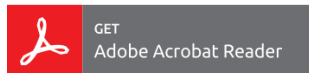


# New Application

## Real Estate and Business Agent's Licence and Triennial Certificate (Individual)

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;
- your two (2) business references have been completed using the pro forma available on the website, and are ready to attach;
- evidence of your successful completion of a prescribed qualification is ready to attach;
- evidence of your sufficient practical experience (transactions and resume) is ready to attach;
- payment of the prescribed fee is ready to be made.

### Duration of licence

If granted, your Triennial Certificate will be issued for a period of up to three (3) years.

### Application fee

Please refer to our website for the [current prescribed fees](#).

The total fee payable includes a triennial certificate/licence fee, an application fee and a contribution to the fidelity guarantee account. It is 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.

**If you are submitting this form online**, you will be able to make payment using the Department's secure payment gateway.

**If you are submitting this form by post and making payment by credit card**, you must also complete the [Application Payment Form](#) and attach it to your application.

### Lodgement options

You may lodge your completed application **ONLINE** or:

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

#### Office use only

Total fee	Department code	Chart Description
\$	RA	<input type="checkbox"/> Application fee <input type="checkbox"/> FRE Agents Fidelity contribution <input type="checkbox"/> New app – Real Estate Agent Individual

# New Application: Real Estate and Business Agent's Licence and Triennial Certificate (Individual)

## General Information

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

## Details of applicant

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Salutation:  Mr  Mrs  Ms  Other, please specify

Full legal name:

**If you have been known by any other name/s, attach a separate page with full details.**

ABN:

Date of birth:

Place of birth (Town/Country):

Mobile number:

Personal email address:

**We use email/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.**

## 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 and cannot be a PO Box**

Street address:

Suburb:

State:

Postcode:

## Business references

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You must provide two (2) business references using the pro forma titled [Real Estate and Business Agent Business Reference Template](#) which is available to download from our website under the heading 'Business references'.

# New Application: Real Estate and Business Agent's Licence and Triennial Certificate (Individual)

## Trading details

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- If you are applying for a licence and triennial certificate for the purpose of operating in the real estate industry on behalf of a different entity/agency, that entity (firm or company) must separately hold a real estate and business agent's licence. Forms to [apply for a firm \(partnership\) or company \(body corporate\) licence](#) are available on our website.
- If you intend to operate in the real estate industry as a sole trader, prior to commencing to carry on business as an agent you will need to complete and submit the [Notification of Commencement to Trade](#) form.

## Character and Fitness

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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.

### Have/are you:

- |  |  |                              |                             |
|--|--|------------------------------|-----------------------------|
| 1.   | been convicted or found guilty of <b>any</b> offences, including convictions which resulted in a suspended sentence?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <i>Include all offences which went to Court, including traffic offences. Do not include spent convictions.</i> |  |                              |                             |
| 2.   | aware of <b>any</b> legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3.   | been the subject of <b>any</b> adverse findings by a Government Board, Tribunal or Agency (e.g. the Corruption and Crime Commission)?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.   | had <b>any</b> occupational licence or application refused, cancelled or suspended?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5.   | been disqualified from holding <b>any</b> occupational licence?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6.   | been subject to <b>any</b> disciplinary action by a licensing authority?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7.   | had <b>any</b> 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 8.   | in liquidation, under official management or an undischarged bankrupt?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9.   | having affairs administered under <b>any</b> bankruptcy laws?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10.  | a director of a corporation, which has been subject to <b>any</b> form of insolvency administration?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

# New Application: Real Estate and Business Agent's Licence and Triennial Certificate (Individual)

## Financial information

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The Commissioner cannot grant a licence and triennial certificate unless satisfied that the applicant has sufficient material and financial resources available to comply with the requirements of the Act. To assist with this assessment, a credit report will be obtained as part of the application process. You must also answer/complete the following:

1. Do you believe that you have sufficient financial resources to enable you to carry on business as an agent and to comply with the requirements of the Act?  YES  NO
2. A **confidential** Statement of Assets and Liabilities:

<b>Assets</b>	\$
<b>Liabilities</b>	\$
<b>Net Worth</b>	\$

## Qualifications

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To qualify for the grant of a real estate and business agent's licence you must lodge the **statement of examination results and a copy of your certificate or verification letter** confirming that you hold **one of** the prescribed qualifications:

- Diploma of Property Services (Agency Management) CPP50307
- Diploma of Property (Agency Management) CPP51119 together with any additional examinations, if required
- Diploma of Property (Agency Management) CPP51122 together with any additional examinations, if required
- One of the following prescribed qualifications from Curtin University of Technology:
  - Bachelor of Commerce (Property Investment and Development)
  - Bachelor of Commerce (Property)
  - Bachelor of Commerce (Property Development and Valuation)
  - Bachelor of Commerce (Property Development and Valuation Extension Major)
  - Bachelor of Commerce (Property Valuation)
  - Master of Property
  - Graduate Diploma in Property

**NOTE:** A Bachelor of Commerce with a double major also qualifies you for the grant of a real estate and business agent's licence provided it includes one of the prescribed majors listed above.

# New Application: Real Estate and Business Agent's Licence and Triennial Certificate (Individual)

## Experience

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You must provide details of your **real estate activities and transactions** to satisfy the Commissioner that you have sufficient practical experience in negotiating real estate transactions to enable you to carry on the business of an agent satisfactorily. **This information should include:**

- A current resume which details your employment history for a minimum of two (2) years preceding your application. The resume should include the various job titles, names of employers and tasks involved

### AND

- A transaction list detailing:
  - sales transaction details such as the date of sale, address of property, value/price and whether or not it was a conjunctional sale; and/or
  - property management transaction details such as a description of properties managed (e.g. house, flat or shop), whether you managed them alone or were part of a team, and the period you managed them; and/or
  - leasing transaction details such as a description of properties leased (e.g. retail, commercial or residential), whether you managed them alone or were part of a team, and the period your managed them; and/or
  - any business transactions, such as the sale of businesses;

A [sample spreadsheet](#) of information that is required is available on our website under the heading 'Experience requirements'.

## 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 licence, 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: