

Changing details form – Individual

Request for amended/replacement hard copy licence



I request the following amendments/change to my licence and/or request production of a new hard copy licence.

Licensee details - existing		
Surname:	Title:	
Given Name:	Other Name(s):	
Address:		
Suburb:	State:	Postcode:
Telephone:	Mobile:	
Email:		
Licensee details - change to		
Surname:	Title:	
Given Name:	Other Name(s):	
Address:		
Suburb:	State:	Postcode:
Telephone:	Mobile:	
Email:		

Employer - Existing	
Name of Property Agent:	
Trading Name:	
Employer - new	
Name of Property Agent:	
Trading Name:	

Authorisation	
Licensee's Signature	Date
If applicable	
Property Agent in nominated control (Name)	
Signature	Date

Changes to be effective by	
As soon as practicable: <input type="checkbox"/> Yes	or Date:

Request for amended/replacement licence	
An administrative fee to produce an amended/replacement licence is payable of \$15.80	
I request a hard copy of my licence to be sent to my address as stated above.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
I request a hard copy of my licence to be sent to my employer.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
I request a hard copy of the receipt for the administrative fee to be sent with my licence.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
The Board accepts payments by cheque, cash, EFT (payment by Credit Card or EFTPOS is unavailable).	
Bank Account: CBA	BSB: 067-002
Account No. 0011 0109	Reference: Licence Number
Cheques: Make payable to the Property Agents Board	