



New Application - Real Estate and Business Sales Representative Registration (including Property Managers)

If you have held a real estate and business sales representative registration in Western Australia previously, you may be eligible to renew that registration. Please call the Licensing Advice Line for assistance.

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.

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 6. This fee is not refundable.

Certified copies of supporting documents required to be provided with this application will be accepted, original documents will not be returned. For a list of occupations authorised to witness and certify documents, visit www.commerce.wa.gov.au/CP/authorisedwitness.

1. Applicant Details

Title: Mr Mrs Miss Ms Other

Last Name:

Given Name(s):

Previous name(s) (if applicable)
You must list ALL previous names.

Date of Birth:

Place of Birth:

Work phone: ()

Mobile phone:

Preferred Email address:

Residential Address:

Postal Address:
(If different from above)

**Department of Commerce
 Consumer Protection**
 5th floor, WestCentre
 1260 Hay Street
 WEST PERTH WA 6005

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/CP/licences

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2. Qualifications

Please attach to this application evidence that you have a prescribed qualification. This should be the certificate from the registered training provider which lists the units you have completed. A list of acceptable qualifications is provided at www.commerce.wa.gov.au/consumer-protection/sales-representatives-real-estate. **You should be aware that you must apply within one year of successfully completing some courses.**

Please provide the following information:

Training provider name:

Date course completed:

If you have undertaken the required training to be a property manager, the registration will be restricted to property management transactions only.

3. Employment Details (if applicable)

Employer's Name:

Your position:

4. Fitness of Individual to Hold a Registration

The *Real Estate and Business Agents Act 1978* requires any applicant applying for 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 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.

Please answer either 'Yes' or 'No' to the following questions.

Have / are you:	Yes or No
(a) been convicted of, or found guilty of, any offences including convictions which resulted in a suspended sentence? <i>(Include all offences which went to Court, including traffic offences. Do not include spent convictions.)</i>	
(b) aware of any legal proceedings pending against you for an offence, including proceedings by way of appeal or review?	
(c) been the subject of any adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(d) had any an occupational licence or application refused, cancelled or suspended?	
(e) been disqualified from holding any occupational licence?	
(f) been subject to any disciplinary action by a licensing authority?	
(g) had any investigations or legal proceedings commenced against you or an associated entity, which may/did result in action being taken in relation to an occupational licence currently held?	

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

5. Authorisation and Declaration

I, (full name), sincerely declare as follows

1. The information and documents given with or in support of this application, whether or not provided at the time of or subsequent to lodgement, are true and correct.
2. I understand that providing a false or misleading statement in an application is an offence.
3. 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 registration, including but not limited to records relating to my criminal history or current/previous occupational licences or other relevant information.
4. I confirm I understand fully the duties and obligations imposed on myself under the *Real Estate and Business Agents Act 1978*, Regulations, and associated Code of Conduct.

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:

Witness' Signature

Print Name of Witness

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

See www.commerce.wa.gov.au/CP/authorisedwitness

6. Application Checklist

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

Prescribed registration fee. This fee is not refundable. (Please complete the credit card details below or make cheques payable to the Commissioner for Consumer Protection);	<input type="checkbox"/>
Evidence of completion of a prescribed qualification. (This should be a certificate from a registered training provider which lists the units you have completed)	<input type="checkbox"/>
An original (or certified copy) Australian police check (not more than three months old)	<input type="checkbox"/>

If you have answered yes to any questions in section 4:

Full details surrounding the circumstances of any matter.	<input type="checkbox"/>
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Your completed application may be forwarded by post to:

Licensing Branch
Consumer Protection
Department of Commerce
Locked Bag 14
CLOISTERS SQUARE WA 6850

Or delivered in person to:

Department of Commerce
Consumer Protection
5th Floor, WestCentre
1260 Hay Street, WEST PERTH

CREDIT CARD PAYMENT DETAILS - Application for Real Estate and Business Sales Representative Registration

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date /

I authorise the Department of Commerce to deduct the current applicable fee for a new application for a real estate and business sales representative registration.

Signature / Authorisation

Date