



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

Application for a Real Estate and Business Agent's Licence and triennial certificate - Individual

General Information

In this form "**the Act**" means the *Real Estate and Business Agents Act 1978* and "**the Commissioner**" means the Commissioner for Consumer Protection.

Please write in **BLOCK LETTERS** using pen. **Answer every question.** Use '**N/A**' if a question does not apply. **Tick** where appropriate. **ALL information must be provided** to enable the application to be assessed.

Original documents cannot be returned so copies of supporting documents will be accepted as long as they are signed as true copies by an authorised witness (www.commerce.wa.gov.au/CP/authorisedwitness). Applications cannot be lodged by email or facsimile.

We use email for contact purposes, and to provide information to industry members, so it is important that you notify the Commissioner should your email contact details change.

1. Details of applicant

Title: Mr Mrs Miss Ms Other

First Name:

Other given name(s):

Last Name:

Other/previous name(s):

If applicable, you must list ALL previous names and/or aliases

Date of birth: / /

Place of birth:

Work phone: ()

Mobile:

Email:

Residential Address:

Postal Address:
(If different from above)

2. Character and Fitness

National Police Certificate: To enable the Commissioner to consider whether an applicant is of good character and repute, and a fit and proper person to hold a licence, please attach to this application **an original Australian police check**. The certificate must be **no more than three months old** at the time it is lodged with the Commissioner.

Please see www.commerce.wa.gov.au/cp/policechecks for a list of accepted Australian police checks.

Department of Commerce
Consumer Protection Licensing

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

Consumer Protection Advice Line
Tel: 1300 30 40 54

A9552543

Business References: You must also provide **two original business references**. The references must be in the pro forma (see Appendix 1).

Please also answer the following questions about yourself.

	Yes	No
(a) are you presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention?		
(b) are you aware of any proceedings pending against you for an offence, including proceedings by way of appeal or review?		
(c) have you ever been disqualified from holding a licence by any occupational licensing Board, agency, other Departments or authorities anywhere?		
(d) have you had any occupational licence or application refused, cancelled or suspended?		
(e) have you had any affairs administered under any bankruptcy laws?		

If the answer to any of the above items was 'Yes', full details must be provided on a separate attached sheet of paper.

3. Trading Details

If you are applying for a licence for the purpose of operating in the real estate industry on behalf of a different entity/agency, that entity (firm or company) must separately hold a real estate and business agent's licence. Forms to apply for a firm or company licence can be obtained from www.commerce.wa.gov.au/cp/forms.

If you intend to operate as a sole trader, prior to commencing to carry on business as an agent you will need to complete the Notification of Commencement of Trading form, which can be downloaded at www.commerce.wa.gov.au/CP/realstate.

4. Financial Information

The Commissioner cannot grant a licence and triennial certificate unless satisfied that the applicant has sufficient material and financial resources available to comply with the requirements of the Act.

To facilitate this a credit history check will be obtained as part of the application process. You must also complete the following **Confidential** Statement of Assets and Liabilities:

Assets	\$
Liabilities	\$
Net Worth	\$

In addition to completing the above, please answer the following question:

	Yes	No
Do you believe that you have sufficient financial resources to enable you to carry on the business as an agent and to comply with the requirements of the Act?		

5. Qualification and Experience

Qualifications

To qualify for the grant of a real estate and business agent licence you must lodge the **statement of examination results and a copy of your certificate or verification letter** confirming that you hold a prescribed qualification, being:

- Diploma of Property Services (Agency Management) CPP50307;
- One of the following prescribed qualifications from Curtin University of Technology:
 - Bachelor of Commerce (Property and Marketing)
 - Bachelor of Commerce (Property)
 - Bachelor of Commerce (Property and Finance)
 - Bachelor of Commerce (Property Development and Valuation)
 - Bachelor of Commerce (Property Valuation)
 - Master of Property
 - Graduate Diploma in Property
- Until 31 December 2018, Diploma of Property (Real Estate) together with the examinations conducted by a registered training provider in the following three units:
 - (i) 15826 — Rural Sales; and
 - (ii) 15825 — Selling Businesses; and
 - (iii) 15892 — Real Estate Law

Experience

Please provide details of your real estate activities and transactions to satisfy the Commissioner that you have sufficient practical experience in negotiating real estate transactions to enable you to carry on the business of an agent satisfactorily. This information could include:

- A list detailing
 - any business transactions, such as the sale of businesses;
 - sales transaction details such as the date, address of property, value/price, and whether it was a conjunctional sale;
 - property management transaction details such as a description of properties managed (e.g. house, flat or shop); and/or
 - leasing transaction details such as a description of properties leased (e.g. retail, commercial or residential);

and

- A current resume which details your prior employment history for two years preceding your application.

6. Declaration of Applicant

I,, sincerely declare as follows: -

1. 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 licence and triennial certificate, including but not limited to records relating to my criminal history or current/previous occupational licences or other relevant information.
2. That the particulars and answers given, and information and documents provided, with or in support of this application, whether or not submitted at the time of or subsequent to lodgement, 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 correct and I acknowledge 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)

Refer to section 12 and schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005* for the list of Authorised Witnesses or visit www.commerce.wa.gov.au/CP/authorisedwitness

Application Checklist

Prior to submitting your application, please complete this checklist, attaching your completed application and supporting documentation in order set out below:

Prescribed fee (Please complete credit card details below or make cheques payable to the Commissioner for Consumer Protection)	
An original or certified copy of an Australian police check (not more than three months old)	
Two references (see Appendix 1 pro forma)	
Statement of experience (curriculum vitae and/or list of transactions)	
Certificate of completion for educational qualifications	

Your original completed form and supporting documents can be

forwarded by post to:	delivered in person to:	
Consumer Protection Licensing Department of Commerce Locked Bag 14, CLOISTERS SQUARE WA 6850	Department of Commerce Level 2, Gordon Stephenson House 140 William Street, Perth (drop off service only)	Department of Commerce Level 1, Mason Bird Building 303 Sevenoaks Street, Cannington

If you require assistance with completing this form please call us during business hours on 1300 30 40 64.

Application Fee

A licence is continuous however, the triennial Certificate is granted for a three (3) year period.

The total fee payable includes a triennial certificate/licence fee, an application fee and a contribution to the fidelity guarantee fund.

A list of current fees and the fee refund policy is available on our website at www.commerce.wa.gov.au/CP/licensingfees.

Cheques should be made payable to the Commissioner for Consumer Protection. For payment by credit card, please complete the following:

Card Type Visa Mastercard

Card Number

Expiry Date /

Card Holder *Please print*

Signature/Authorisation



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

**REAL ESTATE AND BUSINESS AGENT
BUSINESS REFERENCE TEMPLATE**

- References from relatives/domestic partner, subordinates, business partners or co-directors will not generally be accepted.
- At least one reference must be from a person external to the applicant's current place of employment.
- **References should be as detailed as possible but include only information that is relevant to the applicant's suitability to hold a real estate agent's licence. Any additional relevant information should be attached.**
- Applicants must have a minimum of two years' full-time relevant experience in the preceding five years. References should outline the applicant's relevant experience within this period.
- Where Consumer Protection is unable to determine the applicant's suitability to hold a real estate agent's licence due to insufficient information being provided in support of the application, the reference will not be accepted. The answers provided should be limited to the person's character and repute and fitness to hold a licence.

The information provided will assist the Commissioner for Consumer Protection to determine whether the applicant is of good character and repute, and a fit and proper person to be granted a real estate agent's licence, pursuant to section 27 of the *Real Estate and Business Agents Act 1978*. Please keep your answers relevant to these matters in a professional context.

Individual for whom reference provided: _____
(the applicant)

Questions (to be completed by the referee)

1. How long have you known the applicant?
2. Are you related to the applicant in any way?
3. What is the capacity and extent of your business relationship (and social relationship, if any) with the applicant?
.....
.....
.....
.....
4. Please indicate, to the best of your knowledge, the type, scope and extent of the applicant's real estate experience in the last five years

General fitness of applicant to hold a real estate licence:

I consider the applicant to be a person of good character and repute and a fit and proper person to hold a licence.

I believe that the applicant reasonably understands the duties and obligations imposed on them by the *Real Estate and Business Agents Act 1978*.

I am not aware of any reason why the applicant would not be eligible for, or should not be granted, a real estate agent's licence.

I am not aware of any reason why the applicant may not have sufficient material and financial resources available to comply with the requirements of the *Real Estate and Business Agents Act 1978*.

I believe the applicant to be capable of carrying on the business of a real estate agent with the general public without supervision.

Referee's Name (please print)

Job title/Place of Employment

Contact Number

Declaration

I,(referee), sincerely declare that the particulars and answers given in respect of this reference 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.

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In the presence of:

Witness' Signature

Print Name of Witness

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

Refer to section 12 and schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005* for the list of Authorised witnesses or visit www.commerce.wa.gov.au/CP/authorisedwitness.



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Print Name of Witness

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

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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.