Government of **Western Australia**
Department of **Commerce**
Consumer Protection

# Application for Renewal of a Real Estate and Business Sales Representative Registration (including Property Managers)

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

**Department of Commerce**
**Consumer Protection**
Level 2, Gordon Stephenson House
140 William Street
PERTH WA 6000

**Licensing Branch**
Level 1, Mason Bird Building
303 Sevenoaks Street
CANNINGTON WA 6107

Locked Bag 14
Cloisters Square WA 6850

**Licensing Advice Line**
Tel: 1300 30 40 64

**Overseas Callers**
+61 8 6251 2931

**Email**
cplicensing@commerce.wa.gov.au

**Web Site**
www.commerce.wa.gov.au/cp/licences

A9304748

## Application Requirements

This form must be completed and signed by the applicant, except for section 3.

**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. **This fee is not refundable**.

**An additional 25% of the renewal fee is payable for applications received after the expiry date of the registration.** If you are paying by credit card, this fee will be deducted where applicable. For other payment methods, please note that the application will not be considered complete until applicable late fees are paid.

The list of current fees is available on our website at www.commerce.wa.gov.au/CP/licensingfees by following the links.

## 1. Registration Holder Details

**Registration Number:** RR

**Title:** Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

**Last Name:**

**Given Name(s):**

**Previous Name(s):**
(If applicable)

If you have legally changed your name since the grant of your registration, or since your last renewal (e.g. by marriage, alias, deed poll), you will need to provide supporting evidence confirming the change of name.

**Phone:** ( ) **Work phone:** ( ) **Mobile:**

**Preferred Email address:**

**Residential Address:**

**Postal Address:**
(If different from above)

**Address for Purpose of the Register:**
(See regulation 7(c) of the *Real Estate and Business Agents (General) Regulations 1978*)

## 2. Employment

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| **Employer's Name:** | |
| **Trading Name (if applicable):** | |
| **Position Held:** | |
| **Office Address:** | |

## 3. Declaration by Employer (this section must be completed by your employer)

The Commissioner cannot renew a certificate of registration unless satisfied that the sales representative was employed by a licensee at the time of making the application or will be employed by a licensee upon the renewal of the certificate.

In accordance with the Section 48(4) of the *Real Estate and Business Agents Act 1978*, if you are not employed by a licensed real estate agent or registered developer your registration cannot be renewed.

The employment declaration must be completed by the person in *bona fide* control of the licensed real estate agency, a registered developer, or the licensed principal where the business is operated by a sole trader.

As the representative of the employing agency, developer or as the licensed principal, by signing this form you are declaring that you employ the applicant as a sales representative/property manager, or will employ the applicant as such upon renewal of the certificate of registration, and understand that providing false or misleading information in an application is an offence.

**To be completed by the licensee, person in bona fide control (BFC) or a licensed director**

| | | | |
|---|---|---|---|
| **Name and licence of BFC/licensee:** | | **RA**_____ | |
| **Name of Agency/sole trader:** | | | |
| **Position Held:** | | | |
| **Signature:** | | **Date:** | |

## 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 registration 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:

**Provide as much information as possible. If you have been out of the industry, provide specific dates**

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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 Registration

| **Since the grant of your registration 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) entered into a recognisance, which is still in force, in relation to any offence? | | |
| (d) been subject to any charge in relation to any offence for which proceedings are still pending, including proceedings by way of appeal or review? | | |
| (e) 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 |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | *Attach additional details if required* |

| **Since the grant of your registration or since your last renewal, whichever is later, have you, in Australia or elsewhere:** | **Yes** | **No** |
|---|---|---|
| (f) 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? | | |
| (g) had such an authorisation granted, which for any reason is no longer in force? | | |
| (h) been refused membership to or been subject to disciplinary action in relation to any professional body? | | |
| (i) been struck off the roll of legal practitioners in this State or elsewhere in the Commonwealth? | | |

*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 any mitigating circumstances.*

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| *Attach additional details if required* |

## 6. National Police Certificate

To enable the Commissioner for Consumer Protection to consider whether an applicant is 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/CP/policechecks 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 copies.

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

If your renewal application is lodged with the Commissioner after the expiry date of your registration, you will be required to pay a **late fee** which amounts to an additional 25% of the renewal application fee. **In addition,** you may need to provide the following information:

Applications lodged within 28 days and 12 months after expiry

- If you would like your renewal to continue from the expiry date of your previous registration,

you must satisfy the Commissioner that there is reasonable cause to do so; or

should your registration be renewed, the new registration period will commence on the date the renewal is granted.

Applications lodged more than 12 months after the expiry

- If you would like your renewal to take effect within the next 28 days, you must satisfy the Commissioner that there is reasonable cause to do so; or
- should your registration be renewed, the new registration period will commence 28 days after the date on which the application is lodged, or the renewal application is approved, whichever is later.
- Please note, upon renewal of your registration, you may be required to undertake additional CPD training.

If no explanation is received, should your registration be renewed, the new registration period will commence no earlier than 28 days following the lodgement of your renewal application.

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| *Attach additional details if required* |

If you intend to lodge a renewal application more than five (5) years after you last worked in the industry, please contact the Licensing Advice Line on 1300 30 40 64 to determine your eligibility.

## 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 statutory body 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 registered sales representatives under the *Real Estate and Business Agents Act 1978*, Regulations, and associated Code of Conduct.

## 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 supporting documentation in the order set out below.

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|---|---|
| Prescribed renewal fee. This fee is not refundable.<br>(Please complete the credit card details below or make cheques payable to the Commissioner for Consumer Protection); | |
| Late fee (if applicable). This fee is not refundable. | |
| An original or certified copy of an Australian police check (not more than three months old) | |
| Proof of change of name (if applicable) | |

**If you have any convictions within the past three years, please also provide:**

| | |
|---|---|
| A written explanation of the circumstances surrounding your conviction(s) | |

You may lodge your completed application:

**By post** addressed to:

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

**In person** at:

Department of Commerce
Level 2, Gordon Stephenson House
140 William Street
PERTH

**DROP OFF ONLY**

**In person** at:

Consumer Protection Licensing
Level 1, Mason Bird Building
303 Sevenoaks Street
CANNINGTON

**An incomplete or inaccurate application cannot 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 from our website via www.commerce.wa.gov.au/CP/licensingfees.

Card Type Visa ☐ Mastercard ☐

Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiry Date ☐☐/☐☐

Card Holder ☐ *Please print*

Signature/Authorisation ☐

Amount $ ☐