

MEMO

To: Property Agents
From: Alicia Hutton – Executive Officer
Subject: Application for Licence (Renewal)
Date: 1 June 2020

This memo is designed to assist with the renewal process – there is also information available on the Board’s website – just click the Renewal Tab on the home page.

Application for Licence (Renewal) Form

Every person who holds a licence will receive an Application for Licence (Renewal) form via email. If you require a hard copy to be sent, please make the request via email to board@propertyagentsboard.com.au

You can either print, complete and return the Application for Licence (Renewal) form that has been sent to you **OR** use the Board’s online application form.

Lodgement

Applications cannot be regarded as having been lodged unless they are fully and correctly completed, and the correct fee paid.

The application (either paper or electronic) and licence fee must be lodged with the Property Agents Board by **31 July 2020**. Late fees apply for the late lodgement of licence applications (that is, received after 31 July 2020).

Your paper application can be lodged by mail to Property Agents Board, Level 1, 15 Victoria Street, Hobart 7000 or via email to board@propertyagentsboard.com.au

CPD – reduced requirements

The Board acknowledges the issues the property industry is facing and has determined to reduce the CPD requirement to 6 CPD points for this licence renewal period. There is more information about CPD matters available on the Board’s website – it may be the answer to your question.

Property agents are only required to complete 6 points of approved CPD. Further, only 2 point of the required 6 point are required to be industry specific. The training activity can be provided by an external or internal training provider. Whilst the Board has reduced the requisite CPD points, the Board encourages property agents to undertake as much CPD as practicable and preferably industry specific CPD to keep professionally engaged.

If required, Property Agents will have until 30 November 2020 without formally seeking a CPD extension. Just simply tick a box in the CPD section of the renewal documentation. However, you will need to provide the Board with evidence of CPD completion prior to 30 November 2020.

For those who also have a condition to complete at least 4 points on Tasmanian Legislation relating to the conduct of property agents by 30 June 2020, this condition has automatically been extended to 30 November 2020.

Previous CPD extension

If you had an extension to complete CPD from last year, you have until 30 November 2020 to meet this requirement by providing the Board with evidence of completion.

Licence Fees (note - there is no GST in the licence fees)

There is a tax invoice attached to your email and your licence fees can be paid by cheque (made payable to **Property Agents Board**), Direct Deposit or BPAY.

BPAY

The Board has introduced payment by BPAY.

The Board's Biller Code is 322263 and printed on your invoice is a unique 8-digit reference number.



® Registered to BPAY Pty Ltd ABN 69 079 137 518

Direct Deposit details


Bank Commonwealth Bank of Australia
BSB 067002
Account No. 00110109
Account Name Property Agents Board

(Please ensure you put your name or the reference number as the description when paying by direct deposit and include the remittance advice with your lodgement).

Information on how to complete your renewal is set out below and is also available on the Board's website.

Online Application form

The Board has introduced an Online Application Form to enable lodgement via the Board's website. The information to be completed is the same as the paper form. There is an Online Application form for property agents that are individuals and property agents that are companies.

Fields that have a * need to be completed. Further information about the information required is available if you hover over the question mark symbol. 

Licence Renewal 2020-2021 Online Application Form- Individual

Renewal should be submitted before 31 July 2020

Licence type * ⓘ

Licence number ⓘ

Title * First Name * ⓘ Middle Name (s) ⓘ Last Name * ⓘ

Mr

Preferred name used for marketing ⓘ

First Last

Residential Address * ⓘ Postal Address ⓘ

Line 1 Line 1

Line 2 Line 2

City State City State

Zip Code Country Zip Code Country

Example Only

Paper Application Form

The front side of the form has the:

- name of the licence holder;
- licence type;
- employing agency; and
- any licence conditions.

The reverse side of the form comprises 4 different sections:

- Personal Details;
- CPD;
- Disclosures; and
- Declaration by applicant.

The form should be completed by the individual named on the front of the form.

Personal Details section – sample

Quick reference guide to personal details

Personal Details	
Full Legal Name:	John Edward Balesworthy
Preferred name used for marketing: (if different to Legal Name)	Ted Balesworthy
Personal Address:	1 Home Drive, Homeville, Tasmania 7000
Mobile work	0410 555 555
Mobile personal	0415 555 888
Email work:	ted.balesworthy@realestateagency.com.au
Email personal:	tedisbest@gmail.com.au
Date of Birth:	12/08/1982
I certify the above information is true and correct.	
	Initial here

Example Only

Personal Details	To be completed by the person named on the application (the applicant).
Full Legal Name	The applicant's first name, (any) middle name(s) and surname. If a change of name is required attach appropriate evidence of the name change such as a copy of a valid passport, current driver's licence or marriage certificate that reflects the new legal name.
Preferred name used for marketing	If the name that a property agent uses is a preferred name or nickname for marketing/advertising, then to use this name it must be included in the Register.
Personal address	This is the applicant's residential address for the Register. It is not made public. It cannot be a PO Box or the business address
Mobile	Provide work and personal mobile numbers if appropriate
Email – work	Provide work email
Email - personal	Provide personal email - sometimes when an applicant moves employer it provides another contact.
Certify	Initial the certification in the box that says "Initial here".

Continuing Professional Development (CPD) - samples

Complete this section with details of the CPD you have completed.

COMPLETED Continuing Professional Development (CPD) -Complete the section below for CPD undertaken.				
CPD Code	Name of CPD Activity	Provider	Activity Date	No. of points
Industry Specific				
EP 1752	Catch up with the Property Girls	Real Women in Real Estate	24/9/2019	1
Non industry specific				
I certify that I undertook the above identified CPD Activities.				Initial here

Example only

Example extract from List of Approved CPD Activities

CPD CODE	Name of CPD Activity	Provider	Classification	Activity Date	No of Points
EP 1752	Catch up with the Property Girls	Real Women in Real Estate	Industry Specific	24/09/2019	1
EP 1813	Online You - A webinar with Fiona Blayney	Realestate.com.au	Industry Specific	14/11/2019	1
EP 1821	Rent Series - webinar	Realestate.com.au	Industry Specific	9/12/2019	1
EP 1950	The Complete Guide to securing VPA - webinar with Tom Panos	RealEstate.com.au	Industry Specific	25/03/2020	1
EP 1725	REBAA National Conference 2019	REBAA	Industry Specific	04/08/2019 - 05/08/2019	12
EP 1047	CPR - First Aid Course	Red Cross	Non industry specific	ongoing	2
EP 1473	Buyer's Agent Excellence	REINSW	Industry Specific	ongoing	4
EP 1795	2019 Business Brokers Forum	REIQ	Industry Specific	26/06/2019	5
EP 1819	REIQ Summit 2020	REIQ	Industry Specific	12/03/2020-13/03/2020	10
EP 1002	Accelerate your Property Management Career Today	REIT	Industry Specific	ongoing	7

Alternatively, use the **not yet completed** section to advise the Board that you will provide evidence of CPD undertaken prior to 30 November 2020.








NOT YET COMPLETED Continuing Professional Development (CPD) Use this section if you have not completed your CPD requirement.	
I acknowledge that I have not yet completed (all) the required CPD, I will provide evidence of completion to the Board prior to 30 November 2020.	Initial here

It may be that you complete both sections if you have completed some CPD but also have some training activity coming up.

Quick reference guide to CPD

Continued Professional Development (CPD)	To be completed by the person named on the application (the applicant).
CPD Code	You must use the Board’s CPD code only. The CPD code for every Board approved CPD activity can be found in the <i>List of Approved CPD Activities</i> that is published within the CPD section of the Board’s website.
CPD points	6 points of CPD must be completed by every property agent in order to have his or her licence renewed. <i>If the applicant has not completed the CPD requirement to declare on the Application for Licence (Renewal) form, still lodge the form before 31 July 2020 but ensure that the remaining CPD is completed prior to 30 November 2020 and that the Board is advised.</i>
Industry v Non-Industry Specific	2 points of the 6 points required need to be industry specific . Approved activities which are industry related are identified as industry specific training activities which are more general in nature are characterised and approved as non-industry specific .
• 2 points must be industry specific	
Certify	Initial the certification in the box that says “Initial here”.

Disclosure and Declaration- examples

Disclosures (if you answer yes to any of the following questions provide further details in writing)	
In the last 12 months have you been found guilty (whether or not in this State) of an offence?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
In the last 12 months have you been charged (whether or not in this State) with an offence?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you, or in the last 12 months have you become an undischarged bankrupt or have you applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with creditors or made an assignment for your remuneration for their benefit? (eg Debt agreement)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you disqualified from holding a licence, certificate of registration or had a licence, certificate or other authority suspended (whether or not in this State)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
I certify the above information is true and correct.	
Initial here 	
Declaration by the Applicant	
All statements and information contained in this application are true and correct to the best of my knowledge;	
Initial here 	
I have read and understood the information contained in this application; and	
Initial here 	
I further state that:	
I authorise the Property Agents Board to make any enquiries and to receive and disclose any information relevant to this application; and	Initial here 
I acknowledge that specific information will be placed on a public register in accordance with the <i>Property Agents and Land Transactions Act 2016</i> ; and	Initial here 
I accept that failure to supply information required on this application form will delay the processing of the application; and	Initial here 
I understand that the giving of false or misleading information is a serious offence under the <i>Criminal Code Act 1924</i> .	Initial here 
Applicant's Signature _____	ON: (date)

Quick reference guide to Disclosure and Declaration

Disclosures	To be completed by the person named on the application (the applicant). The disclosures need to be made to ensure that the applicant remains a fit and proper person to be licensed. Answer yes or no to each question. If any answer is "yes" provide additional information.
Certify	Initial the certification in the box that says "Initial here".

Declaration	To be completed by the person named on the application (the applicant). The declarations are made by the applicant in support of the Application for Licence (Renewal). It also provides certain authorisations to the Board.
Certify	Initial the certification in the box that says "Initial here".