**Property Representative Examination**

The following is a general guide as to the information that a person seeking to undertake the Property Representative examination maybe examined upon.

**Documentation**

* Condition Report
* Notices to Vacate
* Particulars and Conditions of Sale
* Property Management Authority
* Residential Tenancy Agreement
* Sole Agency Agreement
* Standard Conditions of Sale
* Tenancy Application
* Vendor Disclosure Document

**Knowledge**

understand

* advertising Requirements
* Competitive Market Appraisal, how to prepare a
* cooling of periods
* dispute Resolution
* fixtures and chattels, the difference between
* licensing of property agents
* ownership models for real estate agency business
* personal presentation
* professional indemnity insurance
* Property Agents Board, role of
* property title, how to read a
* real and personal property, difference between
* Real Estate Institute of Tasmania, role of
* records in the property industry, keeping of
* solicitors and conveyancers, the role of
* The List, how to access and research
* transfer of property under both Old Title and Torrens Title
* valuations and market appraisals, the difference between
* vendor disclosure
* zoning of land

**Contracts**

understand

* how are contracts terminated
* people ineligible to sign contracts
* the six parts of a valid contract

**Trust Accounting**

understand

* audit requirements
* authority to disburse trust money
* reconciliations
* reporting requirements
* security of trust money
* setting up a trust account
* source documents
* the purpose of trust accounts

**Sales Functions**

understand

* auction
* buying motives
* buying signals
* closing the sale
* conditions precedent and warranties
* conjunctions
* contract of agency and fiduciary duty
* marketing and misrepresentation
* negotiation
* notice to show tenanted properties
* open homes
* privacy and do not call register
* private treaty
* prospecting – demographic and geographic
* roles and responsibilities of the property agent in sales
* showing the property
* tender

**Property Management Functions**

understand

* access to tenanted properties
* bonds
* condition reports
* fixed & non-fixed term leases
* gross & net returns
* growing the rent roll
* maintenance – urgent and other
* managing arrears
* minimum standards
* property agent in property management, role of
* Rental Deposit Authority
* Residential Tenancy Commissioner, role of the
* routine inspections, purpose of
* smoke alarms
* terminations – tenants and owners

**Legislation**

Knowledge of and the purpose of the following Legislation:

* *Anti-Discrimination Act 1998*
* *Competition and Consumer Act 2010*
* *Conveyancing and Law of Property Act 1884*
* *Lands Titles Act 1980*
* *Privacy Act 1988*
* *Property Agents and Land Transactions Act 2016*
* *Property Agents and Land Transactions Regulations 2017*
* *Residential Tenancy Act 1997*
* *Retail Shops Tenancy Regulations*
* *Valuation of Land Act 2001*
* *Work Health and Safety Act 2011*

Have the ability to find and reference information contained in

* *Property Agents and Land Transactions Act 2016*
* *Property Agents and Land Transactions Regulations 2017*
* Code of Conduct
* *Residential Tenancy Act 1997*

**Consumer Protection**

understand

* cartel conduct
* disclosure
* material Facts
* misleading conduct
* misrepresentation
* remaining silent
* secret commissions
* unconscionable conduct