**I request that the Board provide approval in writing for the trust account records to be kept at a place other than the authorised place of business.**

**I provide the following information for the Board’s consideration:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Licensee details** | | | | | |
| Name on Licence: | | | | | |
| Business Name on Licence: | | | | | |
| **Authorised place of business details** | | | | | |
| Address: | | | | | |
| Suburb: | | State: | | | Postcode: |
| Telephone: | |  | | | |
| Email: | | | | | |
| **Number of trust accounts as part of this requested?** | | | | | |
|  | | | | | |
| **Trust account details - Account 1** | | | | | |
| BSB | | Account Number | | | |
| Trust account type (transaction type) | | | | | |
| Sales ☐ | Property Management ☐ | | Both ☐ | Auction ☐ | |
| Is the trust account open? | Yes ☐ | | No ☐ |  | |
| **Trust account details – Account 2** | | | | | |
| BSB | | | Account Number | | |
| Trust account type (transaction type) | | | | | |
| Sales ☐ | Property Management ☐ | | Both ☐ | Auction ☐ | |
| Is the trust account open? | Yes ☐ | | No ☐ |  | |
| **Trust account records will be kept - address** | | | | | |
| Address: | | | | | |
| Suburb: | | State: | | | Postcode: |
| **Access information** | | | | | |
| Who does the Board contact to retrieve a trust account record? | | | | | |
| Telephone: | | | Email: | | |
| How are the trust account records being kept? (boxes, filing cabinet) | | | | | |
| Who has access to the trust account records? (security) | | | | | |
| Are the trust account records also being stored electronically? | | | | | |
| **Effective Date Details** | | | | | |
| As soon as practicable: ☐ Yes **or** | | Date: | | | |
| **Person making the request** | | | | | |
| Name | | | | | |
| Telephone: | | | | | |
| Email: | | | | | |

**Form terminology**

***Name on Licence*** *means the name of the property agent conducting business, eg ABC Pty Ltd as shown on the licence.*

***Business Name*** *means the name under which the business is advertised, eg ABC Real Estate.*