

Application for Adding or Removing Category *Property and Stock Agents Act 2002*

Eligibility

You must hold an existing NSW Certificate of Registration as an Assistant Agent or Individual licence in the real estate and property industry.

If adding a category you must have completed the [specified qualification/s and experience requirements](#) for the category and class, you are applying for.

Certificate of registration/ Licence Number:

Expiry Date:

SECTION 1. Do you want to add a category Yes Or No

If Yes what category are you adding?

Certificate of registration

- Assistant Real Estate Agent
- Assistant Strata Managing Agent
- Assistant Stock and Station Agent

Class 2 Agent

- Real Estate Agent
- Strata Managing Agent
- Stock and Station Agent

Class 1 Agent

- Real Estate Agent
- Strata Managing Agent
- Stock and Station Agent

SECTION 2. Do you want to remove a category Yes Or No

What category are you removing?

Certificate of registration

- Assistant Real Estate Agent
- Assistant Strata Managing Agent
- Assistant Stock and Station Agent

Class 2 Agent

- Real Estate Agent
- Strata Managing Agent
- Stock and Station Agent

Class 1 Agent

- Real Estate Agent
- Strata Managing Agent
- Stock and Station Agent

SECTION 3. Applicant Details

Please note that any changes to your contact details in this section will be updated on your existing record.

Surname:

First Name/s:

Residential Address

Postcode

Email Address: *This is the primary channel for all correspondence*

Postal Address:

If an email address is not provided, all correspondence will be sent here

Postcode

Preferred Telephone contact number:

Note: You must advise NSW Fair Trading of any changes to your email, mobile number or address details.

SECTION 4. Attachments

The following items must be attached to this application if adding a category:

- A clearly legible copy of your qualifications and transcripts
- Evidence of work experience – logbook (Not required for certificate of registration applications)

Please refer to NSW Fair Trading [website](#) for qualification requirements.

SECTION 5. Declaration

I apply for the grant of a licence or certificate of registration under the *Property and Stock 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 licence:

1. 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 licence;
2. acknowledges that information will be placed on a register open to the public in accordance with the *Property and Stock Agents Act 2002*;
3. accepts that failure to supply information required on this application form may delay the processing of the application and;
4. has a right to seek access to and correction of information supplied.

Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the Crimes Act which may result in penalties including a fine or imprisonment

Full Name:

Signature:

Date:

It is an offence under the *Property and Stock Agents Act 2002* for you to be, represent as, act as or exercise any of the functions of an agent if you do not hold the relevant licence under the Act

Processing Time

Please allow up to 30 days for this application to be processed in accordance with Fair Trading's customer service standards.

Fees

For current licence fees to add a category [click here](#) Fees are GST exempt and include a non-refundable processing component.

Lodgement

This form and supporting documentation can be lodged via email to:

propertylicensing@customerservice.nsw.gov.au

Enquiries: call NSW Fair Trading on 13 32 20

Payment

A fee must be paid on lodgement of the application form.

Pay by credit card or PayPal using the following link:

www.fairtrading.nsw.gov.au/applicationpayments

Step 1 – Click on the link or type the URL into your web browser

Step 2 – Follow the instructions online to complete the payment

Step 3 – When the lodgement fee is paid online you will receive a receipt number.

Please record the receipt number below before lodging the application, not providing this information may result in delays in processing your application.

Receipt number:

Note: If you are having difficulty lodging the application please contact NSW Fair Trading on 13 32 20.