



Guidelines for Registration Applicants

Information to be provided with your application:

Fees

The correct **application and pre-grant fee**. Please refer to the attached Fee Schedule.

National Police Certificate

A **National Police Certificate** in relation to yourself and your partner/s (if applicable). *In the case of a body corporate each director must supply a National Police Certificate.* The certificate must be no more than three months old preceding the date of lodgement of the licence application, and must be either an original document, or a copy certified by a Justice of the Peace. To obtain this certificate, you will need to apply directly to the South Australia Police.

In addition, if you are applying for **registration as an individual** you must provide evidence that you hold *one* of the approved **educational qualifications** listed below. All qualifications must be either originals or copies certified by a Justice of the Peace. (Please note all partners must hold an approved qualification.)

Please note:

Only original copies of qualifications and documents, or copies certified by a Justice of the Peace will be accepted.

Educational Qualifications:

A (1) Satisfactory completion of (or status granted in) the following units of competency forming part of the **Certificate IV in Property (Real Estate)** taken from the PRD01 Property Development and Management Training Package:

PRDRE10A	Manage Agency Risk
PRDRE11A	Provide Property Appraisal
PRDRE12A	Establish and Expand Client Base
PRDRE13A	Obtain Property Listings
PRDRE14A	Market Property
PRDRE15A	Undertake Property Sale by Private Treaty
PRDRE16A	Monitor Sales Process
PRDRE18A	Lease Property
PRDRE22A	Present & Explain Property Reports
PRDRE26A	Conduct Property Sale by Auction
PRDRE30A	Implement Personal Marketing Plan
PRDRE37A	Perform & Record Property Management Activities & transactions
PRDRE39A	Prepare & Execute Documentation
PRDPOD62A	Clarify & Confirm Property Information Requirements

Continued overleaf...

Together with:

A (2) Satisfactory completion of the **Diploma of Property (Real Estate)** with completion of (or status granted in) the following units of competency taken from the PRD01 Property Development and Management Training Package:

PRDRE01A	Develop a Strategic Business Plan
PRDRE02A	Manage Agency Performance
PRDRE03A	Develop & implement Client Service Strategies
PRDRE04A	Manage & Monitor Effective Client Service
PRDRE05A	Market Agency
PRDRE06A	Manage Human Resources
PRDRE08A	Manage Efficient Financial Systems
PRDRE09A	Implement & Monitor Financial Management Systems
PRDRE19A	Provide Property Management Services
PRDRE28A	Maintain Trust Account
BSAFIN501B	Manage Payroll Records for Employee Salaries & Statutory Record Keeping Purposes
BSAFIN502B	Monitor & Control Disbursements within a given Budget
BSXFMI504A	Participate in, Lead & Facilitate Work Teams (at level 5)
BSXFMI511A	Contribute to the Development of a Workplace Learning Environment

B. A degree in law conferred by an Australian university, or a degree in law conferred by a person authorised to confer such a degree by the Training and Skills Commission established under the Training and Skills Development Act 2003; **and**

Admission, or entitlement to admission, to practice law in South Australia; **and**

A statement of attainment or similar document showing successful completion of the following units of competency forming part of the Certificate IV in Property (Real Estate) taken from PRD01 Property Development and Management Training Package:

PRDRE11A	Provide Property Appraisal
PRDRE13A	Obtain Property Listings
PRDRE14A	Market Property
PRDRE15A	Undertake Property Sale by Private Treaty
PRDRE26A	Conduct Property Sale by Auction

C. Diploma in Business (Real Estate Management) from TAFESA, the Real Estate Institute & Training Education Systems (SA) - TESSA, and Real Estate Training College (No longer offered).

D. Certificate in Real Estate Agency conferred by the Department for Employment, Training and Further Education (No longer offered).

Continued overleaf...

- E. Degree of Bachelor of Business (Property) conferred by the University of South Australia, including satisfactory completion of (or status granted in) the following subjects:
- (i) Commercial Property Management; **and**
 - (ii) Real Estate Business & Marketing Management

- F. Graduate Diploma, or Master of Business in Property, conferred by the University of South Australia including satisfactory completion of (or status granted in) the following subjects/courses:
- (i) (A) Property Law 1G and 2G; **or**
 (B) Property Law 2M; **or**
 (C) Law of Property G; **and**
 - (ii) (A) Real Estate Valuation 1 and Property Case Studies; **or**
 (B) Real Estate Valuation G; **and**
 - (iii) (A) Real Estate Business Management and Real Estate Case Studies; **or**
 (B) Real Estate Business and Marketing Management G; **and**

If the date of completion or the granting of the status is after 1 January 2006 -

- (A) Real Estate Valuation G; **and**
 - (B) Real Estate Documentation G; **and**
 - (C) Real Estate Marketing and Agency Practice G
- G. Degree of Bachelor of Business in Property conferred by the University of South Australia, including the satisfactory completion of (or status granted in) the following subjects:
- (i) Property Management; **and**
 - (ii) Real Estate Field Work 1 and 2; **and**
 - (iii) Property Marketing
- H. Degree of Bachelor of Business in Property conferred by the University of South Australia together with satisfactory completion of (or status granted in) the following subjects offered by the Douglas Mawson Institute of Technology as part of the course for the Certificate in Real Estate Agency:
- (i) Practice II; **and**
 - (ii) Practice III

Continued overleaf...

- I. A degree in law conferred by an Australian university, or a degree in law conferred by a person authorised to confer such a degree by the Accreditation and Registration Council established under the *Vocational Education, Employment and Training Act 1994*; **and**

Admission, or entitlement to admission, to practice law in South Australia; **and**

A certificate of attainment in the following modules conferred by a training provider registered by the Accreditation and Registration Council established under the *Vocational Education, Employment and Training Act 1994*:

- (i) Property Appraisal (State market code CFZD; National market code ABH524; Discipline code 0903205)
- (ii) Methods of Sale (State market code CFZC; National market code ABH523; Discipline code 0903205)
- (iii) Property Selling (State market code CFZF; National market code ABH526; Discipline code 0903205)

If you do not have one of the qualifications listed above and you believe you have the equivalent qualifications and/or experience, for assessment of your competencies, you can contact a Registered Training Organisation that is registered to deliver any of the above Real Estate qualifications to have these assessed (including RPL).

See overleaf for fee schedule...

Fee Schedule:

Land Agents Act 1994

Fees And Charges Effective 1 July 2008

No GST is applicable - Our ABN is 15 088 976 178

Application and Pre-Grant Fees

(An application fee and a pre-grant fee must accompany your application.)

	Application Fee	Pre-grant Fee	Total
Application for registration for a natural person	\$220.00	\$270.00	\$490.00
Application for registration for a body corporate	\$220.00	\$405.00	\$625.00

Please note:

* In the event of the application being refused or withdrawn before being finalised, the pre-grant fee will be refunded. Application fees are generally non-refundable.

Annual Registration Fee

For a natural person	\$270.00
For a body corporate	\$405.00

Other Fees

Default penalty for periodic returns	\$134.00
Default penalty for audit reports	\$280.00
Replacement registration certificate fee	\$20.70

Cheques should be made payable to the Commissioner for Consumer Affairs.

Credit cards accepted are: Visa and Mastercard.

Eftpos facilities are available at our Adelaide Office.

Please note:

All fees and charges are subject to change without notice and are usually adjusted each financial year.