******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.

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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):  |
| 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.*