



## Application for Renewal of a Real Estate and Business Sales Representative Registration (including Property Managers)

Please use a pen and write neatly using BLOCK LETTERS. Tick  where appropriate

### Application Requirements

This form must be completed and signed by the applicant, except for section 3.

**Your application can not be assessed unless ALL sections are completed and ALL information is provided. It is essential that you DO NOT LEAVE ANY SECTION BLANK – Use 'N/A' or 'Nil' where appropriate.**

This application **must** also be accompanied by the prescribed fee and those additional items listed in the Application Checklist at section 10. A receipt is not provided unless specifically requested.

**An additional 25% of the renewal fee is payable for applications received after the expiry date of the registration.** If you are paying by credit card, this fee will be deducted where applicable. For other payment methods, please note that the application will not be considered complete until applicable late fees are paid.

A list of current fees is available on our website at [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees) by following the links.

### 1. Registration Holder Details

Registration Number: RR

Title: Mr  Mrs  Miss  Ms  Other

Last Name:

Given Name(s):

Since the grant of your registration, or since your last renewal, whichever is later, have you changed your name **Yes**  **No**  (e.g. by marriage, alias, deed poll)? **If yes**, please attach additional details confirming the change of name.

Residential Address:

Postal Address:   
 (If different from above)

Address for Purposes of the Register:   
 (See section 133 of the Real Estate and Business Agents Act 1978)

Phone: ( )  Work phone: ( )  Mobile:

Preferred Email address:

Department of Commerce  
 Consumer Protection  
 Ground floor "Forrest Centre"  
 219 St Georges Terrace  
 PERTH WA 6000

Locked Bag 14  
 Cloisters Square WA 6850

Licensing Advice Line  
 8:30am to 5:00pm  
 Monday to Friday  
 Tel: 1300 30 40 64 (Option 2)

Overseas Callers  
 +61 8 9282 0459

Email  
 licensingenquiries  
 @commerce.wa.gov.au

Web Site  
 www.commerce.wa.gov.au

## 2. Employment Details

Employer's Name:

Trading Name (if applicable):

Position Held:

Office Address:

The Commissioner can not renew a certificate of registration unless (s)he is satisfied that the sales representative was employed by a licensee at the time of making the application or will be employed by a licensee upon the renewal of the certificate.

In accordance with the Section 48(4) of the *Real Estate and Business Agents Act 1978*, if you are not employed by a licensed real estate agent or registered developer your registration cannot be renewed.

## 3. Declaration of Employer (this section must be completed by your employer)

The employment declaration must be completed by the person in *bona fide* control of the licensed real estate agency, a registered developer, or the licensed principal where the business is operated by a sole trader.

Name of Employee (Applicant):

I (print full name)

of (name of body corporate/firm) (if applicable)

trading as (business name) (if applicable)

Position held

Sincerely declare that:

- The applicant is employed by me or the abovementioned body corporate/firm as a sales representative/property manager or will be employed by me or the abovementioned body corporate/firm as a sales representative/property manager upon renewal of their real estate and business sales representative registration.
- This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.
- This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at (address)

Dated this

day of

20

Employer's Signature

In the presence of [refer to [www.commerce.wa.gov.au/CP/authorisedwitness](http://www.commerce.wa.gov.au/CP/authorisedwitness) for list of Authorised Persons]:

Witness' Signature

Print Name of Witness

Qualification as such a witness (e.g. JP, Public Servant, etc)

**Any person who knowingly makes a statement that is false in a material particular in a statutory declaration is guilty of a crime and is liable to imprisonment for 5 years and a fine of \$24,000.**

#### 4. Fitness of Individual to Hold a Registration

Since the grant of your registration or since your last renewal, whichever is later, have you, in Australia or elsewhere:

	Yes	No
(a) been subject to disciplinary action in relation to any authorisation (eg licence, certificate, registration) under any Act relating to the regulation of any business, trade, profession, industry or occupation?		
(b) been the subject of any investigations or proceedings that are still current or pending and which may result in disciplinary action being taken in relation to any such authorisation?		
(c) been convicted of, or found guilty of, any offences?		
(d) entered into a recognisance, which is still in force, in relation to any offence?		
(e) been subject to any charge in relation to any offence for which proceedings are still pending, including proceedings by way of appeal or review?		
(f) been an officer of a body corporate that has been the subject of a prosecution or civil or disciplinary proceedings?		

If you answered 'Yes' to any of the above questions, please complete the following table. Attach additional information if required, including, if you wish, information about any mitigating circumstances.

Nature of Offence/proceedings	Court/Board/Tribunal	State / Territory	Case/Matter Number	Date	Sentence/Penalty
					Attach additional details if required

Since the grant of your registration or since your last renewal, whichever is later, have you, in Australia or elsewhere:

	Yes	No
(g) had an application refused for an authorisation (eg licence, certificate, registration) under any Act relating to the regulation of any business, trade, profession, industry or occupation?		
(h) had such an authorisation granted, which for any reason is no longer in force?		
(i) been refused membership to or been subject to disciplinary action in relation to any professional body?		
(j) been struck off the roll of legal practitioners in this State or elsewhere in the Commonwealth?		

If you answered 'Yes' to any of the above questions, please provide full and complete particulars in respect of each matter below, including, if you wish any mitigating circumstances.

Attach additional details if required

#### 5. National Police Certificate

The *Real Estate and Business Agents Act 1978* requires any applicant applying for renewal of a real estate and business sales representative registration to be of good character and repute, and a fit and proper person to hold a registration. Please attach to this application **an original or duly certified copy of an Australian police check**, which is **no more than three months old**. Please note that *State Records Act 2000* requirements mean we cannot return the original document. However, a certified copy can be made available upon request.

Please see [www.commerce.wa.gov.au/consumer-protection/police-checks](http://www.commerce.wa.gov.au/consumer-protection/police-checks) for a list of acceptable Australian police checks. Please see [www.commerce.wa.gov.au/cp/authorisedwitness](http://www.commerce.wa.gov.au/cp/authorisedwitness) for a list of occupations authorised to certify documents.

If you have any convictions since the grant of your registration, or its last renewal, whichever is the later, please attach original copies of three written references (no more than one month old) addressed to the Commissioner to attest to your good character, reputation and fitness to be a sales representative. The referees must acknowledge that they are aware of your prior convictions by referring to them within the body of the reference. You will also need to attach a letter addressed to the Commissioner explaining the circumstances surrounding the conviction(s).



## 8. Authorisation

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In order to assist the Commissioner for Consumer Protection with assessment of this application, I give authorisation to the Commissioner, or persons (s)he directs, to obtain on my behalf copies of:

- (a) current or historical criminal records relating to any offence committed by me or an associated person/entity;
- (b) any statements of fact for proceedings to which I, or an associated person/entity, have been a party;
- (c) any court transcript or records for proceedings to which I, or an associated person/entity, have been a party;
- (d) any decision in proceedings before any statutory body to which I, or an associated person/entity, have been a party;
- (e) any other document or file relating to another occupational licence/registration that I have held or for which I, or an associated person/entity, have applied; and/or
- (f) any other document or file that may be necessary to assist the Commissioner with assessment of this application.

I further agree, during the currency of this application, to do all things necessary to assist the Commissioner in obtaining the above records upon request.

By signing this document, I confirm I understand fully the duties and obligations imposed on registered sales representatives under the *Real Estate and Business Agents Act 1978*, Regulations, and associated Code of Conduct.

## 9. Declaration

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I, ....., sincerely declare that the particulars and answers given in respect of this application are, to the best of my knowledge and belief, complete, correct and true and that the attachments hereto are what they purport to be. This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

Declared at (address)

Dated this

day of

20

Applicant's Signature

In the presence of [refer to [Section 12](#) and schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005* for list of Authorised Persons]:

Witness' Signature

Print Name of Witness

Qualification as such a witness (e.g. JP, Public Servant, etc)

**Any person who knowingly makes a statement that is false in a material particular in a statutory declaration is guilty of a crime and is liable to imprisonment for 5 years and a fine of \$24,000.**

## 10. Application Checklist

Prior to submitting your application, please complete this checklist, attaching your supporting documentation in the order set out below.

Prescribed renewal fee (Please complete the credit card details below or make cheques payable to the Commissioner for Consumer Protection);	
Late fee (if applicable)	
An original or certified copy of an Australian police check (not more than three months old)	
<b>If you have any convictions within the past three years, please also provide:</b>	
A written explanation of the circumstances surrounding your conviction(s)	
Three references not more than three months old (see section 5 of this form)	

Your completed application may be forwarded by post to:  Commissioner for Consumer Protection C/- Licensing Branch Locked Bag 14, Cloisters Square PERTH WA 6850	Or delivered in person to:  Department of Commerce Ground Floor, Forrest Centre 219 St Georges Terrace PERTH WA 6000
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**An incomplete or inaccurate application can not be assessed. If you need help completing this form please contact the Licensing Advice Line on 1300 30 40 64.**

## 11. For Credit Card Payment – applicant to complete

A list of current fees is available from our website via [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees).

Card Type    Visa     Mastercard

Card Number                        

Expiry Date      /

Card Holder     *Please print*

Signature/Authorisation   

Amount    \$