

## 1. Introduction

Home First Properties provides accessible, efficient & quality real estate services by offering quality education and training for our agents. Agents work flexible hours, have no area restrictions and are not office bound. The Home First Properties business model is designed to cater for full-time agents and part-time agents. We are registered with and held accountable by the following institutions:

- CIPC : Companies and Intellectual Property Commission
- PPRA : Property Practitioners Regulatory Authority.
- FIC : Financial Intelligence Centre
- SARS : South African Revenue Service

### **In terms of Section 47 of the Property Practitioners Act 22 of 2019:**

Individuals who operates as Property Practitioners must obtain and maintain a valid FFC (Fidelity Fund Certificate) from the PPRA.

## 2. Things to know before you join

2.1. We provide the following at our expense:

- 2.1.1. The legal framework to operate as a property practitioner.
- 2.1.2. Digital training material and virtual training sessions.
- 2.1.3. Logbook services.
- 2.1.4. Digital advertising material. (Printed material is at the agent's cost)
- 2.1.5. **We do not pay salaries**, agents earn commission on their successful deals.
- 2.1.6. We offer a 50:50 commission split. (negotiable, based on real estate experience.)

2.2. What you need to provide

- 2.2.1. A cellphone with whatsapp, Laptop/PC, Own reliable transport.
- 2.2.2. R500 once-off administration fee (**non-refundable**) for
  - Issuing an employment letter
  - Applying for a 7 digit reference number
  - Paid to Home First Properties
- 2.2.3. R2 074 for issuing FFC
  - Paid to the PPRA
  - Renewable every 3 years
  - Schedule of fees for 2023/2024 download link :  
[https://theppra.org.za/download.php?data\\_id=125107](https://theppra.org.za/download.php?data_id=125107)

### 3. Join Us

#### 3.1. Identity confirmation

A certified ID/Passport copy **not older than 8 weeks**.

#### 3.2. Background check

We believe in giving every person a chance to prove themselves, thus we do not conduct interviews. We just require a criminal record report which can be obtained in participating PostNet branches and other service providers.

#### 3.3. FFC application form

3.3.1. Download the application form from the link below:  
[https://theppra.org.za/download.php?data\\_id=118977](https://theppra.org.za/download.php?data_id=118977)

3.3.2. **READ THE ENTIRE FORM FIRST.**

3.3.3. Fill-in all sections and sign form

Under STATUS/EMPLOYMENT INFORMATION, fill-in or select as show below:

- Select "*Fidelity Fund Certificate (Property Practitioners)*"
- Select "*Candidate*"
- Company full name: Home First Properties (Pty) Ltd
- Trading name: Home First Properties
- Registration number: 2022 / 684585 / 07
- Business address: 12 Paarlkop street, Modder East, 1559

#### 3.4. Pay once-off administration fee

Amount	: R500 for EFT payments / R650 for cash deposits
Bank	: FNB
Account holder	: Home First Properties
Account number	: 6301 7607 144
Account type	: Cheque
Branch code	: 250 655
Reference	: Your ID number / passport number

3.5. Send the following attachments to [join@homefirst.co.za](mailto:join@homefirst.co.za)

- Identity confirmation
- Background check
- FFC application form
- Proof of payment

3.6. Pay for FFC issue

Amount : R2074 or as prescribed by the Schedule of fees.  
Bank : ABSA  
Account holder : Estate Agency Affairs Board  
Account number : 405 203 3310  
Account type : Cheque  
Branch code : 632 005  
Reference : Seven (7) digit reference number that we will send you.

3.7. PPRA issues FFC

4. **Welcome Home !!!!** Next step: On-boarding and Training.

For Enquiries contact:  
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