

Changing details form - Business 2020-2021

Request for amended/replacement copy licence



I request that the following amendments/changes are made to this licence and/or request production of a new copy of the licence.

Please note there is no cost to make a change to the Register, the cost relates to a new copy of the licence being forwarded via email.

Licensee details - existing			
Name on Licence:			
Business Name on Licence:			
Address:			
Suburb:	State:	Postcode:	
Telephone:			
Email:			
Licensee details - change to			
Business Name:			
Address:			
Suburb:	State:	Postcode:	
Telephone:			
Email:			
Authorisation			
Agent in nominated control (Name)			
Signature:		Date:	
Effective Date Details			
As soon as practicable: <input type="checkbox"/> Yes or Date:			
You will be notified via email when the change has been made to the Register.			
Request for amended/replacement licence			
An administrative fee to produce an amended/replacement licence is payable of \$16.20			
I request a copy of the licence to be sent to the email address as stated above.			<input type="checkbox"/> Yes or <input type="checkbox"/> No
I request a copy of the receipt for the administrative fee.			<input type="checkbox"/> Yes or <input type="checkbox"/> No
The Board accepts payments by cheque, EFT (payment by Credit Card or EFTPOS is unavailable).			
Bank Account: CBA	BSB: 067-002	Account No. 0011 0109	Reference: Business Name
Cheques: Make payable to the Property Agents Board			

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.