

Title	Prepare, plan, and facilitate a property sale by auction		
Level	4	Credits	3

Purpose	<p>This assessment standard is for people who intend to market properties for sale using the auction method.</p> <p>People credited with this assessment standard are able to:</p> <ul style="list-style-type: none"> – demonstrate knowledge of legislation pertaining to property sale by auction; – list a property for sale by auction; – attract and qualify prospective purchasers to properties for sale by auction; – facilitate the sale and purchase of property by auction; and – demonstrate knowledge of the process for a sale of a property when not sold at auction, under the hammer.
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Classification	Real Estate > Rural, Residential, Commercial and Business Sales
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Available grade	Achieved
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Guidance information

- 1 Legislation
 - Auctioneers Act 2013;
 - Consumer Guarantees Act 1993;
 - Fair Trading Act 1986;
 - Health and Safety at Work Act 2015;
 - Human Rights Act 1993;
 - Overseas Investment Act 2005;
 - Overseas Investment Regulations 2005;
 - Privacy Act 1993;
 - Property Law Act 2007;
 - Real Estate Agents Act 2008;
 - Residential Tenancies Act 1986;
 - Unit Titles Act 2010;
 - and all subsequent amendments and replacements.
- 2 Definitions
 - Common Law* – also known as case law. Judgements are made by courts, rather than laws written by parliament.
 - Industry requirements* – all actions by licensees and employees which must comply with relevant professional standards, legislation, and rules made under the provision of applicable legislation.

Qualify purchasers – means determining potential buyer motivations, expectations, and preferences, and assessing impacts on buying price ranges.

- 3 The Sale of Real Estate by Auction form is the REINZ and Auckland District Law Society (ADLS) approved form.
- 4 Common Law judgements relating to duties of an 'agent' may be applicable to this assessment standard.
- 5 Assessment
Assessment against practical aspects in this assessment standard must be based on the following criteria: evidence derived from a real or a simulated workplace situation, provided the simulation reflects industry requirements and requires performance that replicates a real working environment.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of legislation pertaining to property sale by auction.

Performance criteria

- 1.1 Legal provisions, processes, and requirements which regulate the auction process are explained in accordance with related legislation.

Range including but not limited to – Auctioneers Act 2013, Fair Trading Act 1986, Real Estate Agents Act 2008.
- 1.2 Legal provisions, processes, and requirements which regulate a mortgagee sale by auction are explained in accordance with the Property Law Act 2007.

Outcome 2

List a property for sale by auction.

Range evidence required of listing for three different types of properties.

Performance criteria

- 2.1 Establish the lawful owner of the property consistent with legal and industry requirements.
- 2.2 Agency type is consistent with industry requirements.

Range sole/exclusive, general.

- 2.3 Vendors are qualified and relationships built to determine vendors' motives, wants, and needs.

Range qualifying includes but is not limited to – vendors' dominant selling motives, impact of vendors' motivations on asking price, initial asking price ranges for properties, vendors' preferred financial arrangements and timeframes for the sale of properties, impact of rental price range on selling price range, indicative agency/marketing preferences from a prospective vendor.

- 2.4 The marketing of the auction method of sale to the vendor is consistent with industry requirements.

- 2.5 Signed written listing authorities from vendors to auction property are obtained.

Outcome 3

Attract and qualify prospective purchasers to properties for sale by auction.

Range evidence required for two different types of properties.

Performance criteria

- 3.1 Designed, targeted marketing campaigns to attract prospective purchasers are within budget, use a mix of media, and detail the calendar of events.
- 3.2 Advertising of property is consistent with industry requirements.
- 3.3 Prospective purchasers are qualified and prepared for purchase by auction consistent with industry requirements.

Outcome 4

Facilitate the sale and purchase of property by auction.

Range evidence required for two different types of properties.

Performance criteria

- 4.1 The vendor is prepared for the auction day consistent with industry requirements.
- Range vendor preparation includes is but not limited to – preparation of property, setting the reserve price, auction day process, management of auction purchasers.
- 4.2 *Sale of Real Estate by Auction* form is completed in accordance with industry requirements.
- Range including but not limited to – explanation of need for peer review and confirmation of agreement as legally correct.

4.3 Processes for property sold at auction, under the hammer, are carried out consistent with industry requirements.

Range including but not limited to – *Sale of Real Estate by Auction*, receipting, signage.

4.4 Written transaction report is prepared consistent with industry requirements.

Outcome 5

Demonstrate knowledge of the process for a sale of a property when not sold at auction, under the hammer.

Performance criteria

5.1 Process for sale of the property when not sold at auction, under the hammer, is explained, consistent with industry requirements.

Range including but not limited to – approach to highest bidder, sale by private treaty.

Planned review date	31 December 2020
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 1999	31 December 2013
Review	2	18 December 2006	31 December 2013
Rollover and Revision	3	16 August 2012	N/A
Rollover and Revision	4	17 August 2017	N/A

Consent and Moderation Requirements (CMR) reference	0003
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.