

Changing Details Form - Individual 2020-2021

Request amended/replacement copy of licence



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

Licensee details - existing			
Surname:	Title:		
Given Name:	Other Name(s):		
Address:			
Suburb:	State:	Postcode:	
Telephone:	Mobile:		
Personal email:	Work Email:		
Licensee details - change to			
Surname:	Title:		
Given Name:	Other Name(s):		
Address:			
Suburb:	State:	Postcode:	
Telephone:	Mobile:		
Personal email:	Work Email:		
Employing Property Agent Conducting Business - Existing			
Name on Licence:			
Business Name on Licence:			
Employing Property Agent Conducting Business - New			
Name on Licence:			
Business Name on Licence:			
Authorisation			
Licensee's Signature:	Date:		
If applicable			
Property 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. Do not undertake any regulated functions for the new employer until you receive the notification.			
Request for amended/replacement licence			
An administrative fee of \$16.20 to produce an amended/replacement licence is payable			
I request a copy of my licence to be sent to my personal email address as stated above.			<input type="checkbox"/> Yes or <input type="checkbox"/> No
I request a copy of my licence to be sent to my work email address as stated above.			<input type="checkbox"/> Yes or <input type="checkbox"/> No
I request a copy of my licence to be sent to my employer.			<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 or EFT (payment by Credit Card or EFTPOS is unavailable).			
Bank Account: CBA	BSB: 067-002	Account No. 0011 0109	Reference: Your 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.