



Application for a Real Estate and Business Agent's Licence and Triennial Certificate (Body Corporate/Company)

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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;
- the two business references for each relevant person have been completed using the pro forma available on the website, and are ready to attach;
- the Australian police check/s for each relevant person from an approved provider is/are 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 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 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
\$	RA	<input type="checkbox"/> Application fee <input type="checkbox"/> FRE Agents Fidelity contribution; and <input type="checkbox"/> New app – Real Estate Body Corporate

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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. **"Relevant Persons"** means all the directors and all other persons concerned in the management or control of the body corporate and includes the person who is to be in bona fide control of the business.

Details of applicant

Name of body corporate (company):

ACN/ABN:

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

Business Email:

Business Phone / Mobile:

Person in bona fide control

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.

Relevant persons of the body corporate

Please include in the space below details of all relevant persons of the body corporate.

Please note that where there are up to three (3) directors, at least one director must be a licensed real estate and business agent ("RA"). If the body corporate has four (4) or more directors, at least two (2) must be licensed as an RA.

Full legal name

and RA number (if applicable)

Role in business

Email address

Full legal name and RA number (if applicable)	Role in business	Email address
RA		
RA		
RA		

If there is insufficient space, please attach a page giving full details as above.

Business references

Each relevant person must provide two business references using the pro forma titled "Real Estate and Business Agent Business Reference Template for Directors or Partners" which is available on our website at: www.commerce.wa.gov.au/publications/real-estate-and-business-agent-business-reference-template.

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Business address details

Principal Place of Business:

Street address:

Suburb:

State:

Postcode:

Postal Address:

As above Street address or PO Box:

Suburb:

State:

Postcode:

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 by heading to "Publications – real estate" at www.commerce.wa.gov.au/CP/realestate.

Fitness and character of applicant and relevant persons

Each relevant person must provide an Australian police check in their 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.

Has/is the applicant or any relevant person of the applicant:

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

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Financial information

The Commissioner cannot grant a licence and triennial certificate unless satisfied that the body corporate has sufficient material and financial resources available to comply with the requirements of the Act. To facilitate this, credit history checks will be obtained as part of the application process. You must also provide the assets and liabilities of the body corporate below.

Confidential Statement of Assets and Liabilities
(please provide figures for the body corporate, not the body Corporate directors)

Assets	\$
Liabilities	\$
Net Worth	\$

In addition to completing the above, please answer the following question:

Do you believe that the body corporate has sufficient financial resources to enable it to carry on business as an agent and to comply with the requirements of the Act? Yes No

Authorisation and declaration

This section must be completed by ALL natural directors, and persons in control and management of the body corporate (including the person in bona fide control of the body corporate)

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 character and repute, and my fitness to be concerned as a director of, or in the management and control of, an agent's business. This includes but is not limited to records relating to my criminal history or current/previous occupational licences or other relevant information.

I confirm that I understand fully the duties and obligations imposed on me and the body corporate 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.

Name of person	Signature	Date
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Attach additional sheet if required