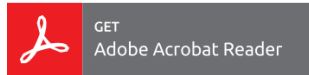


Renewal Application

Real Estate and Business Agent's 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; and
- payment of the prescribed fee is ready to be made.

Application fee

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

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
Overseas Callers: +61 8 6251 2969
General Enquiries: 1300 304 054

CPD Enquiries: cpd@lgirs.wa.gov.au
Web Site: 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	RA	Chart Description	Renewal Real Estate Agent
Total Fee	\$	Link to Licence	YES	Chart Key	<input checked="" type="checkbox"/>

Renewal Application: Real Estate and Business Agent's Triennial Certificate (Individual)

General Information

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.

Licence holder details

Licence number: ABN:

Full legal name:

Personal email address:

Mobile number:

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.

If you have legally changed your name since the grant of your licence, 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

Street address:

Suburb: State: Postcode:

Postal address (if different to above)

Street address:

Suburb: State: Postcode:

Address for the purpose of the Register

This address will be publicly available and cannot be a PO Box

Street address:

Suburb: State: Postcode:

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Character and Fitness

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
8. in liquidation, under official management or an undischarged bankrupt? Yes No
9. having affairs administered under **any** bankruptcy laws? Yes No
10. a director of a corporation which has been subject to **any** form of insolvency administration? Yes No

Employment information

Please select from one of the following options:

- Sole Trader/Self-Employed Employee Not currently employed

If you are an employee, please complete the following:

Employer's Name and Licence Number	RA/RD
Employer's Trading Name (if applicable)	
Employer's Business Address	
In what capacity are you employed (select all options that apply)	<input type="checkbox"/> Person in <i>bona fide</i> control <input type="checkbox"/> Director <input type="checkbox"/> Branch Manager <input type="checkbox"/> Sales Rep/Property Manager

Renewal Application: Real Estate and Business Agent's Triennial Certificate (Individual)

Late Renewal Applications – submitted after triennial certificate expires

If your renewal application is submitted after the expiry of your triennial certificate but within 60 days, the following conditions apply:

A) Applications lodged within one month of expiry:

If your application is approved, the renewed certificate will be valid for three (3) years from the day after the certificate expired.

B) Applications lodged more than one month but within 60 days of expiry:

If your application is approved, the Commissioner may determine the new three (3) year period to commence either:

- from the date the renewal is granted; or
- from the day after the certificate expired, provided you demonstrate reasonable cause in the space below.

C) Applications lodged more than 60 days after expiry:

These will only be accepted if the licence was placed on hold within 60 days of expiry. If not, the licence is considered ceased and cannot be renewed.

Late Renewal Applications – following surrender and licence on hold

If you previously surrendered your triennial certificate and placed your licence on hold, the following applies when seeking renewal:

D) Applications lodged within one month of surrender:

If your application is approved, the renewed certificate will be valid for three (3) years from the day after the certificate was surrendered.

E) Applications lodged more than one month but within 12 months of surrender:

If your application is approved, the Commissioner may determine the new three (3) year period to commence either:

- from the date the renewal is granted; or
- from the day after the certificate was surrendered, provided you demonstrate reasonable cause in the space below.

F) Applications lodged more than 12 months after surrender:

If your application is approved, the renewed certificate will be valid for three (3) years from the date the renewal is granted.

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

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Financial information

The Commissioner cannot renew a 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:

Assets	\$
Liabilities	\$
Net Worth	\$

Authorisation and Declaration

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: