

## Change of Address Details – for certificate of registration holders only

*Property, Stock and Business Agents Act 2002*

You may only perform the activities of a certificate of registration holder whilst in the employment of and under the supervision of an appropriately licensed person under the Act.

Principal place of employment details are not displayed on certificates of registration issued by NSW Fair Trading.

Name of Certificate holder :	
Certificate Number:	

**You must complete all sections of this form, including the Declaration on page 2.**

### 1. Principal place of employment

Are you currently employed by a licensed agent? Yes  No   
*If yes, provide details below. If no, go to section 2.*

Principal place of employment - must be street address only:		Postcode:
Business telephone:		

### 2. Correspondence / Postal address

Address to which all correspondence for this certificate holder will be sent:		Postcode:
--	--	-----------

### 3. Residential address

Current residential street address:			Postcode:
Telephone number:	Home:	Mobile:	
Email address:			

*Continued over page*

#### 4. Employment at Additional places of business

If you are employed at more than one place of business, please provide the street address and telephone number of your employer at the additional place of business on a separate sheet of paper and attach to this form. This information will be updated and appear on the NSW online property licence check facility ([www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au), click on "Check a property industry licence").

If you are no longer employed at an additional place of business that is appearing on the online licence check facility, please specify the street address and telephone number of the additional place of business to be ceased on a separate sheet of paper and attach it to this form.

#### 5. Declaration

*This form MUST be signed by the certificate of registration holder whose address details are to be changed.*

I hereby provide the above changes to my certificate of registration particulars under the *Property, Stock and Business Agents Act 2002* and certify that the particulars specified in this form 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 certificate of registration holder:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the certificate holder's ongoing eligibility to hold this certificate;
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 form may delay the processing of the form 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.**

Name: (please print)

Signature:

Date:


Please retain a copy of this form for your records.

Fair Trading will not send you confirmation that the details in this form have been recorded. However, you can confirm that changes to your principal place of employment have been updated by going to the NSW Fair Trading website at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) and clicking on "Check a property industry licence".

**Processing time** - *Please allow up to 6 weeks for this information to be processed and updated on the NSW online property licence check facility.*

If you want to advise of another change, such as a change of name, you should write a separate letter and provide evidence that verifies the change, such as a copy of your Marriage Certificate or Change of Name Certificate.

---

The completed form may be forwarded to:

Property Licensing  
NSW Fair Trading  
Locked Bag 5104  
Parramatta NSW 2124

OR

Facsimile: 02 9619 8711

Email: [LB@finance.nsw.gov.au](mailto:LB@finance.nsw.gov.au)  
(include your certificate of registration  
number in the subject line)

Telephone enquiries: 02 9619 8799      TTY (telephone for the hearing impaired): 02 9619 8673

---