



Application for Renewal of a Triennial Certificate – Real Estate and Business Agent (Individual)

APPLICATION CHECKLIST

Your application can only be processed if **ALL** relevant information and supporting documentation is provided. Use this checklist to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach. Please check that:

- all sections of this form are complete;
- your Australian police check from an approved provider is ready to attach; and
- payment of the prescribed application fee is ready to be made.

APPLICATION FEE

A list of current fees is available on our website at 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 and sign the following:

CREDIT CARD PAYMENT DETAILS

Card Type	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	(Only Visa and Mastercard accepted)
Card Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Holder	<input type="text"/>		Please print
Expiry Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature / Authorisation	<input type="text"/>		Date <input type="text"/>

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

LODGEMENT OPTIONS

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

Licensing Advice Line: 1300 304 064
Overseas Callers: +61 8 6251 2931
General Enquiries: 1300 304 054

In person at:

Customer Service

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

Email: cplicensing@dmirs.wa.gov.au
Web Site: www.commerce.wa.gov.au/CP/licences

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

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.

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:

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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)

We use email and SMS for contact purposes and to send courtesy renewal reminders, so it is important that you notify the Commissioner should your electronic contact details change.

2. Employment Details

Are you a sole trader? Yes No
(If yes go to section 3)

Are you currently employed? Yes No
(If no go to section 3)

Employer’s Name:

Trading Name (if applicable):

In what capacity are you employed? Person in bona fide control Director
(select multiple options if applicable) 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
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. 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.

5. Character and Fitness

You must provide an Australian police check in your full legal name that is less than three (3) months old. Further information about accepted police checks is available on our website: www.commerce.wa.gov.au/CP/policechecks.

Please answer either 'Yes' or 'No' to the following questions. If the answer to any of the questions is 'Yes', you may be contacted to provide additional information as part of the application process.

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?	

6. 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: