

Application for Registration Division 1 - operating as a company

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

Application Requirements

This form must be completed and signed by the managing real estate agent.

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 form.

The list of current fees is available at www.propertyagentsboard.com.au/feesandcharges

1. Details of Applicant

Name of Entity applying

ACN/ABN

Business Name under which the applicant intends to trade: (if applicable):

Note: Every applicant who intends to carry business under a business name must have that business name registered under *Business Names Registration Act 2011* with the Australian Securities and Investment Commission (ASIC). For information about business names registration requirements visit: www.asic.gov.au

Business phone number:

Business Fax:

Contact email address:

Principal place of business:

2. Company Directors

Full Legal Name	Home address	Date of Birth	Email address

Please note that there must be at least one qualified director. Please include in the space below details of all directors of the entity. Please indicate by placing a ☒ next to the name of those directors holding a Registration in Tasmania. Additionally, place an asterisk (*) next to the name of the registered director who is to be the managing agent (if applicable). If there is insufficient space, please attach a page giving full details.

Property Agents Board
Level 2, 172 Collins
Street
Hobart Tas 7000

Phone
03 6281 3480

Fax
03 6281 3477

Email
board@propertyagentsboard.com.au

Web Site
www.propertyagentsboard.com.au

3. Character

Please answer the following questions about the entity and the directors listed previously:	Yes	No
Have any of the directors ever been convicted of, or found guilty of, ANY offences anywhere? (include all traffic offences that went to court but do not include spent convictions)		
Are any of the directors presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention?		
Are any of the directors aware of any proceedings pending against them for an offence, including proceedings by way of appeal or review?		
Have any of the directors ever been disqualified from holding a licence/registration by any occupational licensing Board, Agency, other Departments or authorities anywhere?		
Have any of the directors had any occupational licence/registration or application refused, cancelled or suspended?		
Has the entity or any director ever been known by any other name?		
Has the entity breached or been found guilty of ANY offences anywhere?		
Are any of the directors undischarged bankrupt or have you made a composition or arrangement with creditors?		
Are any of the directors disqualified for holding a registration by virtue of Section 69 or S125 of the <i>Property Agents and Land Transactions Act 2005</i> ?		

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

4. Business Details

Managing Property Agent

Please state the name of the employee that will be managing the business.

Name:

Residential Address:

Address for service of Notices: (If different from Principal place of business)

Does the entity intend to operate under a franchise agreement? ☐ yes ☐ no
If yes, please provide a copy of the franchise agreement.

Professional Indemnity Insurance Provider

Policy details

For details of Professional Indemnity Insurance cover levels requirements please refer to the Board's website: www.propertyagentsboard.com.au/professional-indemnity-insurance

5. Declaration by a Qualified Director to the Property Agents Board

I,, sincerely declare as follows: -

1. 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;
2. I agree, during the currency of this application, to do all things necessary to assist the Property Agents Board in obtaining other relevant information upon request.
3. I confirm I understand fully the duties and obligations imposed on myself under the *Property Agents and Land Transactions Act 2005*, Regulations, and Code of Conduct.
4. The company is solvent and is able to pay its debts as they fall due for payment.

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 Act 2001*.

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)

6. Fees

An application fee is payable with the lodgment of this application.

Registration is granted for a one (1) year period. A registration fee is also payable with the lodgment of this application.

A list of current fees is available on our website: www.propertyagentsboard.com.au/feesandcharges

Cheques should be made payable to the Property Agents Board.

For payment by EFT, please see details below:

Property Agents Board

CBA

BSB 067 002

Account number 0011 0109

Type of Registration:

- Real Estate Agent ☐
- Property Manager ☐
- General Auctioneer ☐

Registration for a General Auctioneer requires the applicant to publish a Notice, in a form approved by the Board, stating that the entity intends to be named in Part 3 of the Register.

A proforma is available on the Board's website www.propertyagentsboard.com.au/forms

7. Application Checklist

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

Prescribed fee (Please pay by EFT or make a cheque payable to the Property Agents Board)	
Copy of Professional Indemnity Insurance Certificate of Currency	
Copy of Registration of a Company	
Copy of ASIC statement showing appointment of directors	
Copy of Business Name Registration (if applicable)	
Copy of Franchise agreement or letter granting franchise (if applicable)	
Copy of Notice of Intention (General Auctioneer applicant only)	

Your completed application may be forwarded

by post to: Property Agent Board Level 2, 172 Collins Street Hobart Tas 7000	by email to: board@propertyagentsboard.com.au
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An incomplete or inaccurate application cannot be assessed