



New Application - Real Estate and Business Sales Representative Registration (including Property Managers)

If you have held a real estate and business sales representative registration in Western Australia previously, you may be eligible to renew that registration. Do not use this form to remove the property manager condition from your registration. Please call the Licensing Advice Line for assistance.

Please use a pen and write neatly using BLOCK LETTERS. Tick ☒ where appropriate

Application Requirements

This form must be completed and signed by the applicant.

Your application can not be assessed unless ALL sections are completed and ALL information is provided. It is essential that you DO NOT LEAVE ANY SECTION BLANK – Use 'N/A' or 'Nil' where appropriate.

This application **must** also be accompanied by the prescribed fee and those additional items listed in the Application Checklist at section 6. **This fee is not refundable.**

Certified copies of supporting documents required to be provided with this application will be accepted, original documents will not be returned. For a list of occupations authorised to witness and certify documents, visit www.commerce.wa.gov.au/CP/authorisedwitness.

1. Applicant Details

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Last Name:

Given Name(s):

Previous name(s) (if applicable)
You must list ALL previous names.

Date of Birth: / / Place of Birth:

Work phone: () Mobile phone:

Preferred Email address:

Residential Address:

Postal Address:
(If different from above)

Address for Purpose of the Register:
(See regulation 7(c) of the Real Estate and Business Agents
(General) Regulations 1979)

Department of Commerce
Consumer Protection
Level 2, Gordon Stephenson House
140 William Street
PERTH WA 6000

Licensing Branch
Level 1, Mason Bird Building
303 Sevenoaks Street
CANNINGTON WA 6107

Locked Bag 14
Cloisters Square WA 6850

Licensing Advice Line
Tel: 1300 30 40 64 (option 2)

Overseas Callers
+61 8 6251 2931

Email
cplicensing@commerce.wa.gov.au

Web Site
www.commerce.wa.gov.au/CP/licences

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2. 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. A list of acceptable qualifications is provided at www.commerce.wa.gov.au/consumer-protection/sales-representatives-real-estate. **You should be aware that you must apply within one year of successfully completing some courses.**

Please provide the following information:

Training provider name:

Date course completed:

 /

If you have undertaken the required training to be a property manager, the registration will be restricted to property management transactions only.

3. Employment Details (if applicable)

Employer's Name:

Your position:

4. Fitness of Individual to Hold a Registration

To enable the Commissioner for Consumer Protection to consider whether an applicant is of good character and repute, and a fit and proper person to hold a registration, please attach to this application **an original or duly certified copy of an Australian police check**, which is **no more than three months old**. Please note that *State Records Act 2000* requirements mean we cannot return the original document. However, a certified copy can be made available upon request.

Please see www.commerce.wa.gov.au/cp/policechecks for a list of acceptable Australian police checks.

Please see www.commerce.wa.gov.au/cp/authorisedwitness for a list of occupations authorised to certify copies.

Please answer either 'Yes' or 'No' to the following questions.

Have / are you:	Yes or No
(a) aware of any legal proceedings pending against you for an offence, including proceedings by way of appeal or review?	
(b) been the subject of any adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(c) had any occupational licences or applications refused, cancelled or suspended?	
(d) been disqualified from holding any occupational licence?	
(e) been subject to any disciplinary action by a licensing authority?	
(f) had any investigations or legal proceedings commenced against you or an associated entity, which may/did result in action being taken in relation to an occupational licence currently held?	

If you answered 'Yes' to any of the above questions, please complete the following table. Attach additional information if required, including, if you wish, information about any mitigating circumstances.

Nature of Offence/proceedings	Court/Board/Tribunal	State / Territory	Case/Matter Number	Date	Sentence/Penalty
					Attach additional details if required

5. Authorisation and Declaration

I, (full name) sincerely declare as follows

1. The information and documents given with or in support of this application, whether or not provided at the time of or subsequent to lodgement, are true and correct.
2. I understand that providing a false or misleading statement in an application is an offence.
3. 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.
4. I confirm I understand fully the duties and obligations imposed on myself under the *Real Estate and Business Agents Act 1978*, Regulations, and associated Code of Conduct.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular. This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

Declared at (address)

Dated this day of 20

Applicant's Signature

In the presence of:

Witness' Signature

Print Name of Witness

Qualification as such a witness (e.g. JP, Public Servant, etc)

See www.commerce.wa.gov.au/CP/authorisedwitness

6. Application Checklist

Prior to submitting your application, please complete this checklist, attaching your supporting documentation in the order set out below.

Prescribed registration fee. This fee is not refundable. (Please complete the credit card details below or make cheques payable to the Commissioner for Consumer Protection);	<input type="text"/>
Evidence of completion of a prescribed qualification. (This should be a certificate from a registered training provider which lists the units you have completed)	<input type="text"/>
An original (or certified copy) Australian police check (not more than three months old)	<input type="text"/>

If you have answered yes to any questions in section 4:

Full details surrounding the circumstances of any matter.	<input type="text"/>
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You may lodge your completed application:

By post addressed to:

Consumer Protection Licensing
Department of Commerce
Locked Bag 14
CLOISTERS SQUARE WA 6850

In person at:

Department of Commerce
Level 2, Gordon Stephenson House
140 William Street
PERTH

In person at:

Consumer Protection Licensing
Level 1, Mason Bird Building
303 Sevenoaks Street
CANNINGTON

DROP OFF ONLY

CREDIT CARD PAYMENT DETAILS - Application for Real Estate and Business Sales Representative Registration

Card Type ☐ Visa ☐ Mastercard ☐ (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date /

I authorise the Department of Commerce to deduct the current applicable fee for a new application for a real estate and business sales representative registration.

Signature / Authorisation Date