



Application for Renewal of a Triennial Certificate Real Estate and Business Agent - Individual

APPLICATION CHECKLIST

Prior to submitting your application, Please complete this checklist, attaching your application and supporting documentation in the order set out below. Incomplete applications will not be accepted and will be returned.

Prescribed non-refundable renewal fee (Please complete credit card details below or make a cheque payable to the Commissioner for Consumer Protection).	
An original document or original certified copy of an Australian police check (not more than three months old) Approved police check providers are listed at http://www.commerce.wa.gov.au/cp/policechecks .	

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.

A list of current fees is available on our website at www.commerce.wa.gov.au/CP/licensingfees.

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

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:

Customer Service

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
 Web Site www.dmirs.wa.gov.au

OFFICE USE ONLY					
Licence No:		Department Code	RA	Chart Description	<input type="checkbox"/> Renewal Real Estate Agent
Total Fee	\$	Link Licence	Yes		

General Information

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

Please write in **BLOCK LETTERS** using pen. **Answer every question.** Use ‘**N/A**’ if a question does not apply. Tick where appropriate. **ALL information must be provided** to enable the application to be assessed.

This application **must** also be accompanied by the prescribed non-refundable fee and those additional items listed in the Application Checklist. Incomplete applications will not be accepted and will be returned.

Current fees are available at www.commerce.wa.gov.au/CP/licensingfees .

1. Licence Details

Licence Number: RA

Title: Mr Mrs Miss Ms Other

Last Name:

Given Name:

Since the grant of your licence, or since your last renewal, whichever is later, have you changed your name (e.g. by marriage, alias, deed poll)? If yes, please attach additional details confirming the change of name.

Yes No

Work phone:

Mobile:

Email address:

Residential Address:

Postal Address:
(If different from above)

Address for Purpose of the Register:
(This address will be publicly available, see Regulation 7 under the Act)

2. Employment Details

Are you a sole trader?

(If yes go to section 3)

Yes No

Are you currently employed?

(If no go to section 3)

Yes No

Employer's Name:

Trading Name (if applicable):

In what capacity are you employed? Person in *bona fide* control

(select multiple options if applicable)

Director

Branch Manager

Sales Rep/Property Manager

Employer's Business Address:

3. Financial Information

The Commissioner cannot renew a 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:

Assets	\$
Liabilities	\$
Net Worth	\$

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

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

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?

4. Incomplete Compulsory Professional Development ("CPD") Points

As part of the assessment of your renewal application, your compliance with the CPD requirements for the three calendar years prior to your expiry date will be reviewed. If you have not completed all required CPD training points for the previous three years, please provide a written explanation below of the reasons for this non-compliance:

Attach additional details if required

If you have not completed all of the required CPD points for the previous three years, **the Commissioner may refuse to renew your triennial certificate or you may receive a maximum penalty of \$5,000.** Alternatively, where there are reasonable grounds the Commissioner may grant you an extension of time to complete any outstanding CPD points and your renewal may be approved subject to a special condition that you complete outstanding points within a specified timeframe. **If you are unsure whether or not you have completed all required CPD points, please contact the CPD Team on (08) 6251 2955 for clarification.**

5. 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 for a list of accepted Australian police checks.

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

Since the grant of your licence or last renewal (whichever is later), have/are you:	Yes or No
(a) been convicted, or found guilty of any 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 any legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review?	
(c) been the subject of any adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(d) had any occupational licence or application refused, cancelled or suspended?	
(e) been disqualified from holding any occupational licence?	
(f) been subject to any disciplinary action by a licensing authority?	
(g) 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?	
(h) in liquidation, under official management or an undischarged bankrupt?	
(i) having affairs administered under any bankruptcy laws?	
(j) a director of a corporation, which has been subject to any 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.

6. Late Renewal Applications (this section is **mandatory** if you are lodging a late renewal application)

If your renewal application is lodged after the expiry date of your triennial certificate, the following will occur:

Applications lodged within one month of expiry of your triennial certificate

- the renewal shall be deemed to take effect for the period of 3 years from the day next succeeding the day on which the triennial certificate expired.

Applications lodged more than one month but not more than 12 months after the expiry of your triennial certificate

- You are required to satisfy the Commissioner that there is reasonable cause for the renewal to be deemed to take effect for the period of 3 years from the day after the triennial certificate expired. Please provide details below.

Attach additional details if required

7. Authorisation and Declaration

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.