

# Changing Details Form - Individual 2024-2025

## 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.

Licensee details - existing			
Surname:		Title:	
Given Name:		Other Name(s):	
Address:			
Suburb:		State:	Postcode:
Telephone:		Mobile:	
Personal email:		Work Email:	
Licensee details - change to			
Surname:		Title:	
Given Name:		Other Name(s):	
Name for marketing: an abbreviation of your name or a name approved by the Board			
Address:			
Suburb:		State:	Postcode:
Telephone:		Mobile:	
Personal email:		Work Email:	
Employing Property Agent Conducting Business - Existing			
Name on Licence:			
Business Name on Licence:			
Employing Property Agent Conducting Business - New			
Name on Licence:			
Business Name on Licence:			
Authorisation			
Licensee's Signature:			Date:
If applicable			
Property Agent in nominated control (Name)			
Signature:			Date:
Effective Date Details			
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.			
Request for amended/replacement licence - there is no cost to make a change to the Register			
An administrative fee of <b>\$18.70</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 or <input type="checkbox"/> No	
I request a copy of the receipt for the administrative fee.		<input type="checkbox"/> Yes or <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.