

# Advice Note - Records access and transfer



The Property Agents Board (the Board) acts as the regulatory authority for property agents in Tasmania.

This advice note is provided to assist property agents to understand clauses in the Code of Conduct.

**Please note** the following information is intended only to provide a general overview and may be subject to change.

Clause in the Code of Conduct -

## 14. Records access and transfer

- (1) This clause applies if a property agent –
  - (a) is managing a property or business on behalf of a client; and
  - (b) is advised by the client that another property agent is, or will be, managing the property or business for the client; or
  - (c) is advised by the client that the client or if having been sold, the new property owner is, or will be, managing the property or business.
- (2) If a new property agent is engaged by a client to manage the client's property or business or if the client or new property owner is to take over management of the property or business, the current property agent must ensure that all records relating to the management of the property or business by the property agent are shared with the new property agent, client or new property owner to facilitate the transfer of the management of the property or business to the new property agent, client or property owner.

## Rationale

Records access and transfer allows movement of property management records from the existing property agent managing the property or business to another property agent, the existing owner or if the property or business has been sold the new property owner.