|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Details (Real Estate Agent/Property Manager)** | | | |
| Surname: | Title: | | |
| Given Name: | Other Name(s): | | |
| Address: | | | |
| Suburb: | State: | | Postcode: |
| Telephone: | Mobile: | | |
| Fax Number: | | | |
| Personal Email: | | Work Email: | |
|  | | | |

|  |
| --- |
| **Property Agent Conducting Business** |
| Name on Licence: |
| Business Name on Licence: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| **Complete the following for each authorised place of business** | | | | | | | |
| **Authorised Place of Business - 1** | | | | | | | |
| Address: | | | | | | | |
| Suburb: | | | State: | | | Postcode: | |
| Number of Property Representatives | | | Number of administrative staff | | | | |
| Your attendance (hours per day and days per week) | | | | | | | |
| Property management records kept here? | | Sales contracts kept here? | | | Trust account records kept here? | | |
| yes | no | yes | | no | yes | | no |
| **Authorised Place of Business - 2** | | | | | | | |
| Address: | | | | | | | |
| Suburb: | | | State: | | | Postcode: | |
| Number of Property Representatives | | | Number of administrative staff | | | | |
| Your attendance (hours per day and days per week) | | | | | | | |
| Property management records kept here? | | Sales contracts kept here? | | | Trust account records kept here? | | |
| yes | no | yes | | no | yes | | no |
| **Authorised Place of Business - 3** | | | | | | | |
| Address: | | | | | | | |
| Suburb: | | | State: | | | Postcode: | |
| Number of Property Representatives | | | Number of administrative staff | | | | |
| Your attendance (hours per day and days per week) | | | | | | | |
| Property management records kept here? | | Sales contracts kept here? | | | Trust account records kept here? | | |
| yes | no | yes | | no | yes | | no |

|  |
| --- |
| Before the Board authorises a real estate agent or property manger to manage more than one authorised place of business the Board must be satisfied that the property agent is competent to manage the business and the places of business are all in the same region. |
| Provide a statement which includes how you will supervise the day to day activities carried on at each authorised place of business |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Statutory Declaration under the *Oaths Act 2001* by the Applicant** | | | |
| I,  *(full name)* | | of:  *(address)* | |
| Do solemnly and sincerely declare that: | | | |
| 1. All statements and information contained in and with this application are true and correct to the best of my knowledge; | | | |
| 1. I have read and understood the information contained in this application; and I further state that: | | | |
| 1. I confirm I understand the duties and obligations imposed on myself under the *Property Agents and Land Transactions Act 2016, Property Agents and Land Transaction Regulations* 2017 and Code of Conduct. | | | |
| 1. I accept that failure to supply information required on this application form may delay the processing of the application. | | | |
| This declaration is made at: *(location)* | | | on: *(date)* |
| Signature |  | | |
| Before me: *(Print name of witness)* | | | |
| Witness’ signature |  | | |

**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.*