



Business Leaders Bulletin

February 2026

Warm greetings for 2026. I trust the year has begun well for you.

It is difficult to believe that March is just around the corner, and licence renewals are upon us again.

In the lead up to the 2026 renewal period, we have listened to feedback provided by you and further enhanced the Agent Portal to improve the useability and guidance information to assist in streamlining your licence renewal experience. We hope these changes reduce the time spent needed to make your declaration and submit your CPD. Invoices will be issued via email early in March to enable payment.

We have also been working to further lessen 'regulatory burden' by redesigning and repurposing the annual Audit Report to platform this on the Agent Portal in preparation for the year end audit reporting period and designing a digital solution to reporting irregularities caused on trust accounts. Thankyou to those who provided valuable feedback on the construct of a 'Trust Account Irregularity Report' and we look forward to launching it in the near future.

Together with important information relating to the 2026 licence renewals, included within the Bulletin this quarter is the 2026 Property Representative Exam schedule, Building Inspections and two additional case studies focusing on 'Use of the List' and 'Supervision of Staff'.

With the uplift in buyer's agent activity in the State, the Board reiterates that buyer's agents transacting business in Tasmania must hold a valid licence and be named in the Board's register. Please utilise the Property Agents Board *Register of Property Agents* to confirm an agent's licence status and reach out to us should you need by email or phone between uploads of the Register to the website.

Please share the Bulletin with colleagues who you believe would benefit from it. It is also available on our [website](#) and if there are topics you would like to see covered in future editions, do email your suggestions to: board@propertyagentsboard.com.au.

Best wishes for 2026.

Gina M. Gunn
Executive Officer

New PAB Offices & Mailing Address

As we settle into the start of a new year, we're pleased to share that the Property Agents Board has moved to a new office.

Business Address:

Suite 3, Level 1, 175 Collins Street
Hobart TAS 7000

Please also be advised that we have a new mailing address:

Mailing Address:

GPO Box 709
Hobart TAS 7001

Licence Renewals 2026 - How should you prepare?

As you would be aware, licence renewal time for 2026 is fast approaching. To assist in keeping track of what needs to be completed and by when, the short infographic below has been prepared explaining key dates that agents should be aware of -

Renewals - What must I complete & When can I do so?

3 Components Required to Renew

Declaration

CPD

Payment

Submission Timeframe

Right Now

You can submit any Continuing Professional Development (CPD) you have completed since 1 May 2025.



Early March

Invoices will be forwarded via email and declarations opened on the Portal for completion.



By April 30th

All three components are due and must be completed to avoid any late fees. CPD submissions will only be accepted after this date where evidence is provided of extenuating circumstances.



June 30th

The last date the Board can accept licence renewal components. Renewals cannot be accepted after this date, instead a person must reapply for their licence.

As always, there is further information on renewals as well as a step-by-step guide on how to navigate the portal available on our website -

[Renewals & Portal Information](#)

We also take this opportunity to highlight:

- The importance of advising the Board of any change to your contact details, in particular the email address/es held on record for you, as incorrect details will prevent you receiving Board communication at this important licence renewal time. Notification of any change in your licence name, business address or contact details is a condition of licence and so it is your responsibility to ensure your contact details, including email address/es are up to date.
- Refunds on licence renewal payments will not be made in circumstances where an employee changes employers after their licence is granted. It is the responsibility of

the employer to recoup the licence fee from the employee rather than seek a refund from the Board.

Should you have any questions about the renewal process, please don't hesitate to reach out to Board staff who are happy to assist.

Remaining Exam Dates for 2026

Dates for the Property Representative Exams for the remainder of 2026 are:

Hobart	Ulverstone	Launceston
5 March	13 March	19 March
2 April	10 April	16 April
7 May	15 May	21 May
4 June	12 June	18 June
2 July	10 July	23 July
6 August	14 August	20 August
3 September	11 September	17 September
1 October	9 October	15 October
5 November	13 November	19 November
3 December	4 December	11 December

Please remember that changes to booked examinations are to be made no later than 7 days prior to the examination date.

Special Considerations

Where an existing medical condition or other circumstances may impact a person's ability to sit the Property Representative Exam, application for consideration or reasonable adjustment to assist in your sitting such as providing additional time, can be made at the time of booking the exam.

Building Inspections

In recent times the Board has received several queries and concerns raised relating to the appointment of building inspectors and questions around access to properties for building inspections.

The Board takes this opportunity to remind the industry that a property agent cannot interfere with the purchaser's choice of a building inspector and preclude an individual building inspector contracted by a prospective purchaser from attending a property for a building inspection.

The Board considers that if a client or a customer requests advice in relation to a building inspector that a property agent should not limit recommendations to one building inspector to negate any perceived conflict or arrangement between a property agent and a building inspector.

The property agent should always advise their client or customer that they should undertake their own due diligence before contracting a building inspector.

Case Studies

In the Board's continuing effort to raise industry awareness and provide clarity of areas that often raise confusion, two new case studies have been produced and are now available on the Board's website. These include information on the following topics:

- [Supervision of Staff](#)
- [Use of the List](#)

We encourage you to share these Case Studies with your team as an educational resource.

Property Agents Board of Tasmania

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