



## Application for a Real Estate and Business Agent's Licence and triennial certificate – Individual

### APPLICATION CHECKLIST

Prior to submitting your application, please complete this checklist, attaching your completed application and supporting documentation in order set out below:

Prescribed fee (Please complete credit card details below or make cheques payable to the Commissioner for Consumer Protection)	
An original or certified copy of an Australian police check (not more than three months old) Approved police check providers are listed at <a href="http://www.commerce.wa.gov.au/cp/policechecks">http://www.commerce.wa.gov.au/cp/policechecks</a>	
Two references (see Appendix 1 pro forma)	
Statement of experience (curriculum vitae and list of transactions)	
Certificate of completion for educational qualifications	

**PLEASE NOTE: An incomplete or inaccurate application cannot be assessed. If you need help completing this form please contact the Licensing Advice Line on 1300 304 064.**

### APPLICATION FEE

The total fee payable includes a triennial certificate/licence fee, an application fee and a contribution to the fidelity guarantee fund.

A list of current fees is available on our website at [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees).

Cheques should be made payable to the Commissioner for Consumer Protection. For payment by credit card, please complete the following:

### CREDIT CARD PAYMENT DETAILS

Card Type    Visa     Mastercard     (Only Visa and Mastercard accepted)

Card Number   

Card Holder     Please print

Expiry Date      /       *I authorise the Department to deduct the current prescribed fee\**

Signature / Authorisation        Date   

\*Fees are subject to change on 1 July of each year

#### OFFICE USE ONLY

<b>Total Fee</b>	\$	<b>Department Code</b>	RA <input type="checkbox"/>	<b>Chart Description</b>	<input type="checkbox"/> Application Fee <input type="checkbox"/> FRE Agents Fidelity contribution; and <input type="checkbox"/> New app – Real Estate Agent Individual
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## General Information

In this form “**the Act**” means the *Real Estate and Business Agents Act 1978* and “**the Commissioner**” means the Commissioner for Consumer Protection.

Please write in **BLOCK LETTERS** using pen. **Answer every question.** Tick  where appropriate. **ALL information must be provided** to enable the application to be assessed. Incomplete applications will not be accepted and will be returned.

Original documents lodged with a complete application cannot be returned so copies of supporting documents will be accepted as long as they are signed as true copies by an authorised witness ([www.commerce.wa.gov.au/CP/authorisedwitness](http://www.commerce.wa.gov.au/CP/authorisedwitness)). Applications cannot be lodged by email or facsimile. Do note only the fidelity fund fee is refundable if this application is withdrawn or not successful.

We use email for contact purposes, and to provide information to industry members, so it is important that you notify the Commissioner should your email contact details change.

### 1. Details of applicant

Title: Mr  Mrs  Miss  Ms  Other

First Name:

Other given name(s):

Last Name:

Other/previous name(s): If applicable, you must list ALL previous names and/or aliases

Date of birth:  /  /  Place of birth:

Work phone:  (  ) Mobile:

Email:

Residential Address:

Postal Address:   
(If different from above)

### 2. Character and Fitness

**National Police Certificate:** To enable the Commissioner to consider whether an applicant is of good character and repute, and a fit and proper person to hold a licence, please attach to this application **an original Australian police check**. The certificate must be **no more than three months old** at the time it is lodged with the Commissioner.

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](http://www.commerce.wa.gov.au/cp/policechecks) for a list of accepted Australian police checks.

**Business References:** You must also provide **two original business references**. The references must be in the pro forma (see Appendix 1).

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

Have/are you:	Yes or No
(a) been convicted, or found guilty of <b>any</b> offences, including convictions which resulted in a suspended sentence? <i>(Include all offences which went to Court, including traffic offences. Do not include spent convictions.)</i>	
(b) aware of <b>any</b> legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review?	
(c) been the subject of <b>any</b> adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(d) had <b>any</b> occupational licence or application refused, cancelled or suspended?	
(e) been disqualified from holding <b>any</b> occupational licence?	
(f) been subject to <b>any</b> disciplinary action by a licensing authority?	
(g) had <b>any</b> 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?	
(h) in liquidation, under official management or an undischarged bankrupt?	
(i) having affairs administered under <b>any</b> bankruptcy laws?	
(j) a director of a corporation, which has been subject to <b>any</b> form of insolvency administration?	

If the answer to any of the above items was 'Yes', full details must be provided on a separate attached sheet of paper.

### 3. 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 at [www.commerce.wa.gov.au/CP/realstate](http://www.commerce.wa.gov.au/CP/realstate).

### 4. 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:

<b>Assets</b>	\$
<b>Liabilities</b>	\$
<b>Net Worth</b>	\$

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

	Yes	No
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?		

### 5. 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;
- 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 Valuation)
  - Master of Property
  - Graduate Diploma in Property

## Experience

Please 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.

## 6. Authorisation and Declaration

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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 of applicant:  Date:

***As of January 2019 the Department will send courtesy reminders to renew licences via SMS and email only. Please ensure your contact details are kept up to date or you may not receive renewal reminders.***

NB: If you hold a current real estate and business sales representative registration then it is not compulsory for it to be renewed and the registration can be surrendered once you hold a real estate and business agent licence and triennial certificate.

Incomplete applications will not be accepted and will be returned.

You may lodge your completed application:

**By post** addressed to:

Licensing Services  
Department of Mines, Industry  
Regulation and Safety  
Locked Bag 100  
EAST PERTH WA 6892

**In person** at:

Licensing Services  
Level 1, Mason Bird Building  
303 Sevenoaks Street  
CANNINGTON  
Hours: 8:30am to 4:30pm  
Monday to Friday

**In person (drop off only)** at:

Department of Mines, Industry  
Regulation and Safety  
Level 2, Gordon Stephenson House  
140 William Street, PERTH  
Hours: 8:30am to 4:30pm  
Monday to Friday

Licensing Advice Line 1300 304 064  
Overseas Callers +61 8 6251 2931  
General enquiries: [1300 304 054](tel:1300304054)

Email enquiries: [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)



Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**  
**Consumer Protection**

**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 to determine whether the applicant is of good character and repute, and a fit and proper person to be granted a real estate agent’s licence, pursuant to section 27 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:** \_\_\_\_\_  
(the applicant)

**Questions** (to be completed by the referee)

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 real estate 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 for, or should not be granted, a real estate 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 to be capable of carrying on the business of a real estate 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 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:**



Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**  
**Consumer Protection**

## REAL ESTATE AND BUSINESS AGENT BUSINESS REFERENCE TEMPLATE

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- **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 to determine whether the applicant is of good character and repute, and a fit and proper person to be granted a real estate agent’s licence, pursuant to section 27 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:** \_\_\_\_\_  
(the applicant)

**Questions** (to be completed by the referee)

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4. Please indicate, to the best of your knowledge, the type, scope and extent of the applicant’s real estate 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 for, or should not be granted, a real estate 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 to be capable of carrying on the business of a real estate agent with the general public without supervision.

I declare that the particulars and answers given in respect of this reference in support of this support 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:**