

# Changing Details Form - Individual 2021-2022

## 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.

<b>Licensee details - existing</b>			
Surname:		Title:	
Given Name:		Other Name(s):	
Address:			
Suburb:		State:	Postcode:
Telephone:		Mobile:	
Personal email:		Work Email:	
<b>Licensee details - change to</b>			
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:	
<b>Employing Property Agent Conducting Business - Existing</b>			
Name on Licence:			
Business Name on Licence:			
<b>Employing Property Agent Conducting Business - New</b>			
Name on Licence:			
Business Name on Licence:			
<b>Authorisation</b>			
Licensee's Signature:		Date:	
If applicable			
Property Agent in nominated control (Name)			
Signature:		Date:	
<b>Effective Date Details</b>			
As soon as practicable: <input type="checkbox"/> 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.			
<b>Request for amended/replacement licence - there is no cost to make a change to the Register</b>			
An administrative fee of <b>\$16.50</b> to email an amended/replacement licence is payable			
I request a copy of my licence to be sent to:		my personal email <input type="checkbox"/>	my work email address <input type="checkbox"/>
I request a copy of my licence to be sent to my employer.		<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.