency Agreement. Use the system to manage current records and archive past employee and property documents.

Document Creation

Create consistent REEF approved contracts, employment agreements and policies by answering a simple series of questions.

Rates of Pay and Award Info

Access up-to-date rates of pay, award info and helpful tips.

Employee File
Jeromy's Reef Test Company
John Johnson

Jeromy's Reef Test Company
John Johnson

Employee Documents

Type	Name	Updated	Status
EC	Jeromy's Reef Test Company Employment Contract for John Johnson	08/10/2007	Registered
EC	Jeromy's Reef Test Company Employment Contract for John Johnson	08/10/2007	Pending Approval
CS	Jeromy's Reef Test Company Commission Structure for John	28/09/2007	Draft

Alerts & Reminders

Never miss a crucial date, contract renewals or performance review again. PeopleInsite will ensure reminder emails are sent automatically on critical dates for employment and property matters.

Property Management

Street No	Street Name	
34	Barbara Road	Hunters
Level 23, 90	George Street	Manly
Unit 23, 87	Killarner Street	Queensc

Create a New Document
Select the type of document you want to create

My Templates
Select your template or [click here](#) to find out more.

Document Library - Recent Documents

Type	Name	Updated
EC	Example REEF Site Employment Contract for Tim Peters	20/02/2008
EC	Example REEF Site Employment Contract for Andrew Charlton	19/02/2008
EC	Example REEF Site Employment Contract for Richard Breden	18/02/2008

Employment, Property and Sales Profiles

Create and manage employee, contractor and property files. Scan, upload or assign relevant documents during the life of the listing or for the duration of employment.

Document Archiving

Archive all your employment and property related documents saving time, space and ensuring protection.

Employee Document Upload

Title: *

Document Type: * Other Document

Filename: * Browse...

Expiry Date: Not specified 10 November 2008

Create the following reminders:

1 day before 1 week before 2 weeks before
 1 month before 3 months before 6 months before
 on a specific date: 10 March 2008

Employee Name: John Johnson

Split Access

Control who accesses what documents. Sensitive employment records can only be viewed by the Principal, while property records can be viewed by nominated employees.

If you would like further information on how to use and implement this system within your agency please contact REEF on (02) 9261 2666