



# Application for a Real Estate and Business Agent's Licence and Triennial Certificate (Individual)

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## 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 two business references have been completed using the pro forma available on the website, and are ready to attach;
- 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;
- evidence of your sufficient practical experience (transactions and resume) 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 Agent's Triennial Certificate 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](http://www.commerce.wa.gov.au/CP/licensingfees) for the current prescribed fees. The total fee payable includes a triennial certificate/licence fee, an application fee and a contribution to the fidelity guarantee account. All fees are 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](http://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](mailto:cplicensing@dmirs.wa.gov.au)  
Web Site: [www.commerce.wa.gov.au/CP/licences](http://www.commerce.wa.gov.au/CP/licences)

## Office use only

Total fee	Department code	Chart description
\$	RA	<input type="checkbox"/> Application fee <input type="checkbox"/> FRE Agents Fidelity contribution; and <input type="checkbox"/> New app – Real Estate Agent Individual

# Application for a Real Estate and Business Agent's Licence and Triennial Certificate (Individual)

## General information

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

## Details of applicant

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

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

## Residential address

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:

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.

## Business references

You must provide two business references using the pro forma titled "Real Estate and Business Agent Business Reference Template for Individuals" which is available on our website at: [www.commerce.wa.gov.au/publications/real-estate-and-business-agent-business-reference-template](http://www.commerce.wa.gov.au/publications/real-estate-and-business-agent-business-reference-template).

## 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](http://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 to [www.commerce.wa.gov.au/CP/realestate](http://www.commerce.wa.gov.au/CP/realestate).

## Application for a Real Estate and Business Agent's Licence and Triennial Certificate (Individual)

### Character and fitness

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](http://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
8. in liquidation, under official management or an undischarged bankrupt?  Yes  No
9. having affairs administered under **any** bankruptcy laws?  Yes  No
10. a director of a corporation, which has been subject to **any** form of insolvency administration?  Yes  No

### 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:**

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?  Yes  No

# Application for a Real Estate and Business Agent's Licence and Triennial Certificate (Individual)

## 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 one of the prescribed qualifications:

- Diploma of Property Services (Agency Management) CPP50307;
- Diploma of Property (Agency Management) CPP51119 together with any additional examinations, if required;
- Diploma of Property (Agency Management) CPP51122 together with any additional examinations, if required;
- 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 Development and Valuation Extension Major)
  - Bachelor of Commerce (Property Valuation)
  - Master of Property
  - Graduate Diploma in Property

### Experience

You must 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 at least preceding your application.

## 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 licence, 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:

Date: