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

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 *Property Agents and Land Transactions Act* 2016, *Property Agent and Land Transactions Regulations* 2017 and Code of Conduct | | | | | | | |
| 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. | | | | | | | |
| **Request for amended/replacement licence** | | | | | | | |
| An administrative fee of **$17.80** 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. | | | | | | | ☐ Yes **or** ☐ No |
| I request a copy of my licence to be sent to my work email address as stated above. | | | | | | | ☐ 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.*