

# Property Representative Application for Licence Form 2019-2020



Applicant Details	
Surname:	Title:
Given Name:	Other Name(s):
Date of Birth:	Place of Birth:
Have you been known by another name?	Name:
Applicant's Personal Address and Contact Details (not PO Box)	
Address:	
Suburb:	State: Postcode:
Telephone:	Mobile:
Fax Number:	
Email home:	
Email work:	
Qualifications and Experience	
1. Do you hold a qualification* under the <i>Property Agents and Land Transaction Act 2016</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you held a property representative licence within the two years immediately preceding this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you hold, or have previously held, a licence or a registration under any corresponding law in any other State or Territory? (if yes please provide relevant details)	<input type="checkbox"/> Yes <input type="checkbox"/> No
*For the purposes of Section 28(a) of the <i>Property Agents and Land Transactions Act 2016</i> , the prescribed educational qualification is successful completion, within the previous 2 years, of an examination for property representatives administered by the Board.	
Supporting Documents	
The following documents are required to be lodged with the application:	
1. <input type="checkbox"/> Evidence of educational qualification ( <i>exam letter</i> )	
2. <input type="checkbox"/> Copy of current photographic identification ( <i>eg Driving Licence or passport</i> )	
3. <input type="checkbox"/> Copy of national police certificate ( <i>issued within past 3 months</i> )	
Disclosures	
1. Have you ever been convicted of, or found guilty of ANY offences anywhere? ( <i>excludes traffic offences</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are you presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been disqualified from holding a licence/registration by any occupational licensing Board, Agency, other Departments or authorities anywhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you had any occupational licence/registration or application refused, cancelled or suspended?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you an undischarged bankrupt or made a composition or arrangement with creditors that is still in force?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered yes to any question, please provide relevant details in writing	

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Employer Details <i>(if applicable)</i>		
Name of Employing Property Agent:		
Trading Name:		
Street Name:		
Suburb:	State:	Postcode:
Telephone:	Fax Number:	
Email:		
Employer Statement <i>(if applicable)</i>		
<input type="checkbox"/> The Employer confirms that the individual named on this form is/is to be employed as a Property Representative		
<input type="checkbox"/> The Employer confirms that they have read applicant's disclosures and to the best of their knowledge it is true and correct.		
Managing Agent's Name	Signature	Date
Statutory Declaration under the <i>Oaths Act 2001</i> by the Applicant		
I, <i>(full name)</i>	Of: <i>(address)</i>	
Do solemnly and sincerely declare that:		
1. All statements and information contained in this application are true and correct to the best of my knowledge;		
2. I have read and understood the information contained in this application; and I further state that:		
3. I know that it is an offence to make a declaration that is false in any material particular;		
4. I authorise the Property Agents Board to make any enquiries and to receive and disclose any information relevant to this application;		
5. I acknowledge that specific information will be placed on a public register in accordance with the <i>Property Agents and Land Transactions Act 2016</i> ;		
6. I accept that failure to supply information required on this application form may delay the processing of the application.		
This declaration is made at: <i>(location)</i>		On: <i>(date)</i>
Signature		
Before me: <i>(Print name of witness)</i>		
Witness' signature		
Qualification of witness <i>(see over for list of authorised persons)</i>		
<b>Note: A person wilfully making a false statement in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.</b>		

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## Application Notes

### Applicants

This application should be used by an individual to be a property representative.

### Documentation

Proof of qualification is the letter issued by the Board indicating you have successfully completed the property representative examination

### Evidence

If you are required to provide evidence to support your application, then a signed and dated statement outlining the relevant information should be provided.

For example,

- a detailed list of your real estate activities and transactions might demonstrate sufficient knowledge and experience.
- a current resume which details your prior employment history may satisfy an employment requirement.

## National Police Record Check

The Property Agents Board must be satisfied that all applicants hold relevant qualifications and are a fit and proper person to hold a property agent licence.

In order to satisfy the fit and proper person test, the Board with reference to section 16 of the *Property Agents and Land Transactions Act 2016* has determined as follows:

For all **Tasmanian residents** seeking to apply that the Board will only accept National Police Record checks issued by Tasmania Police. Here is a link to the Tasmania Police website: [Tasmania](#)

For all **interstate applicants** who do not have a Tasmanian return address or are not currently residents in Tasmania, those applicants will need to apply to a person in their State or Territory who holds a similar position to the Tasmanian Commissioner of Police. Links below:

[Australian Capital Territory](#)

[Queensland](#)

[New South Wales](#)

[Northern Territory](#)

[South Australia](#)

[Victoria](#)

[Western Australia](#)

Please note that the National Police Check record that accompanies the application must be issued no earlier than 3 months from the date that the application is lodged with the Board.

In completing the relevant form for the National Police Record check, the purpose category for seeking the certificate is "general employment".

## Fees

### Assessment Fee

A non-refundable assessment fee of **\$147.40** is payable with the lodgement of this application.

### Licence fee

A licence fee is payable as follows - if the application is made prior to 1 April the full fees apply or after 1 April reduced licence fees apply. For example -

if an application was made on 1 October, the payment would be assessment fee of \$147.40 + \$74.50 licence fee = \$221.90

If an application was made on 2 May, the payment would be assessment fee of \$147.40 + \$37.25 licence fee = \$184.65

**Full Year Fees**  
**1 July – 30 June**  
**\$74.50**

**Reduced Fees**  
**1 April – 30 June**  
**\$37.25**

A list of current fees is available on the Board website: [www.propertyagentsboard.com.au](http://www.propertyagentsboard.com.au)

The Board accepts payment by cheque, cash, EFT (*payment by Credit Card or EFTPOS is unavailable*)

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## Lodgement options

Post	e-mail	Fax
Property Agents Board Level 1, 15 Victoria Street Hobart Tas 7000	<a href="mailto:board@propertyagentsboard.com.au">board@propertyagentsboard.com.au</a>	03 6281 3477

## Payment Details

<b>Bank Account</b>	CBA
<b>BSB</b>	067 002
<b>Account No.</b>	0011 0109
<b>Reference</b>	Name
<b>Cheques</b>	make payable to the Property Agents Board

## Checklist (Prior to submitting this application, please ensure you have provided the following):

Copy of current photographic identification	<input type="checkbox"/>
Current National Police Record Check	<input type="checkbox"/>
Details of Qualification	<input type="checkbox"/>
Details of Knowledge/Experience/Employment	<input type="checkbox"/>
Fees paid	<input type="checkbox"/>

## Section 25 Qualification for property representative licence

A person is qualified to be granted a property representative licence if the person—

- (a) has the prescribed educational qualifications; or  
 (b) satisfies the Board, by examination or inquiry, that the person has sufficient knowledge and experience of the functions of a property representative to be able to carry on that occupation.

The prescribed education qualification is successful completion, within the previous 2 years, of an examination for property representatives administered by the board.

## Authorised persons – for the purposes of the applicant’s declaration

People who are Commissioner for Declaration because of their profession		
<ul style="list-style-type: none"> <li>• Chiropractor</li> <li>• Dentist</li> <li>• Legal Practitioner</li> <li>• Medical Practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• Nurse</li> <li>• Optometrist</li> <li>• Pharmacist</li> </ul>	<ul style="list-style-type: none"> <li>• Physiotherapist</li> <li>• Psychologist</li> <li>• Veterinary Surgeon</li> </ul>
Examples of people who are Commissioners for Declaration because of an appointment they hold		
<ul style="list-style-type: none"> <li>• Agent or permanent employee of the Australian Postal Corporation Bailiff</li> <li>• Bank, Building Society, Credit Union officer</li> <li>• Clerk of a court</li> <li>• Commissioner for affidavits/Commissioner for declarations</li> <li>• Fellow of the National Tax Accountant's Association</li> <li>• Finance company officer</li> <li>• Holder of a statutory office not specified elsewhere</li> <li>• Judge of a court, Justice of the Peace, Magistrate, Master of a court</li> <li>• Marriage celebrant</li> <li>• Member of Governance Institute of Australia</li> <li>• Member of the Engineers Australia other than at the grade of student.</li> </ul>	<ul style="list-style-type: none"> <li>• Member of Association of Taxation and Management Accountants</li> <li>• Member of the Australasian Institute of Mining and Metallurgy</li> <li>• Member of the Australian Defence Force who is a) an officer; or b) a non-commissioned officer; or c) a warrant officer</li> <li>• Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants</li> <li>• Member of a) the Parliament of the Commonwealth; or b) the Parliament of a State; or c) a Territory legislature; or d) a local government authority of a State or Territory Minister of Religion registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i></li> </ul>	<ul style="list-style-type: none"> <li>• Permanent employee of: a) the Commonwealth or Commonwealth authority; or b) a State or Territory or State or Territory Authority; or c) a local government authority with 5 or more years continuous service who is not specified elsewhere</li> <li>• Police officer</li> <li>• Registrar or Deputy Registrar of a court</li> <li>• RSPCA Inspector</li> <li>• Senior Executive Service Officer of a) the Commonwealth or Commonwealth authority; or b) a State or Territory or of State or Territory authority</li> <li>• Teacher employed on a full-time basis at a school or tertiary education institution.</li> </ul>