



Application for a NEW Real Estate and Business Sales Representative Registration (including Property Managers)

USE ADOBE ACROBAT READER WITH THIS FORM



This form is designed to be used with the **FREE Adobe Acrobat Reader application**. [Click here to download Acrobat Reader.](#) Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

Checklist

Your application can only be processed if **ALL** of the relevant information and supporting documentation is provided. Use this checklist to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach. Please check that:

- all sections of this form are complete;
- your Australian police check from an approved provider is ready to attach;
- evidence of your successful completion of a prescribed qualification is ready to attach; and
- payment of the prescribed fee is ready to be made.

Duration of licence

If granted, your Real Estate and Business Sales Representative Registration will be issued for a period of up to three (3) years.

Application fee

A fee is payable at the time of lodging the application. Please refer to our website at

www.commerce.wa.gov.au/CP/licensingfees

for the current prescribed fee. The fee is non-refundable, exempt from the GST and subject to change without notice. Part payment cannot be accepted. Cheques should be made payable to the Commissioner for Consumer Protection.

If you are submitting this form online, you will be able to make payment using the Department's secure payment gateway.

If you are submitting this form by post and are making payment by credit card, you must also complete the Application Payment Form available at www.commerce.wa.gov.au/publications/licensing-application-payment-form and attach it to your application.

Lodgement options

You may lodge your completed application **ONLINE** or:

In person

Customer Service
Level 1, Mason Bird Building, 303 Sevenoaks Street
CANNINGTON
Hours: 8:30am to 4:30pm, Monday to Friday

By post

Licensing Services
Department of Mines, Industry Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892

Enquiries

Licensing Advice Line: 1300 304 064
Overseas Callers: +61 8 6251 2931
General Enquiries: 1300 304 054
Email: cplicensing@dmirs.wa.gov.au
Web Site: www.commerce.wa.gov.au/CP/licences

Office use only

Total Fee (\$)	Department code	Chart description
	RR	<input type="checkbox"/> New App – Sales Rep <input type="checkbox"/> Sales Rep Fidelity Contribution

Application for a NEW Real Estate and Business Sales Representative Registration

General information

PLEASE NOTE: if you have previously held a Real Estate and Business Sales Representative Registration in Western Australia, you may be eligible to renew that registration. Contact Licensing Services on 1300 304 064 or email cplicensing@dmirs.wa.gov.au for more information.

Do not use this form to remove the property manager condition from your current registration.

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

Applicant details

Salutation: Mr Mrs Ms Other, please specify:

Family name: First name:

Other name(s): Date of birth: / / Place of birth:

Have you been known by any other names? Yes No

If you answered 'yes' above, attach a separate page with full details.

Attached

Residential address

Note: A postal address is required for correspondence from the Department.

Street address:
Suburb: State: Postcode:

Postal address

Note: A postal address is required for correspondence from the Department.

As above Street address or PO Box:
Suburb: State: Postcode:

Address for purpose of the Register:

Note: This address will be publicly available. Please provide an address at which you can be contacted for the purposes of the Act.

As above Street address:
Suburb: State: Postcode:

Contact details

Phone (home): Phone (work): Phone (mobile):* Email:*

We use email and SMS for contact purposes and to send courtesy renewal reminders, so it is important that you notify the Commissioner should your electronic contact details change.

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Qualifications

Please attach to this application evidence that you have a prescribed qualification. This should be the certificate from the registered training provider which lists the units you have completed. The list of qualifications currently prescribed is available at www.commerce.wa.gov.au/consumer-protection/sales-representatives-real-estate. **You should be aware that you must apply within three years of successfully completing some courses.**

Please provide the following information:

Training provider name:

Date:

If you have undertaken the required training to be issued a restricted registration, and if your application is granted, your registration will be restricted accordingly (i.e. to property management transactions only OR sales transactions only).

Employment details (if applicable)

The employer must be a licensed Real Estate and Business Agent in WA or a registered Property Developer in WA

Employer's Name:

Your Postion:

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Fitness to hold a licence

You must provide an Australian police check in your full legal name that is less than three (3) months old. Further information about accepted police checks is available on our website: www.commerce.wa.gov.au/CP/policechecks.

Please answer either 'Yes' or 'No' to the following questions. If the answer to any of the questions is 'Yes', you may be contacted to provide additional information as part of the application process.

Have/are you:

1. been convicted, or found guilty of **any** offences, including convictions which resulted in a suspended sentence? Yes No
(Include all offences which went to Court, including traffic offences. Do not include spent convictions.)
2. aware of **any** legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review? Yes No
3. been the subject of **any** adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission? Yes No
4. had **any** occupational licence or application refused, cancelled or suspended? Yes No
5. been disqualified from holding **any** occupational licence? Yes No
6. been subject to **any** disciplinary action by a licensing authority? Yes No
7. had **any** investigations or legal proceedings commenced against you or an associated entity, which may result in action being taken in relation to an occupational licence currently held? Yes No

Authorisation and Declaration

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 registration, including but not limited to records relating to my criminal history or current/previous occupational licenses or other relevant information.

I confirm I understand fully the duties and obligations imposed on myself under the Act, Regulations, and associated Code of Conduct.

I understand that providing false or misleading information to the Commissioner or Chief Executive Officer is an offence under section 134A of the Act.

Declaration

I (FULL NAME OF APPLICANT)

Signature:

Date: