******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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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.*