|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant Details (Real Estate Agent/Property Manager in nominated control)** | | | | | | | |
| Surname: | | Title: | | | | | |
| Given Name: | | Other Name(s): | | | | | |
| Address: | | | | | | | |
| Suburb: | | State: | | | | | Postcode: |
| Telephone: | | Mobile: | | | | | |
| Fax Number: | | | | | | | |
| Email: | | | | | | | |
| **Property Agent Conducting Business** | | | | | | | |
| Name on Licence: | | | | | | | |
| Business Name on Licence: | | | | | | | |
| Address: | | | | | | | |
| Suburb: | | State: | | | | Postcode: | |
| **Request Details** | | | | | | | |
| I apply to the Property Agents Board to permit the Property Representative named below to manage the authorised place of business as identified. | | | | | | | |
| The period required for approval is from |  | | | to |  | | |
| I advise the reason why the authorised place of business cannot be managed by me is: | | | | | | | |
|  | | | | | | | |
| The level of experience the Property Representative has to manage the authorised place of business is as follows: | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Applicant’s Signature | | | Date | | | | |
| **Property Representative Details** | | | | | | | |
| Surname: | | | Title: | | | | |
| Given Name: | | | Other Name(s): | | | | |
| Address: | | | | | | | |
| Suburb: | | | State: | | | Suburb: | |
| Telephone: | | | Mobile: | | | | |
| Fax Number: | | | | | | | |
| Email: | | | | | | | |
| If approved by the Board, I accept I will be in effective and nominated control of the above business for the time specified. | | | | | | | |
| I accept the duties and obligations imposed on me under the *Property Agents and Land Transactions Act* 2016, *Property Agent and Land Transactions Regulations* 2017 and Code of Conduct. | | | | | | | |
| Applicant’s Signature | | | Date | | | | |

**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.*