**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.*