******Changing Details Form - Individual 2023-2024

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.

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| **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):  |
| Preferred name used for marketing: (if different to Legal Name) |  |
| 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: ☐ 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** - there is **no cost** to make a change to the Register |
| An administrative fee of **$17.80** to email an amended/replacement licence is payable |
| I request a copy of my licence to be sent to:  | my personal email ☐  | my work email address ☐ |
| I request a copy of my licence to be sent to my employer.  | ☐ Yes **or** ☐ No |
| I request a copy of the receipt for the administrative fee.  | ☐ Yes **or** ☐ 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.*