

# Renewal Application

## Real Estate and Business Sales Representative Registration (including Property Managers)

USE ADOBE ACROBAT READER WITH THIS FORM



This form is designed to be used with the FREE Adobe Acrobat Reader application.  
[Click here to download Acrobat Reader.](#) Alternatively the form can be printed and  
completed by hand, scanned and submitted (with all attached documents).

### Application Checklist

Your application can only be processed if **ALL** of the relevant information and supporting documentation is provided. Use this checklist to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach. Please check that:

- all sections of this form are complete;
- your Australian police check is ready to attach; and
- payment of the prescribed fee, including any applicable late fee, is ready to be made.

### Application fee

Please refer to our website for the [current prescribed fees](#). Applications received after the expiry date may be accepted but will incur a late fee.

The fee is non-refundable, exempt from GST and subject to change without notice. Part payment cannot be accepted. Cheques should be made payable to the Commissioner for Consumer Protection.

### Lodgement options

#### In person

Customer Service  
Level 1, Mason Bird Building  
303 Sevenoaks Street CANNINGTON  
Hours: 8:30am to 4:30pm, Monday to Friday

#### By post

Licensing Services  
Department of Local Government, Industry  
Regulation and Safety  
Locked Bag 14  
CLOISTERS SQUARE WA 6850

### Enquiries

Licensing Advice Line: 1300 304 064  
Licensing Email: [cplicensing@lgirs.wa.gov.au](mailto:cplicensing@lgirs.wa.gov.au)  
Overseas Callers: +61 8 6251 2969  
General Enquiries: 1300 304 054

CPD Enquiries: [cpd@lgirs.wa.gov.au](mailto:cpd@lgirs.wa.gov.au).  
Web Site: [www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration](http://www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration)

### Credit card payment details

Card Type  Visa  Mastercard (only Mastercard and Visa accepted)

Card Number

Cardholder Name  Expiry Date

Cardholder Signature:  Date  Contact Number

I authorise the Department to deduct the current prescribed fee\*

OFFICE USE ONLY							
Licence No		Department Code	RR	Chart Description	Renewal Sales Rep	Chart Key	<input checked="" type="checkbox"/> I
Total Fee	\$	Link to Licence	YES	Late Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>		

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## General Information

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In this form, 'the Act' means the *Real Estate and Business Agents Act 1978* and subsidiary legislation. The term 'the Commissioner' means the Commissioner for Consumer Protection.

## Registration holder details

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Registration number: **RR**

Full legal name:

Personal email address:

Mobile number:

**We use email and SMS for contact purposes and to send courtesy renewal reminders, so it is important that you notify the Commissioner should your electronic contact details change.**

**If you have legally changed your name since the grant of your registration, or since your last renewal, you must provide a copy of your change of name document (or marriage certificate) as well as a copy of your photographic identification in your new name.**

## Residential address

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Street address:

Suburb:

State:

Postcode:

## Postal address (if different to above)

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Street address:

Suburb:

State:

Postcode:

## Address for the purpose of the Register

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**This address will be publicly available**

Street address:

Suburb:

State:

Postcode:

# Renewal Application: Real Estate and Business Sales Representative Registration (including Property Managers)

## Fitness to hold a registration

You must provide an Australian police check in your full legal name which is less than three (3) months old. Information about our [current police check requirements](#) can be found on our website.

Please answer either 'Yes' or 'No' to the following questions. If the answer to any of the questions is 'Yes', you may be contacted to provide additional information as part of the application process.

### Since your last application, have/are you:

1. been convicted or found guilty of **any** offences, including convictions which resulted in a suspended sentence? Yes  No

*Include all offences which went to Court, including traffic offences. Do not include spent convictions.*

2. aware of **any** legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review? Yes  No

3. been the subject of **any** adverse findings by a Government Board, Tribunal or Agency (e.g. the Corruption and Crime Commission)? Yes  No

4. had **any** occupational licence or application refused, cancelled or suspended? Yes  No

5. been disqualified from holding **any** occupational licence? Yes  No

6. been subject to **any** disciplinary action by a licensing authority? Yes  No

7. had **any** investigations or legal proceedings commenced against you or an associated entity which may result in action being taken in relation to an occupational licence currently held? Yes  No

## Declaration by Employer

**This section must be completed by your employer. It must be completed by the person in *bona fide* control of the WA licensed real estate agency, the registered developer, or the WA licensee where the business is operated by a sole trader.**

**NOTE:** A certificate of registration cannot be renewed unless the sales representative was employed by a WA licensee, or registered developer, at the time of making the application, or will be employed by a WA licensee, or registered developer, upon the renewal of the certificate.

As the representative of the employing agency, developer or as the licensee, by signing this form you are declaring that you employ the applicant as a sales representative, or intend to employ the applicant as a sales representative upon renewal of the certificate of registration, and that you understand that providing false and misleading information in an application is an offence.

Employing Agency/Developer information	Licence Number	RA/RD		
	Name of Agency			
Information of person signing this statement (i.e. the person in <i>bona fide</i> control OR licensee OR registered developer)	Full Name			
	Licence Number	RA/RD		
	Signature		Date	

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## Late Renewal Applications

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If your renewal application is lodged after the expiry date of your registration, you will be required to pay a **late fee** which amounts to an additional 25% of the renewal application fee.

- A) For applications lodged **within 28 days** immediately succeeding the day on which the registration expired:
- should your registration be renewed, the renewal will take effect on and from the day after the day the registration expired.
- B) For applications lodged **after 28 days but less than 12 months** after the day on which the registration expired:
- should your registration be renewed, the new registration period will commence on the date the renewal application is granted;  
OR
  - if you would like your renewal to continue from the expiry date of your previous registration, you must satisfy the Commissioner that there is reasonable cause for this to occur.
- C) For applications lodged **more than 12 months, but not more than 24 months**, after the day on which the registration expired:
- should your registration be renewed, the new registration period will commence no earlier than 28 days after the date on which the application is lodged;  
OR
  - if you would like your renewal to take effect within the next 28 days, you must satisfy the Commissioner that there is reasonable cause for this to occur.

To enable the Commissioner to determine the date your registration may take effect, please provide reasons below as to why your application was submitted more than 28 days after the expiry of your registration. The Commissioner may make their final decision about whether to backdate your renewal without seeking further information from you. Please ensure that you include all relevant information below.

Provide reason/s as per B) and C) above (attach additional pages if required):

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## Authorisation and Declaration

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In order to assist with the determination of this application, I authorise the Commissioner, or persons so directed, to obtain on my behalf any document, record, file or information that may be necessary and relevant to consider my fitness and propriety to hold a registration, including but not limited to records relating to my criminal history or current/previous occupational licences or other relevant information.

I confirm I understand fully the duties and obligations imposed on myself under the Act, Regulations and associated Code of Conduct. I understand that providing false or misleading information to the Commissioner or Chief Executive Officer is an offence under section 134A of the Act.

Applicant's full name:

Signature:  Date: