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| <b>OFFICE USE ONLY</b> |
| Application No. _____  |

ABN 81 913 830 179

*Property, Stock and Business Agents Act 2002*  
**Application for a Licence - INDIVIDUAL**  
**ON-SITE RESIDENTIAL PROPERTY MANAGER**

**Professional Indemnity Insurance**

For information about your obligation to be insured under a policy of professional indemnity insurance, go to [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

**LICENCE FEE: \$520.00** - applicable from 1 July 2017 to 30 June 2018  
 (Fees are GST exempt, includes a non refundable processing component)  
 For payment options please refer to page 4.

Apply using this form OR apply online at [www.onegov.nsw.gov.au](http://www.onegov.nsw.gov.au) and receive a discount

**Note** It is an offence for you to act as or carry on the business of an on-site residential property manager under the *Property, Stock and Business Agents Act 2002* if you do not hold the relevant licence under the Act.

**Fair Trading will aim to make a decision on your application within 6 weeks after receiving all relevant information from you and other agencies.**

**1. PRINCIPAL PLACE OF RESIDENCE REQUIREMENTS**

An on-site residential property manager’s licence is subject to the condition that the licensee must not carry on business as an on-site residential property manager in respect of premises unless the licensee’s principal place of residence is situated at those premises and the person owns that principal place of residence.

**You must attach to this application evidence of ownership of your principal place of residence situated at the premises to be managed. Acceptable evidence is a copy of the Certificate of Title or contract for sale of land.**

**2. APPLICANT DETAILS**

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Other names you are, or have been known by (if any, including maiden name): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Principal place of residence: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email Address - to which correspondence, including renewal applications, will be sent:

\_\_\_\_\_ @ \_\_\_\_\_

Postal Address - Correspondence will be sent to this address if an email address is not provided: \_\_\_\_\_

Postcode: \_\_\_\_\_

Driver’s Licence No: \_\_\_\_\_ State/Territory of Issue: \_\_\_\_\_

Preferred Telephone Contact No: \_\_\_\_\_

### 3. PREVIOUS LICENCE / CERTIFICATE PARTICULARS

Do you or have you held a licence or certificate of registration under the *Property, Stock and Business Agents Act 1941* or under the *Property, Stock and Business Agents Act 2002*? YES  NO

If YES, provide licence / certificate number: \_\_\_\_\_

If you hold a current certificate of registration, you may wish to surrender it upon the granting of the licence. To download a Notice of Surrender form, visit the Fair Trading website - [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) - select *Forms* in the *Quick Links* box on the home page and follow the prompts to Forms under the *Property, Stock and Business Agents Act* or call 13 32 20.

### 4. BUSINESS ADDRESS

**A licensee MUST have a registered office in New South Wales** – the address specified below will be taken to be the registered office of the licensee.

Due to the nature of the conditional on-site residential property manager's licence, the address specified below must be located at the same premises as your principal place of residence.

**New South Wales street address at which you intend to be employed or propose to carry on business:**

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

**Note:** If the management rights for the premises have been purchased by a corporation, the corporation must hold a corporation licence under the *Property, Stock and Business Agents Act 2002*.

### 5. BUSINESS NAME

If you own the business that will be carried on at the above-specified address and that business will be carried on under a business name, **you must attach to this application a copy of a document issued by the Australian Securities and Investments Commission that confirms you are the business name holder.**

A business name will only be added to your licence record if this document has been provided.

### 6. IDENTIFICATION REQUIREMENTS

**You must attach to this application clearly legible evidence of your identity** such as a copy of your driver's licence, photo card, passport, birth certificate or change of name certificate.

### 7. PARTNERSHIP DETAILS

**If you intend to carry on business in a partnership** under the *Property, Stock and Business Agents Act 2002*, you must also complete a *Notification of Partnership Particulars* form.

To download the form, visit the Fair Trading website - [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) - select *Forms* in the *Quick Links* box on the home page and follow the prompts or call 13 32 20.

## 8. DISCLOSURE QUESTIONS

**If you answer Yes to any of the following questions, please provide full details on a separate sheet.**

1. Have you been convicted in NSW or elsewhere of ANY offence that was recorded in the last 10 years? Yes  No
2. Have you had a conviction recorded in the last 5 years for an offence of licence or certificate lending under the *Property, Stock and Business Agents Act 2002*? Yes  No
3. Are you now, or have you been in the preceding 3 years, an undischarged bankrupt? Yes  No
4. Have you in the preceding 3 years applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with your creditors or made an assignment of your remuneration for their benefit? Yes  No
5. In the last 3 years, did you cease to be concerned in the management of, or a director of ANY corporation that became an externally-administered body corporate within 12 months of the date you ceased? Yes  No
6. Are you now, or were you at any time in the preceding 3 years a director or person concerned in the management of ANY externally-administered body corporate (within the meaning of the *Corporations Act 2001*)? Yes  No
7. Are you disqualified from holding a licence, certificate of registration, permit or other authority under legislation administered by the Minister responsible for Fair Trading or under a corresponding law ? Yes  No
8. Do you hold a licence, certificate of registration, permit or other authority that is suspended under legislation administered by the Minister responsible for Fair Trading or under a corresponding law? Yes  No
9. Do you owe an amount to the Crown for the recovery of payments from the Compensation Fund? Yes  No
10. Do you owe a monetary penalty payable in relation to disciplinary proceedings or have you failed to comply with a direction given by the Commissioner under the *Property, Stock and Business Agents Act 2002*? Yes  No

## 9. QUALIFICATIONS

**You must attach to this application a clearly legible copy of your qualifications** unless you are applying under mutual recognition legislation. Do not send originals.  
Please refer to page 5 for details of required qualifications.

## 10. DECLARATION BY APPLICANT

I apply for the grant of a licence under the *Property, Stock and Business Agents Act 2002* and certify that the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every detail.

### Statement under the Privacy and Personal Information Protection Act 1998.

The applicant for this licence:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this licence;
2. acknowledges that information will be placed on a register open to the public in accordance with the *Property, Stock and Business Agents Act 2002*;
3. accepts that failure to supply information required on this application form may delay the processing of the application and;
4. has a right to seek access to and correction of information supplied.

**NOTE: It is an offence under the *Crimes Act 1900* to make a false or misleading statement in this document. The maximum penalty is imprisonment for two years or a fine of \$22,000 or both.**

Signature: ..... Date: .....

Full Name: .....

## How to lodge this document

### 🖱 Online

[www.onegov.nsw.gov.au](http://www.onegov.nsw.gov.au)  
and receive a discount

OR

### 📍 Service NSW Service Centre

For the location of your nearest Service NSW Service Centre, go to [www.service.nsw.gov.au](http://www.service.nsw.gov.au) or telephone 13 77 88.

Fair Trading will aim to make a decision on this application within 6 weeks after receiving all relevant information from you and other agencies.

For any enquiries regarding this application contact Property Licensing:  
Tel: (02) 9619 8799 TTY: (02) 9619 8673

## PAYMENT OPTIONS

### Indicate your payment method.

Credit Card

ONLY MasterCard and Visa are accepted. **Credit Card payments are subject to a 0.4% merchant fee.**

Cheques should be made payable to NSW Fair Trading.

### If paying by credit card, provide the credit card particulars below.

MasterCard  Visa

Credit Card Number:

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Card Holder's Name (BLOCK LETTERS)

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Card Holder's Signature

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# GUIDE TO QUALIFICATIONS

You must provide with this application evidence of your qualifications unless you are applying under mutual recognition legislation.

The qualifications required for the issue of an on-site residential property manager's licence are set out in the *Property, Stock and Business Agents (Qualifications) Order 2009*. The Qualifications Order may be viewed at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

## On-site Residential Property Manager Licence

1. A person has the qualifications required for the issue of an on-site residential property manager's licence if a registered training organisation has issued the person with **a statement of attainment or a qualification demonstrating competency in:**
  - (a) either of the following units of competency:
    - (i) CPPDSM3019A—Communicate with clients as part of agency operations,
    - (ii) CPPDSM3019B—Communicate with clients as part of agency operations, and
  - (b) either of the following units of competency:
    - (i) CPPDSM4015A—Minimise agency and consumer risk,
    - (ii) CPPDSM4015B—Minimise agency and consumer risk, and
  - (b1) either of the following units of competency:
    - (i) BSBRKG304B—Maintain business records,
    - (ii) BSBRKG304—Maintain business records, and
  - (b2) either of the following units of competency:
    - (i) BSBLED401A—Develop teams and individuals,
    - (ii) BSBLED401—Develop teams and individuals, and
  - (c) all of the following units of competency:
    - (i) CPPDSM4005A—Establish and build client–agency relationships,
    - (ii) CPPDSM4006A—Establish and manage agency trust accounts,
    - (iii) CPPDSM4007A—Identify legal and ethical requirements of property management to complete agency work,
    - (iv) CPPDSM4010A—Lease property,
    - (v) CPPDSM4016A—Monitor and manage lease or tenancy agreement,
    - (vi) CPPDSM4080A—Work in the real estate industry,
2. A person has approved qualifications required for the issue of an on-site residential property manager's licence if the person has held an on-site residential property manager's licence in the 12 months preceding the making of an application for the equivalent licence.

## Professional Indemnity Insurance

For information about your obligation to be insured under a policy of professional indemnity insurance, go to [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).

Navigation: Home > Property Agents & Managers > Licensing & certification > Applying for a licence or certificate > Licence conditions