

INFORMATION BULLETIN

Regarding the NAMIBIA ESTATE AGENTS BOARD examination

Government Notice R1409 of 1 July 1983 as amended

NAMIBIA ESTATE AGENTS BOARD EXAMINATION

1. WHEN, WHERE AND HOW TO APPLY

1.1 The regulations stipulate that candidates for an examination must apply to the Namibia Estate Agents Board (NEAB) in the prescribed manner. Since the NEAB will return incomplete or incorrectly completed applications, candidates should ensure that all particulars are provided.

1.2 Applications must reach the NEAB **by the closing date as advertised**. Late applications will be returned unless the candidate has indicated an alternative examination date **at least 2 weeks prior to the date** of examination.

2. The prescribed examination fee must accompany applications. The approved examination fee for all examinations conducted is N\$1000.00. Candidates who fail an examination and enter for a subsequent examination must reapply and once again pay the examination fee. Payment via bank deposit, EFT and speed point will be accepted and proof thereof has to be submitted to the NEAB along with the completed application. **NO CASH** will be accepted.

3. Applicants, who enter for a particular examination but fail to report for it for whatever reason, **will forfeit the examination fee** and will have to reapply in the prescribed manner. Applicants, who have entered for an examination and thereafter knows, or have reason to believe that they will not be able to write that specific examination must **IN WRITING** and not later than **two weeks prior** to the examination request the NEAB for permission to write the next upcoming examination as well as state their reasons for not being able to write. Please bear in mind that, should the NEAB have approved your request to write the next examination and the applicant once again is unable to sit for that examination, no further request will be considered and the applicant **will forfeit the examination fee** and will have to reapply in the prescribed manner.

4. Everyone who registers for an examination will receive a letter from the NEAB confirming the date and time of the examination. This letter also contains the examination number, which has been allocated to you. This number is very important - refer to it in any correspondence with the NEAB regarding the examination.

If you have not received this letter by the time of the of the examination, please call the office and the letter will be e-mailed to you.

It **remains** the candidate's responsibility to make sure they received the examination number and rules prior to the examination.

5. The prescribed study material for the examination are namely:

- a. The REAL ESTATE STUDY GUIDE, a publication of the Board;
- b. The ESTATE AGENTS ACT, Act 112 of 1976;
- c. The FINANCIAL INTELLIGENCE ACT ("FIA"), Act 13 of 2012; and
- d. The TRANSFER AND STAMP DUTY AMENDMENT ACTS 6 & 7 of 2013
- e. The SECTIONAL TITLES ACT, 2009

This study material is available from the NAMIBIA ESTATE AGENTS BOARD in 7. Hahnemann Street, Windhoek West. The (1) STUDY GUIDE is **NS\$800-00** per book; (2) the Estate Agents Act 112 of 1976 is available at **NS\$ 200-00** per copy; (3) Financial Intelligence Act 13 of 2012 as published in the Government Gazette No 5096 of 14 December 2012, Government Notice 299. It can also be purchased from the NEAB at **NS\$200-00**. copy Transfer and Stamp Duty Amendment Acts 6 & 7 of 2013, is issued for free, the amendment of regulations relating to standard of training of estate agents; estate agents act no. 112 of 1976 and the application fees for renewal.

6. Each candidate will receive from NEAB, with notification of the examination number, the general examination regulations and procedures, which should closely be adhered to. Any infringement or disregard of these rules may result in a disciplinary hearing.

7. **EXAMINATION FORMAT**

- a) The NEAB Estate Agents examination will be hosted online due to restrictions put in place to prevent the spread of Corona Virus. The examination will be hosted on the think Exam Platform
- b) The 3-hour examination will be based on ALL study material as mentioned under Point above, and will consist of short and long questions to be answered, multiple choice questions, and a contract (Offer to Purchase, Lease or any contract as discussed in the "REAL ESTATE STUDY GUIDE"). The TOTAL POINTS for the paper is 100 and the **PASS MARK is 50%**.

Please note that only one answer is correct when answering a multiple choice question – either A, B, C, D or what ever the case may be.

- c) Your examination number will be forwarded to you within the following weeks. On the day of the examination your examination number should be quoted on everything relating to the examination. **Examinations and answers are marked on the examination number provided and not on your personal name.**
- d) The examination will be conducted online, **candidates will be provided with the details of the online examination.**

8. EXAMINATION RESULTS

The result report received by the candidates will indicate PASS or FAIL as well as the actual marks obtained. **Examination results will be available within four weeks after the date of the examination.**

Examination results will be available on the electronic platform on which students wrote

BANK DETAILS

ACCOUNT NAME: NAMIBIA ESTATE AGENTS BOARD (Examination)
BANK: BANK WINDHOEK
BRANCH: MAERUA MALL
BRANCH CODE: 483-872
ACCOUNT NUMBER: 102 494 7901
NEAB FAX NUMBER: 061-234709

Should candidates require any further information with regard to the examination, please contact the NEAB offices at telephone number 061- 249885 or e-mail at admin1@neab.co.na ; supervisor@neab.co.na or reception@neab.co.na

Typical multiple choice questions plus answers

1. What information can be obtained from a title deed?
 - (a) the outstanding bond and payments to the financial institution
 - (b) the names of both the previous and existing owner
 - (c) a full description of the property
 - (d) the purchase price which the existing owner paid
 - (e) whether any limited real rights are registered in respect of the property

- 1 All of the above
- 2 A and C only

3 B, C, D, and E

Answer: = 3

2. A tenant has concluded a lease agreement of a house for five years. The property is sold to a third party three years after the conclusion of the lease agreement. The tenant is entitled to remain in occupation.....

- A only if the new owner gave their consent
- B for a further two years
- C only if the original lease was in writing and signed by the owner
- D provided the original lease has been registered against the title deed of the property
- E for a maximum period of 30 days after conclusion of the sales agreement

Answer:

(1 point)

A	B X	C	D	E
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Please note the following:

- a) If you shade or mark in more than one space, your answer will be marked as incorrect.
- b) If you changed any answer, ensure that you properly cross out any previous answer for that question.
- c) Your score for the examination will be based on the number of questions which you answered correctly.