

# Application to manage more than one authorised place of business Form 2017-2018



Applicant Details (Real Estate Agent/Property Manager)					
Surname:		Title:			
Given Name:		Other Name(s):			
Address:					
Suburb:		State:		Postcode:	
Telephone:		Mobile:			
Fax Number:					
Email:					
Property Agent Conducting Business (Company/sole trader)					
Name of Property Agent:					
Trading Name:					
<b>Complete the following for <u>each</u> authorised place of business</b>					
Authorised Place of Business - 1					
Address:					
Suburb:		State:		Postcode:	
Number of Property Representatives			Number of administrative staff		
Your attendance in office (hours per day and days per week)					
Property management records kept here?		Sales contracts kept here?		Trust account records kept here?	
yes	no	yes	no	yes	no
Authorised Place of Business - 2					
Address:					
Suburb:		State:		Postcode:	
Number of Property Representatives			Number of administrative staff		
Your attendance in office (hours per day and days per week)					
Property management records kept here?		Sales contracts kept here?		Trust account records kept here?	
yes	no	yes	no	yes	no
Authorised Place of Business - 3					
Address:					
Suburb:		State:		Postcode:	
Number of Property Representatives			Number of administrative staff		
Your attendance in office (hours per day and days per week)					
Property management records kept here?		Sales contracts kept here?		Trust account records kept here?	
yes	no	yes	no	yes	no

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Before the Board authorises a real estate agent or property manger to manage more than one authorised place of business the Board must be satisfied that the property agent is competent to manage the business and the places of business are all in the same region.

Provide a statement which includes how you will supervise the day to day activities carried on at each authorised place of business


## Statutory Declaration under the *Oaths Act 2001* by the Applicant

I, of:  
*(full name)* *(address)*

Do solemnly and sincerely declare that:

1. All statements and information contained in and with this application are true and correct to the best of my knowledge;
2. I have read and understood the information contained in this application; and I further state that:
3. I confirm I understand the duties and obligations imposed on myself under the *Property Agents and Land Transactions Act 2016*, *Property Agents and Land Transaction Regulations 2017* and Code of Conduct.
4. I accept that failure to supply information required on this application form may delay the processing of the application.

This declaration is made at: *(location)* on: *(date)*

Signature \_\_\_\_\_

Before me: *(Print name of witness)*

Witness' signature \_\_\_\_\_