

PROPERTY AGENTS BOARD

(Property Agents and Land Transactions Act 2005)

APPLICATION FOR REGISTRATION AS PROPERTY MANAGER PART 2 DIVISION 1

1 July 2008 – 30 June 2009

Part 2 covering the Registration of Property Managers is divided into two Divisions:-

- **Division 1** contains the names of property managers who carry on business as a property manager.

Please note

- A property manager can be either an individual or a company but only an individual can be employed by another property manager.
- A person, other than a qualified property manager, cannot imply that he/she is a qualified property manager, by the inclusion of his/her name in the company or business name of the property management business.
- All questions must be answered. If a question is not applicable mark "N/A" to indicate that the question has not been overlooked.
- Applications will be delayed if the form is not properly completed, the correct fee is not tendered, or the required additional documents are not supplied.

The following must be provided with this application:-

- Correct fees
- Copy of any licence/registration/certificate/diploma
- Copy of Professional Indemnity Insurance Policy (minimum \$500,000)
- Copy of Constitution (if a company)
- Copy of Registration of a Company (if applicable)
- Copy of form lodged with the Australian Securities Commission, showing appointment of directors (if applicable)
- Copy of business name registration certificate (if any)
- A letter advising the name and address of the person granting a franchise and the date on which the franchise was entered into or is to be entered into (if applicable)

Please return completed application with fees and required documents to:-

Executive Officer
Property Agents Board
Royal Engineers Building
2 Davey Street
Hobart Tas 7000

Telephone 6234 2700
Fax 6234 2216
board@propertyagentsboard.com.au
www.propertyagentsboard.com.au

Office Use Only

Date Received:

Date of Hearing:

Amount Received \$

Receipt No:

Date Granted:

Registration No:

Information applicable for Property Manager - COMPANY

Name:

ACN/ABN

Nominated Manager in Charge

(Surname) (Given Names)

Registration Number

Statement by Nominated Manager in Charge:

I have accepted the position as manager in charge with the above corporation and I am aware of the rules of conduct for manager in charge as set out in Section 82 of the Property Agents and Land Transaction Act 2005.

Signature Date

Indemnity Insurance Provider

Qualified Director(s)	Surname	Given Names	Residential Address	Registration No

Statement by Applicant Company

I, property manager/director of the above named being an applicant for registration as a property manger Part 2, Division 1, certify that the information provided in this application is true and correct and that the applicant corporation:-

- (i) is not in receivership or in liquidation;**
- (ii) has not served a resolution for voluntary winding up (except for the purpose of reorganisation);**
- (iii) has not had a winding up order made in respect of it by the Supreme Court; and**
- (iv) does not have a director, agent, secretary or other similar officer who is disqualified for holding a registration by virtue of Section 60 of the Property Agents and Land Transactions Act 2005**

Signature Date

Information applicable for Property Manager - PERSONAL

Name:

Address:

Qualification:

Statement by Applicant

I, the above named,

- (i) am not an undischarged bankrupt;
- (ii) have not made a composition or arrangement with creditors, the debts to which have not been paid in full or the terms have not been fulfilled
- (iii) am not disqualified for holding a licence by virtue of -
 - (i) Section 69 (effect of suspension); or
 - (ii) Section 125 (suspension or disqualification by Board)
- (iv) have not been convicted, in Tasmania or elsewhere, of an offence involving violence or dishonesty; and
- (v) have not had a licence granted in another State or Territory of Australia, suspended or revoked.

Signature

Date

Information applicable for all applicants

Proposed Trading Name
(if applicable)

Telephone No

Facsimile No

e-mail address

Principal Place of Business

Additional Branches
(if applicable)

FEES

All fees inclusive of GST

Application Fees

Personal

\$116.48

Company

\$232.96

Registration Fee - Property Manager Part 2 Division 1

\$291.82

Plus for each property consultant or assistant property manager to be employed at date of registration

\$58.85