



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

**APPLICATION CHECKLIST**

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

Prescribed fee. (Please complete the credit card details below or make cheques payable to the Commissioner for Consumer Protection);	
Late fee (if lodged after expiry date).	
An original (or certified copy) Australian police certificate or a digital 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>	
Proof of change of name (if applicable)	

**If you have any convictions within the past three years, please also provide:**

A written explanation of the circumstances surrounding your conviction(s)	
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**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**

Cheques should be made payable to the Commissioner for Consumer Protection. For payment by credit card, please complete and sign 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					
Licence No:		Department Code	RR	Chart Description	Renewal Sales Rep
<b>Total Fee</b>	\$	<b>Late Fee</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

## General Information

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In this form “the Act” means the *Real Estate and Business Agents Act 1978* and subsidiary legislation “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.**

The REBA Act does not provide for the refund of any fees paid in respect of a sales representative registration renewal. This application **must** also be accompanied by the non-refundable prescribed fee and those additional items listed in the Application Checklist. For the current fee please refer to [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees). **An additional 25% of the renewal fee is payable for applications received after the expiry date of the registration.** If you are paying by credit card, this fee will be deducted where applicable. Please note that the application will not be considered complete until applicable late fees are paid.

Certified copies of supporting documents required to be provided with this application will be accepted, original documents with a complete application will not be returned. For a list of occupations authorised to witness and certify documents that we require, visit [www.commerce.wa.gov.au/CP/authorisedwitness](http://www.commerce.wa.gov.au/CP/authorisedwitness).

### 1. Renewal Applicant Details

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Registration Number: RR

Title: Mr  Mrs  Miss  Ms  Other

Last Name:

Given Name(s):

Previous Name(s):

(If applicable)

If you have legally changed your name since the grant of your registration, or since your last renewal (e.g. by marriage, deed poll) you must provide supporting evidence confirming the change of name.

Work phone:

\* Mobile:

\* Preferred Email address:

Residential Address:

Postal Address:   
(If different from above)

Address for Purpose of the Register:   
(This address will be publicly available and cannot be a PO Box, see Regulation 7 under the Act)

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





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 as no cashiers  
or licensing officers are available) 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

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

Email (enquiries only): [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)