

INFORMATION PACK · JULY 2026

Join the Approved Contractor Network

Deliver exceptional workmanship. Build a long-term relationship with a Wellington property management company built on transparency — clear expectations, fast approvals and prompt, professional administration.

About the programme

New Zealand Realty Services Limited manages residential properties across the Wellington region. The Approved Contractor Network is how we make sure every tradesperson attending a property we manage works to the same professional standard — qualified, insured, communicative and accountable. Approved contractors are the first people we call when maintenance and project work comes up across our portfolio. Approval is free: no membership fees and no lock-in.

Why join

Priority work allocation High-performing contractors receive priority consideration for ongoing work.	Professional relationships A long-term partnership with a REINZ-accredited property management company.
Transparent communication Clear expectations, fast approvals and professional administration.	Prompt payments Clean, compliant invoices are processed efficiently following approval.
A trusted brand Carry the Approved Contractor badge for New Zealand Realty Services.	Well-briefed jobs Work orders arrive with clear scopes, tenant contacts and access arrangements.

Our standards

Four values sit behind the network — **Transparency** (everything open, honest and accountable, from quotes to invoices), **Professionalism** (qualified trades, quality workmanship, high standards), **Partnership** (long-term relationships built on trust) and **Accountability** (we stand behind our work and expect our partners to do the same).

In practice, approved contractors commit to:

- Professional communication — updates throughout every job
- Quality workmanship to New Zealand industry standards
- Health & safety — full compliance with the Health and Safety at Work Act 2015
- Transparency — clear itemised invoices, and before/after photos where appropriate
- Respect — treating tenants and properties professionally
- Compliance — current qualifications, registrations and insurance at all times

How we work

1. Work order issued (clear scope, tenant contact, access) → **2. You accept** → **3. Work completed** → **4. Documentation submitted** → **5. Invoice processed** → **6. Landlord updated**. If a job turns out bigger or

different than the approved scope, stop and contact us for approval before proceeding — except where immediate action is needed to make a property safe.

What you'll need to apply

Public liability insurance	Current certificate — we recommend \$1M+ cover	Copy required
Trade qualifications	Certificates or evidence of qualification	Copy required
Licences & registrations	Where required by law (electrical, gas, plumbing, LBP)	Copy required
Health & safety policy	Proportionate to your business size	Copy required
Employee / subcontractor list	Everyone who may attend our properties	Copy required
Bank account verification	Bank-issued slip or statement header	Copy required
NZBN & GST number	Entered in the online application form	In the form
Emergency contact	After-hours contact for urgent work	In the form
Insurance expiry date	We track it and follow up before it lapses	In the form

The Letter of Engagement

Approval is formalised by a plain-English Letter of Engagement, signed electronically as part of the online application (Contract and Commercial Law Act 2017). It covers: professional standards · communication · invoices · quality assurance · health & safety · confidentiality & privacy · independent contractor status · approved contractor status · termination · declaration. Read the full text at newzealandrealty.co.nz/contractors. Approved status does not guarantee any volume of work — allocation is based on trade, availability, performance, pricing and location.

How to apply

- 1. Read the Letter of Engagement at newzealandrealty.co.nz/contractors.
- 2. Complete the online application and sign electronically (about five minutes).
- 3. Reply to our confirmation email with copies of your documents attached.
- 4. We review personally and reply within two working days.
- 5. On approval you receive your welcome pack and Approved Contractor confirmation.

Questions? Email info@newzealandrealty.co.nz or call **+64 4 280 1711** — we're happy to talk any clause through before you sign.

New Zealand Realty Services Limited · Wellington · REINZ Accredited RPM Member · This pack is a summary for convenience; the signed Letter of Engagement is the agreement of record.