

# PROPERTY AGENTS BOARD

(Property Agents and Land Transactions Act 2005)

## APPLICATION FOR REGISTRATION AS PROPERTY MANAGER PART 2 DIVISION 1

**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 Certificate of Currency (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](mailto:board@propertyagentsboard.com.au)  
[www.propertyagentsboard.com.au](http://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**

**\$136.15**

**Company**

**\$272.30**

**Registration Fee - Property Manager Part 2 Division 1**

**\$341.10**

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

**\$68.80**