



**Fair  
Trading**

ABN 81 913 830 179

*Property, Stock and Business Agents Act 2002*

## Application for a **CERTIFICATE OF REGISTRATION**

**FEE: \$114.00**

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

**Make your cheque or money order payable to NSW Fair Trading.**

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

OFFICE USE ONLY
Application No.
L E 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in the last 5 years for an offence of licence or certificate lending under this Act or licence lending under the repealed Act?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 NSW 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  
NSW 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](http://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](http://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.