

Changing Details Form
 Property Agent to Manage Authorised Place of Business
 2019-2020



Licensee details - existing		
Surname:	Title:	
Given Name:	Other Name(s):	
Address:		
Suburb:	State:	Postcode:
Telephone:	Mobile:	
Email:		
Licensee details - change to		
Surname:	Title:	
Given Name:	Other Name(s):	
Address:		
Suburb:	State:	Postcode:
Telephone:	Mobile:	
Email:		
Authorisation - existing Property Agent		
Existing Property Agent in nominated control (Name):		
Signature:	Date:	
Authorisation		
New Property Agent to be in nominated control (Name):		
Signature:	Date:	
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 <i>Property Agents and Land Transactions Act 2016, Property Agent and Land Transactions Regulations 2017</i> and Code of Conduct		
Changes to be effective by		
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.		
Request for amended/replacement licence		
An administrative fee to produce an amended/replacement licence is payable of \$16.20*		
I request a hard copy of my licence to be sent to my address as stated above.	<input type="checkbox"/> Yes or <input type="checkbox"/> No	
I request a hard copy of my licence to be sent to my employer.	<input type="checkbox"/> Yes or <input type="checkbox"/> No	
I request a hard copy of the receipt for the administrative fee to be sent with my licence.	<input type="checkbox"/> Yes or <input type="checkbox"/> No	
The Board accepts payments by cheque, cash, 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		
*Please note there is no cost to make a change to the Register, the cost relates to a new hard copy of the licence.		