

Application for Registration Division 2 - (manager)

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 form.

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

1. Details of Applicant

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Last Name:

Given Name(s):

Date of birth: / /

Residential Address:

Postal Address:
(If different from above)

Address for service of
Notices:

Work phone: () Mobile:

Email address:

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

Note: Your nominated email address will be used for contact purposes, please ensure that the email address provided in this application is correct and that you notify the Board of any future changes.

2. Character

Please answer the following questions about yourself.	Yes	No
Have you 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 you presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention?		
Are you aware of any proceedings pending against you for an offence, including proceedings by way of appeal or review?		
Have you ever been disqualified from holding a licence/registration by any occupational licensing Board, Agency, other Departments or authorities anywhere?		
Had any occupational licence/registration or application refused, cancelled or suspended?		
Have you ever been, known by any other names?		
Are you an undischarged bankrupt or have you made a composition or arrangement with creditors		
Are you 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.

3. Qualification and Experience

Qualification - Real Estate Agent

To apply for a real estate agent registration you must have the following prescribed qualification awarded by a registered training organisation within the meaning of the *Vocational Education and Training Act 1994*:

1. Diploma of Property (Real Estate) which includes the following compulsory units set by the Board:

BSBMGT515A	Manage operational plan
BSBMGT502B	Manage people performance
BSBFIM501A	Manage budgets and financial plans
BSBHRM405A	Support the recruitment, selection and induction of staff
CPPDSM4005A	Establish and build client-agency relationships
CPPDSM4006A	Establish and Manage Agency Trust Accounts
CPPDSM5009A	Coordinate risk management system in the property industry
CPPDSM5012A	Develop a strategic business plan in the real estate industry
CPPDSM5018A	Ensure a safe workplace in the property industry
CPPDSM5020A	Manage and monitor effective client service in the real estate industry

2. A qualification that the Board is satisfied is substantially equivalent to the qualification as prescribed in paragraph 1.

Please note that proof of having a qualification includes a statement of results and a copy of your certificate or verification letter from the educational institution.

Under the *Property Agents and Land Transactions Act 2005* you are required to have been engaged full-time as a property manager or property consultant for a total period of at least 2 years during the 5 year period immediately preceding the application for registration.

Please provide a signed, dated and detailed list of your real estate activities and transactions including:

- details of 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
- property management transaction details such as a description of properties managed (e.g. house, flat or shop);
- leasing transaction details such as a description of properties leased (e.g. retail, commercial or residential);
- a current resume which details your prior employment history for two years preceding this application.

Qualification - Property Manager

To apply for a property manager registration you must have the following prescribed qualification awarded by a registered training organisation within the meaning of the *Vocational Education and Training Act 1994*:

1. Diploma of Property (Real Estate) which includes the following compulsory units set by the Board:

BSBMGT515A	Manage operational plan
BSBMGT502B	Manage people performance
BSBFIM501A	Manage budgets and financial plans
BSBHRM405A	Support the recruitment, selection and induction of staff
CPPDSM4002A	Apply knowledge of state or territory legislative framework to complete agency work
CPPDSM4005A	Establish and build client-agency relationships
CPPDSM4006A	Establish and Manage Agency Trust Accounts
CPPDSM5009A	Coordinate risk management system in the property industry
CPPDSM5012A	Develop a strategic business plan in the real estate industry
CPPDSM5018A	Ensure a safe workplace in the property industry
CPPDSM5020A	Manage and monitor effective client service in the real estate industry

2. A qualification that the Board is satisfied is substantially equivalent to the qualification as prescribed in paragraph 1.

Please note that proof of having a qualification includes a statement of results and a copy of your certificate or verification letter from the educational institution.

Qualification - General Auctioneer

To apply for a general auctioneer registration you must:

1. Be able to satisfy the Board by examination or inquiry, that you have sufficient knowledge and experience of general auctioneering business to be able to carry on that business: or
2. Complete the following compulsory units:

CPPDSM4002A	Apply knowledge of state or territory legislative framework to complete agency work; and
CPPDSM4004A	Conduct auction; and
CPPDSM4006A	Establish and Manage Agency Trust Accounts; and
CPPDSM4038A	Conduct goods, chattel, or equipment clearing sale or auction;

and an examination set by the Board.

Please note that proof of having a qualification includes a statement of results and a copy of your certificate or verification letter from the educational institution.

3. Publish a Notice, in a form approved by the Board, stating that you intend to have your name entered into Part 3 of the Register.

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

4. Business Details

If you are seeking Registration for the purpose of working in the real estate industry, what is the name of the entity/agency which you will be employed or engaged and please outline your role within that business?

(if applicable) **Declaration by employing Property Agent**
Subject to the granting of this application I verify that the applicant is to be employed by the entity/agency named above.

	Name
	Signature

5. Declaration of Applicant and Authorisation to the Property Agents Board

You are advised that permitting another person to use your Registration attracts penalties and the possibility of cancellation of the Registration.

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. In order to assess of this application, I give authorisation to the Property Agents Board, or persons the Board authorises or 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 Property Agents Board with assessment of this application.
3. I agree, during the currency of this application, to do all things necessary to assist the Property Agents Board in obtaining the above records upon request.
4. 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.

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)

Type of Registration:

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

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
BSB067 002
Account number 0011 0109

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	
Statement of experience (curriculum vitae) (if applicable);	
List of transactions (if applicable);	
Certificate of completion for educational qualifications;	
Declaration of employment by employing Property Agent (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
---	--

An incomplete or inaccurate application cannot be assessed