



Application for Renewal of a Real Estate and Business Agent - Individual

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 10. A receipt is not provided unless specifically requested.

A list of current fees is available on our [website](#).

1. Licence Details

Licence Number: RA

Title: Mr Mrs Miss Ms Other

Last Name:

Given Name(s):

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

Work phone: () Mobile:

Email address:

Residential Address:

Postal Address:
 (If different from above)

Address for Purpose of the Register:
 (See section 36 of the Real Estate and Business Agents Act 1978)

**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

2. Employment Details

Are you a sole trader?
(If yes go to section 3)

| | |
|--------------------------|--------------------------|
| Yes | No |
| <input type="checkbox"/> | <input type="checkbox"/> |

Are you currently employed?
(If no go to section 3)

| | |
|--------------------------|--------------------------|
| Yes | No |
| <input type="checkbox"/> | <input type="checkbox"/> |

Employer's Name:

Trading Name (if applicable):

In what capacity are you employed?
(select multiple options if applicable)

Person in *bona fide* control

Branch Manager

Director

Sales Rep/Property Manager

Employer's Business Address:

3. Financial Information

The Commissioner for Consumer Protection cannot grant renewal of a triennial certificate unless (s)he is satisfied that the applicant has sufficient material and financial resources to comply with the requirements of the *Real Estate and Business Agents Act 1978*.

Confidential Statement of Assets and Liabilities

| | |
|--------------------|-----------|
| Assets | \$ |
| Liabilities | \$ |
| Net Worth | \$ |

4. Incomplete Compulsory Professional Development ("CPD") Points

As part of the assessment of your renewal application, your compliance with the CPD requirements for the three calendar years prior to your expiry date will be reviewed. If you have not completed all required CPD training points for the previous three years, please provide a written explanation below of the reasons for this non compliance:

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Attach additional details if required

If you have not completed all of the required CPD points for the previous three years, the Commissioner may grant you an extension of time to complete any outstanding CPD points and your renewal application may be approved subject to a special condition that you complete outstanding points within a certain timeframe.

If you are unsure whether or not you have completed all required CPD points, please contact the CPD Compliance Team on 1300 30 40 64 (option 8) for clarification.

5. Fitness of Individual to Hold a Licence

Since the grant of your licence 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 |
|-------------------------------|----------------------|-------------------|--------------------|------|------------------|
| | | | | | |
| | | | | | |

Since the grant of your licence 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 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.

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Attach additional details if required

8. Authorisation

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 Board 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 myself under the *Real Estate and Business Agents Act 1978*, Regulations, and associated Code of Conduct.

Print Name Signature
Date

9. Declaration

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 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 (not more than three 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 |
|---|---|

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 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 \$