



Renewal Application – Real Estate and Business Sales Representative Registration (including Property Managers)

APPLICATION 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;
- you have provided proof of your change of name (if applicable); and
- payment of the prescribed application fee, including any applicable late fee, is ready to be made.

APPLICATION FEE

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

CREDIT CARD PAYMENT DETAILS

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee**

Signature / Authorisation Date

*Fees are subject to change on 1 July of each year

OFFICE USE ONLY					
Licence No:		Department Code	RR	Chart Description	Renewal Sales Rep
Total Fee	\$	Late Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>	Chart Key	<input checked="" type="checkbox"/> I

GENERAL INFORMATION

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

Please write in **BLOCK LETTERS** using pen. **Answer every question.** Tick where appropriate.
ALL information must be provided to enable the application to be assessed.

The Act does not provide for the refund of any fees paid in respect of a sales representative registration renewal. This application **must** also be accompanied by the non-refundable prescribed fee and those additional items listed in the Application Checklist. For the current fee please refer to www.commerce.wa.gov.au/CP/licensingfees. **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. Please note that the application will not be considered complete until applicable late fees are paid.

1. Renewal Applicant 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, deed poll) you must provide supporting evidence confirming the change of name.

Work phone: * Mobile:

* Preferred Email address:

Residential Address:

Postal Address:
(If different from above)

Address for Purpose of the Register:
(This address will be publicly available and cannot be a PO Box, see Regulation 7 under the Act)

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.

2. Fitness to Hold a Registration

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.

Since the grant of your registration or last renewal (whichever is later), have/are you:	Yes or No
(a) been convicted, or found guilty of any offences, including convictions which resulted in a suspended sentence? <i>(Include all offences which went to Court, including traffic offences. Do not include spent convictions.)</i>	
(b) aware of any legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review?	
(c) been the subject of any adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(d) had any occupational licence or application refused, cancelled or suspended?	
(e) been disqualified from holding any occupational licence?	
(f) been subject to any disciplinary action by a licensing authority?	
(g) 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?	

3. Late Renewal Applications (Please note this section is **mandatory** if you are lodging a late renewal application)

If your renewal application is lodged 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:

(a) Applications lodged between 28 days and 12 months after expiry

- Should your registration be renewed, the new registration period will commence on the date the renewal is granted; or
- 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 for this to occur.

(b) Applications lodged more than 12 months after expiry

- Should your registration be renewed, the new registration period will commence on the date the renewal is granted; or
- If you would like your renewal to take effect within the next 28 days, you must satisfy the Commissioner that there is reasonable cause for this to occur.
- Please note, upon renewal of your registration, you may be required to undertake additional CPD training.

To enable the Commissioner to determine the date your registration may take effect, please provide reasons below as to why your application was submitted more than 28 days after the expiry of your registration.

IMPORTANT: The Commissioner may make his final decision about whether to backdate your renewal without seeking further information from you, so please include all relevant information on the form below:

Provide reason/s as per (a) or (b) above:

Attach additional details if required

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

A certificate of registration cannot be renewed unless the sales representative was employed by a WA licensee, or registered developer, at the time of making the application, or will be employed by a WA licensee, or registered developer, upon the renewal of the certificate. The employment declaration must be completed by the person in *bona fide* control of the WA licensed real estate agency, the registered developer, or the WA licensee where the business is operated by a sole trader.

As the representative of the employing agency, developer or as the licensee, by signing this form you are declaring that you employ the applicant as a sales representative, or intend to employ the applicant as a sales representative upon renewal of the certificate of registration, and that you understand that providing false or misleading information in an application is an offence.

Write full name and licence number of the Person in bona fide control or licensee or registered developer:

<input type="text"/>	RA/RD	<input type="text"/>
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Name of the Agency or Developer:

Position held by the renewal applicant:

Signature of Person in bona fide control or licensee or developer:

Date:

5. 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 licences 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.

Applicant's full name:

Signature of Applicant:

Date:

LODGEMENT OPTIONS

You may lodge your completed application:

By post addressed to:

Licensing Services

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

Licensing Advice Line: 1300 304 064
Overseas Callers: +61 8 6251 2931
General Enquiries: 1300 304 054

In person at:

Customer Service

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

Email: cplicensing@dmirs.wa.gov.au
Web Site: www.commerce.wa.gov.au/CP/licences