property agents board

Application to manage more than one office

Please be aware that this application must be approved by the Board BEFORE the offices are opened.

Registered Name:- _____ Date submitted to Board:- _____

Trading as _____

Agent in charge:- _____ Date qualified:- _____

Agent's total hours in attendance per week:- _____

	Full address of offices	Number of staff/employees per office	Agent's Attendance (hrs/days) in office
1.		PC APM Admin/Other	
2.		PC APM Admin/Other	
3.		PC APM Admin/Other	

Property Management records: each branch ☐ centralised ☐ Other ☐

Sales Contracts records: each branch ☐ centralised ☐ Other ☐

Trust account location(s) each branch ☐ centralised ☐ Other ☐

Make a statement as to how you supervise the day to day activities carried on in each of the offices (if there is not enough space please attach separate page to this form)

I declare that the above information is true and correct

Declaration by Agent:- _____ Date: _____

Office Use only

Application Received		Consideration date:		Approval Date:	
Request for further information	Yes ☐	No ☐			
	2009	2008	2007	2006	2005
Complaints:					
Audit Report Qualifications:					
Inspection Concerns:					
Timely lodgments:					

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