



**SETTLEMENT AGENT
 BUSINESS REFERENCE TEMPLATE**

- References from relatives/partners, subordinates, business partners or co-directors will not be accepted.
- At least one reference must be from a person external to the applicant’s current place of employment.
- **References should be as detailed as possible but include only information that is relevant to the applicant’s suitability to hold a settlement agent’s licence. Any additional relevant information should be attached.**
- Applicants must have a minimum of two years’ full-time relevant experience immediately prior to the application. References should outline the applicant’s relevant experience within this period.
- Where the Commissioner is unable to determine the applicant’s suitability to hold a settlement agent’s licence due to insufficient information being provided in support of the application, the reference will not be accepted.

The information provided will assist the Commissioner for Consumer Protection in determining whether an applicant is of good character and repute, and a fit and proper person to be granted a settlement agent’s business, pursuant to section 27 of the *Settlement Agents Act 1981* (“the Act”).

Individual for whom reference provided: _____
 (the applicant)

Questions

1. How long have you known the applicant?.....
2. Are you related to the applicant in any way?
3. What is the capacity and extent of your business relationship (and social relationship, if any) with the applicant?

4. Please indicate, to the best of your knowledge, the type, scope and extent of the applicant’s settlement experience in the last five years.

- I consider the applicant to be a person of good character and repute and a fit and proper person to hold a licence.
- I believe that the applicant reasonably understands the duties and obligations imposed on them by the Act.
- I am not aware of any reason why the applicant would not be eligible to be, or should not be granted, a settlement agent's licence.
- I am not aware of any reason why the applicant may not have sufficient material and financial resources available to comply with the requirements of the Act.
- I believe the applicant is capable of carrying on the business of a real estate settlement and/or business settlement agent with the general public without supervision.

I declare that the particulars and answers given in respect of this reference in support of this application are, to the best of my knowledge and belief, true and correct and the attachments hereto are what they purport to be.

Further, I understand that providing a false or misleading statement in an application is an offence under section 111A of the Act.

Referee's full name:

Referee's job title and place of employment:

Referee's contact number:

Signature of referee: **Date:**