



**REAL ESTATE AND BUSINESS AGENT
BUSINESS REFERENCE TEMPLATE**

- References from relatives/domestic partner, subordinates, business partners or co-directors will not generally 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 real estate agent’s licence. Any additional relevant information should be attached.**
- Applicants must have a minimum of two years’ full-time relevant experience in the preceding five years. References should outline the applicant’s relevant experience within this period.
- Where Consumer Protection is unable to determine the applicant’s suitability to hold a real estate agent’s licence due to insufficient information being provided in support of the application, the reference will not be accepted. The answers provided should be limited to the person’s character and repute and fitness to hold a licence.

The information provided will assist the Commissioner for Consumer Protection in determining whether an individual is of good character and repute, and a fit and proper person to be concerned in the management or control of a real estate agent’s business, pursuant to sections 28 or 29 of the *Real Estate and Business Agents Act 1978* (“the Act”). Please keep your answers relevant to these matters in a professional context.

Individual for whom reference provided: _____

Name of Body Corporate/Partnership: _____

Questions (to be completed by the referee)

1. How long have you known the individual?
2. Are you related to the individual in any way?
3. What is the capacity and extent of your business relationship (and social relationship, if any) with the individual?
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4. To the best of your knowledge, what experience does the individual bring to make them a suitable person to be a director, partner, or a person involved in the management or control of a real estate agency’s business?
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- I consider the individual to be a person of good character and repute and persons fit to be concerned as a director or partner of, or in the management or control of, a real estate agent's business.
- I believe that the individual reasonably understands the duties and obligations imposed on them by the Act.
- I am not aware of any reason why the individual would not be eligible to be, or should not be concerned as a director or partner of, or involved with the management or control of, a real estate agent's business.
- I am not aware of any reason why the applicant/licensee may not have sufficient material and financial resources available to comply with the requirements of the Act.

I declare that the particulars and answers given in respect of this reference in support of the 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 false or misleading information to the Commissioner or Chief Executive Officer is an offence under section 134A of the Act.

Referee's full name:

Referee's job title and place of employment:

Referee's contact number:

Signature of referee: **Date:**