



Application for Renewal of a Real Estate and Business Agent - Firm/Partnership

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

Application Requirements

This form must be completed and signed by the person in *bona fide control* of the agency.

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 (a list of [current fees](#) is available on our website) and those additional items listed in the Application Checklist at section 8. A receipt is not provided unless specifically requested.

1. Licence Details

Licence Number: RA

Name of Firm (Partnership):

Name of person in bona fide control:

2. Business Details

Business/Trading Name:

Principal Place of Business:

Postal Address:
 (If different from above)

Address for the purpose of the Register:
 (see Section 36 of the *Real Estate and Business Agents Act 1978*)

Business phone number:

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

Overseas Callers
 +61 8 9282 0459

Email
 licensingenquiries
 @commerce.wa.gov.au

Web Site
 www.commerce.wa.gov.au

3. National Police Certificate

The *Real Estate and Business Agents Act 1978* requires any applicant applying for renewal of a real estate and business agent licence to be of good character and repute, and a fit and proper person to hold a licence. Please attach to this application **an original or duly certified copy of an Australian police check** for each partner, director (if a partner is a body corporate), and the person in bona fide control of the body corporate, which is **no more than 12 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 for a list of acceptable Australian police checks. Please see www.commerce.wa.gov.au/cp/authorisedwitness for a list of occupations authorised to certify documents.

4. Financial Information

Each natural or corporate Partner is required to complete the table below.

Name of Partner:

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Confidential Statement of Assets and Liabilities

Assets	\$
Liabilities	\$
Net Worth	\$

Name of Partner:

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Confidential Statement of Assets and Liabilities

Assets	\$
Liabilities	\$
Net Worth	\$

(Attach additional sheet if necessary)

5. Fitness of Individual to Hold a Licence

The *Real Estate and Business Agents Act 1978* requires that all directors and persons involved in the management or control of the body corporate ("relevant persons") are of 'good character and repute' and fit to be concerned in the management or control of the agent's business. To assist the Commissioner in determining this, please ensure that the following information is completed as it relates to all relevant persons.

Since the grant of the licence, or since the last renewal, whichever is later, have any of the relevant persons, 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

Since the grant of the licence, or since the last renewal, whichever is later, have any of the relevant persons, 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 an authorisation granted (eg licence, certificate, registration) under any Act relating to the regulation of any business, trade, profession, industry or occupation, which for any reason is no longer in force?		
(i) been refused membership to or been subject to disciplinary action in relation to any a professional body?		
(j) been struck off the roll of legal practitioners in this State or elsewhere in the Commonwealth?		
(k) been declared bankrupt, entered a part X arrangement, had your assets frozen or applied to take the benefit of any law for the relief of bankruptcy to insolvent debtors, compounded with creditors or made an assignment for their benefit?		
(l) been, or are currently, a partner in a partnership which has been or is due to be dissolved for financial purposes?		
(m) been, or a are currently, a director, secretary, executive officer or manager of a company that has been placed into voluntary administration, receivership or liquidation etc?		

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, information about any mitigating circumstances.

<i>Attach additional details if required</i>

6. Authorisation to obtain information

In order to assist the Commissioner for Consumer Protection with assessment of this application, I/We 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 a member of the firm or an associated person/entity;
- (b) any statements of fact for proceedings to which a member of the firm or an associated person/entity, have been a party;
- (c) any court transcript or records for proceedings to which a member of the firm or an associated person/entity, have been a party;
- (d) any decision in proceedings before any Board to which a member of the firm or an associated person/entity, have been a party;
- (e) any other document or file relating to another occupational licence which a member of the firm 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/We 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/we confirm that I/we understand fully the duties and obligations imposed on the body corporate under the *Settlement Agents Act 1981*, Regulations, and associated Code of Conduct.

All natural persons involved in the management and/or conduct of the agency must sign this section to attest to the information in sections 5 and 6 above.

Name of Person	Signature	Date

6. Late Renewal Applications (this section is **mandatory** if you are lodging a late renewal application)

If your renewal application is lodged with Consumer Protection after the expiry date of your triennial certificate, the following will occur:

Applications lodged within one month of expiry of your triennial certificate

- the renewal shall be deemed to take effect for the period of 3 years from the day next succeeding the day on which the triennial certificate expired.

Applications lodged more than one month but not more than 12 months after the expiry of your triennial certificate

- You are required to satisfy the Commissioner that there is reasonable cause for the lateness of the renewal in order for the renewal to take effect for the period of 3 years from the day after the triennial certificate expired. Please provide details below.

7. Declaration

I,as person in bona fide control of the firm, sincerely declare that the particulars and answers given in respect of this application, whether or not provided at the time of or subsequent to lodgement, 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.

8. Application Checklist

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

Prescribed renewal fee (Please complete credit card details below or make a cheque payable to the Commissioner for Consumer Protection)	
An original or certified copy of an Australian police check for each natural partner, director, and person in <i>bona fide</i> control (not more than twelve months old)	

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.

9. For Credit Card Payment

A list of current fees is available on our website at http://www.commerce.wa.gov.au/ConsumerProtection/Real_Estate

Card Type Visa Mastercard

Card Number

Expiry Date /

Card Holder *Please print*

Signature/Authorisation

Amount \$