



Land Agents Act 1994

**Licensing and
Registration**

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Guidelines for Applicants Land Agent Registration (Body Corporate)

Does your company need to be registered?

If the company (or other type of corporate entity) carries on a business that consists of or involves selling, purchasing or otherwise dealing with land or businesses or conducting negotiations for that purpose, it must be registered as a land agent. This is a separate registration to any held by its directors.

Eligibility for registration

The body corporate is entitled to be registered as a land agent if it meets the following criteria:

- It is not suspended or disqualified from practising or carrying on an occupation, trade or business under Australian law
- It is not being wound up and is not under official management or in receivership
- Each director:
 - has never been convicted of an indictable offence of dishonesty or convicted of a summary offence of dishonesty within the last 10 years
 - has not, within the last 5 years, been the director of a body corporate wound up for the benefit of creditors
 - is not suspended or disqualified from practising or carrying on an occupation, trade or business under Australian law
 - is a fit and proper person to be the director of the company that is registered as an agent.

How to apply for registration as a land agent

To apply for the Land Agents registration, please call our office or attend in person at our Adelaide office and we will ask you a series of questions and complete the application form for you. You can then check and lodge this form, along with the supporting documentation listed below.

For further information on your requirements to be registered or to go through the application process please contact the Commercial Licensing Section on 131 882.

Information to be provided with your application

Fees

The application and pre-grant fees specified on the attached fee details.

National Police Certificate

Each director must supply a National Police Certificate which must be in their full and legal name and must be no more than three months old at the time of lodging this application. The National Police Certificate must be either an original document, or a copy certified by a Justice of the Peace or a Commissioner for Taking Affidavits. To obtain this certificate, please apply directly to the South Australia Police or interstate police authority if the director(s) reside in another state.

Management requirements

Your company's business must be properly managed and supervised by a registered land agent. In addition, each of an agent's places of business must be properly managed and supervised by a registered land agent or by a sales representative who has been nominated and approved by the Commissioner to manage an office. You can apply for approval by completing the *Application for Approval of a Sales Representative to Manage a Land Agent's Office* form.

Please note that generally a sales representative will only be approved to manage one office. You should also be aware of the requirements specified in the *Land Agents Regulations 2010* relating to proper management and supervision.

Fees

Fees and charges effective 1 July 2011; they may change without notice.
No GST is applicable - our ABN is 15 088 976 178.

Application and pre-grant fees

The total fee listed below must accompany your application. This includes an application fee of \$244 that is not refundable if the application is refused or withdrawn.

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

	Application Fee	Pre-grant Fee	Total
Application for registration for a body corporate	\$244.00	\$449.00	\$693.00

Annual registration fee

For a body corporate	\$449.00
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Other fees

Application to vary conditions on a registration	\$102.00
Default penalty for periodic returns	\$149.00
Default penalty for audit reports	\$311.00
Replacement registration certificate fee	\$ 22.90

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.