

# Changing Details Form 2020-2021

## Property Agent to Manage Authorised Place of Business



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:		
Property Agent Conducting Business			
Name on Licence:			
Business Name on Licence:			
Authorisation - existing Property Agent			
Existing Property Agent in nominated control (Name):			
Signature:		Date:	
Authorisation – new Property Agent to be in nominated control			
New Property Agent to be in nominated control (Name):			
If approved by the Board, I accept I will be in effective and nominated control of the above business.			
I accept the duties and obligations imposed on me under the <i>Property Agents and Land Transactions Act 2016, Property Agent and Land Transactions Regulations 2017</i> and Code of Conduct			
Signature:		Date:	
Effective Date Details			
As soon as practicable: <input type="checkbox"/> Yes <b>or</b> Date:			
You will be notified via email when the change has been made to the Register.			
Request for amended/replacement licence			
An administrative fee of <b>\$16.20</b> 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 <b>or</b> <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 <b>or</b> <input type="checkbox"/> No
I request a copy of the receipt for the administrative fee.			<input type="checkbox"/> Yes <b>or</b> <input type="checkbox"/> No
The Board accepts payments by cheque or EFT (payment by Credit Card or EFTPOS is unavailable).			
<b>Bank Account:</b> CBA	<b>BSB:</b> 067-002	<b>Account No.</b> 0011 0109	<b>Reference:</b> Your name
<b>Cheques:</b> 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.