



Fair Trading

ABN 81 913 830 179

Property, Stock and Business Agents Act 2002

Application for a CERTIFICATE OF REGISTRATION

FEE: \$111.00

(Fees are GST exempt, includes a non refundable processing component)

Make your cheque or money order payable to the Office of Fair Trading.

Please allow up to six weeks for the processing of this application.

OFFICE USE ONLY
LE No.
Application No.

1. APPLICANT DETAILS

Surname: _____ Given Names: _____

Other names you are, or have been known by (if any, including maiden name): _____

Date of Birth: _____ Place of Birth: _____

Residential Address: _____

Postcode: _____

Driver's Licence No: _____ State/Territory of Issue: _____

Mobile No: _____ Telephone No: _____ Facsimile No: _____

Email Address (if any): _____

2. PREVIOUS CERTIFICATE / LICENCE PARTICULARS

Do you or have you held a certificate of registration or a licence under the *Property, Stock and Business Agents Act 1941* or under the *Property, Stock and Business Agents Act 2002*?

YES

NO

If YES, provide certificate / licence number: _____

3. EMPLOYMENT DETAILS

Are you currently employed by or have an offer of employment in the real estate industry from a licensee under the *Property, Stock and Business Agents Act 2002*?

YES

NO

If YES, the Licensee-in-Charge must complete Section 5 of this application (if No, leave section 5 blank).

Please allow up to six weeks for the processing of this application.

4. DISCLOSURE QUESTIONS

If you answer Yes to any of the following questions, please provide full details on a separate sheet.

1. Have you been convicted in NSW or elsewhere of ANY offence that was recorded in the last 10 years? Yes No
2. Have you had a conviction recorded in the last 5 years for an offence of licence or certificate lending under this Act or licence lending under the repealed Act? Yes No
3. Are you disqualified from holding a licence, certificate of registration, permit or other authority under legislation administered by the Minister for Fair Trading or under a corresponding law ? Yes No
4. Do you hold a licence, certificate of registration, permit or other authority that is suspended under legislation administered by the Minister for Fair Trading or under a corresponding law? Yes No
5. Do you owe an amount to the Crown for the recovery of payments from the Compensation Fund? Yes No
6. Do you owe a monetary penalty payable in relation to disciplinary proceedings or failed to comply with a direction given by the Director General under the Act? Yes No

5. CERTIFICATION BY LICENSEE-IN-CHARGE

This section is to be completed and signed by the licensee-in-charge of the office where the applicant is to be employed. The employer and licensee-in-charge must be licensed in New South Wales under the *Property, Stock and Business Agents Act 2002* and located at your nominated place of employment.

NOTE: This section should NOT be completed if the applicant does not yet have an offer of employment.

I certify that _____ is to be employed

at the following registered office address (*must be a street address*): _____

_____ Postcode: _____

Name of person or corporation to employ applicant: _____

Employer's Business Name, if any: _____

NSW Business Registration No: _____

Licence No. of Employer: _____

Name of Licensee-in-Charge: _____

Licence No. of Licensee-in-Charge: _____

Licences held by Licensee-in-Charge (please tick appropriate box(es):

- | | | |
|--|---|---|
| <input type="checkbox"/> Real Estate Agent | <input type="checkbox"/> Business Agent | <input type="checkbox"/> Stock and Station Agent |
| <input type="checkbox"/> Strata Managing Agent | <input type="checkbox"/> Buyers Agent | <input type="checkbox"/> On-site Residential Property Manager |

Telephone No: _____ Mobile No: _____ Facsimile No: _____

I certify that I have read and noted the applicant's disclosures in this application

Signature of Licensee-in-Charge _____ Date: _____

6. QUALIFICATIONS

You must attach to this application a clearly legible copy of your qualifications (do not send originals).

Please refer to pages 4-6 for details of the required qualifications.

7. DECLARATION BY APPLICANT

I apply for the grant of a certificate of registration under the *Property, Stock and Business Agents Act 2002* and certify that the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every detail.

Statement under the *Privacy and Personal Information Protection Act 1998*.

The applicant for this certificate of registration:

- authorises the Office of Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this registration;
- acknowledges that information will be placed on a register open to the public in accordance with the *Property, Stock and Business Agents Act 2002*;
- accepts that failure to supply information required on this application form may delay the processing of the application and;
- has a right to seek access to and correction of information supplied.

NOTE: It is an offence under the Crimes Act 1900 to make a false or misleading statement in this document. The maximum penalty is imprisonment for two years or a fine of \$22,000 or both.

Signature: _____ Date: _____

Full Name: _____

It is an offence for you to be, represent as, act as or exercise any of the functions of a salesperson or registered manager under the *Property, Stock and Business Agents Act 2002* while this application is being processed and prior to it being granted.

Forward the completed application, required documentation and your cheque or money order to:

Property Services Licensing
Office of Fair Trading
PO Box Q164
QVB Post Shop
SYDNEY NSW 1230

or

lodge in person at any Fair Trading Centre.

Office hours: 8:30 am - 5:00 pm Monday – Friday
For the location of your nearest Fair Trading Centre
call 13 32 20 or log on to www.fairtrading.nsw.gov.au

Please allow up to six weeks for the processing of this application.

For any enquiries regarding this application contact the Property Services Licensing Unit:-

Tel: (02) 9619 8799 option 2

Fax: (02) 9372 9060

TTY 02 9372 9085

GUIDE TO QUALIFICATIONS

You must provide with this application evidence of your qualifications.

The qualifications required for the issue of a certificate of registration are set out in the *Property, Stock and Business Agents (Qualifications) Order 2009*. The Qualifications Orders may be viewed at www.legislation.nsw.gov.au

The underpinning knowledge for all qualifications must be based on New South Wales law.

Certificate of registration as a real estate salesperson

1. A person has approved qualifications for the issue of a certificate of registration as a real estate salesperson if the person has been issued by a registered training organisation with a statement of attainment or a qualification demonstrating competency in the following units of competency from the Property Services Training Package (CPP07).
 - (a) CPPDSM3019A—Communicate with clients as part of agency operations,
 - (b) CPPDSM4080A—Work in the real estate industry,
 - (c) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work,
 - (d) CPPDSM4007A—Identify legal and ethical requirements of property management to complete agency work.
2. A person has the qualifications required for the issue of a certificate of registration as a real estate salesperson if the person has held a certificate of registration as a real estate salesperson in the 12 months preceding the making of an application for the equivalent certificate of registration.
3. For applications made **before 1 January 2011** a person has the qualifications required for the issue of a certificate of registration as a real estate salesperson if a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating the person has successfully completed the following New South Wales modules and unit of competency from the Property Development and Management Training Package (PRD01).
 - (a) PRD01 Unit of Competency PRDRE35A Communicate effectively and accurately with clients,
 - (b) New South Wales Module 17319A Work in the real estate sector,
 - (c) New South Wales Module 17319B Prepare for work in property industry.

Certificate of registration as a stock and station salesperson

1. A person has approved qualifications for the issue of a certificate of registration as stock and station salesperson if the person has been issued by a registered training organisation with a statement of attainment or a qualification demonstrating competency in the following units of competency from the Property Services Training Package (CPP07).
 - (a) CPPDSM3019A—Communicate with clients as part of agency operations,
 - (b) CPPDSM4081A—Work in the stock and station agency sector,
 - (c) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work.
2. A person has the qualifications required for the issue of a certificate of registration as a stock and station salesperson if the person has held a certificate of registration as a stock and station salesperson in the 12 months preceding the making of an application for the equivalent certificate of registration
3. For applications made **before 1 January 2011** a person has the qualifications required for the issue of a certificate of registration as a stock and station salesperson if a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating the person has successfully completed the following New South Wales modules and unit of competency from the Property Development and Management Training Package (PRD01).
 - (a) PRD01 Unit of Competency PRDRE35A Communicate effectively and accurately with clients,
 - (b) New South Wales Module 17320A Work in the stock and station sector,
 - (c) New South Wales Module 17319B Prepare for work in property industry.

Certificate of registration as a business salesperson

1. A person has approved qualifications for the issue of a certificate of registration as a business salesperson if the person has been issued by a registered training organisation with a statement of attainment or a qualification demonstrating competency in the following units of competency from the Property Services Training Package (CPP07).
 - (a) CPPDSM3019A—Communicate with clients as part of agency operations,
 - (b) CPPDSM4079A—Work in the business broking sector,
 - (c) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work.
2. A person has the qualifications required for the issue of a certificate of registration as a business salesperson if the person has held a certificate of registration as a business salesperson in the 12 months preceding the making of an application for the equivalent certificate of registration.
3. For applications made **before 1 January 2011** a person has the qualifications required for the issue of a certificate of registration as a business salesperson if a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating the person has successfully completed the following New South Wales modules and unit of competency from the Property Development and Management Training Package (PRD01).
 - (a) PRD01 Unit of Competency PRDRE35A Communicate effectively and accurately with clients,
 - (b) New South Wales Module 17322A Work in the business broking sector,
 - (c) New South Wales Module 17319B Prepare for work in property industry.

Certificate of registration as a registered strata manager or registered community manager

1. A person has approved qualifications for the issue of a certificate of registration as a registered strata manager or registered community manager if the person has been issued by a registered training organisation with a statement of attainment or a qualification demonstrating competency in the following units of competency from the Property Services Training Package (CPP07).
 - (a) CPPDSM3019A—Communicate with clients as part of agency operations,
 - (b) CPPDSM3017A—Work in the strata/community management sector,
 - (c) CPPDSM3016A—Work in the property industry.
2. A person has the qualifications required for the issue of a certificate of registration as a registered strata manager or registered community manager if the person has held a certificate of registration as a registered strata manager or registered community manager in the 12 months preceding the making of an application for the equivalent certificate of registration.
3. For applications made **before 1 January 2011** a person has the qualifications required for the issue of a certificate of registration as a registered strata manager or registered community manager if a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating the person has successfully completed the following New South Wales modules and unit of competency from the Property Development and Management Training Package (PRD01).
 - (a) PRD01 Unit of Competency PRDRE35A Communicate effectively and accurately with clients,
 - (b) New South Wales Module 17321A Work in the strata management sector,
 - (c) New South Wales Module 17319B Prepare for work in property industry.

Certificate of registration as a registered on-site residential property manager

1. A person has approved qualifications for the issue of a certificate of registration as a registered on-site residential property manager if the person has been issued by a registered training organisation with a statement of attainment or a qualification demonstrating competency in the following units of competency from the Property Services Training Package (CPP07).
 - (a) CPPDSM3019A—Communicate with clients as part of agency operations,
 - (b) CPPDSM4080A—Work in the real estate industry,
 - (c) CPPDSM4007A—Identify legal and ethical requirements of property management to complete agency work.

2. A person has the qualifications required for the issue of a certificate of registration as a registered on-site residential property manager if the person has held a certificate of registration as a registered on-site residential property manager in the 12 months preceding the making of an application for the equivalent certificate of registration.

3. For applications made **before 1 January 2011** a person has the qualifications required for the issue of a certificate of registration as a registered on-site residential property manager if a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating the person has successfully completed the following New South Wales module and unit of competency from the Property Development and Management Training Package (PRD01).
 - (a) PRD01 Unit of Competency PRDRE35A Communicate effectively and accurately with clients,
 - (b) New South Wales Module 17319B Prepare for work in property industry.