



## Guidelines for Applicants Land Agent Registration (Individual)

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### Licensing and Registration

Level 3  
Chesser House  
91-97 Grenfell Street  
Adelaide SA 5000

GPO Box 1719  
Adelaide SA 5001

Tel 131 882  
Fax 08 8204 9697

[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

### Who needs to be registered?

If you carry on a business that consists of or involves selling, purchasing or otherwise dealing with land or businesses or conducting negotiations for that purpose, you must be registered as a land agent.

### Eligibility for registration

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You are eligible to be registered as a land agent if you meet the following criteria:

- You have completed the approved qualifications
- You have never been convicted of an indictable offence of dishonesty or convicted of a summary offence of dishonesty within the last 10 years
- You are not insolvent under administration
- You have not, within the last 5 years, been the director of a body corporate wound up for the benefit of creditors
- You are not suspended or disqualified from practising or carrying on an occupation, trade or business under Australian law
- You are a fit and proper person to be registered as a land agent.

### How to apply for registration as a land agent

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To apply for a land agent's 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 commence the application process please contact the Commercial Licensing Section on 131 882.

### Information to be provided with your application

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#### Fees

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

#### National Police Certificate

The National Police Certificate must be in your full and legal name and must be no more than three months old at the time of lodging your 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 you reside in another state.

#### Evidence you meet the qualification requirements

You must attach copies of your qualifications. These must be either original documents, or copies certified by a Justice of the Peace or a Commissioner for Taking Affidavits. The approved qualifications for registration are listed below.

## ❑ Proof of identity

After lodging your application, your photo will be taken for your registration card. You must provide 100 points of ID when having your photo taken. If lodging this application by post, you will be advised in writing of the full details of the identity check requirements. If you wish to apply in person at our Adelaide office, please contact the Commercial Licensing Section on 131 882 to obtain full details of the 100 point identity check requirement. Your photo can be taken at the time of lodgement at our Adelaide office, otherwise we will provide details of alternative locations throughout the State.

## Management of branch offices

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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.

## Qualifications (land agent)

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For unconditional registration as a Land Agent, you must hold one of the qualifications listed below.

1. Satisfaction completion of CPP50307 Diploma of Property Services (Agency Management) from the CPP07 Property Services Training Package conferred by a Registered Training Organisation registered to deliver the qualification together with a Statement of Attainment showing satisfactory completion of, or status granted in, the following units of competency:

- |      |                             |   |
|------|-----------------------------|---|
| (1)  | CPPDSM4003A                 | Appraise property;  |
| (2)  | CPPDSM4006A                 | Establish and manage agency trust accounts;   |
| (3)  | CPPDSM4007A                 | Identify legal and ethical requirements of property management to complete agency work; |
| (4)  | CPPDSM4008A                 | Identify legal and ethical requirements of property sales to complete agency work;      |
| (5)  | CPPDSM4009A                 | Interpret legislation to complete agency work;  |
| (6)  | CPPDSM4010A                 | Lease property;   |
| (7)  | CPPDSM4011A                 | List property for lease;  |
| (8)  | CPPDSM4012A                 | List property for sale;   |
| (9)  | CPPDSM4013A                 | Market property for lease;  |
| (10) | CPPDSM4014A                 | Market property for sale;   |
| (11) | CPPDSM4015A                 | Minimise agency and consumer risk;  |
| (12) | CPPDSM4016A                 | Monitor and manage lease or tenancy agreement;  |
| (13) | CPPDSM4017A                 | Negotiate effectively in property transactions;   |
| (14) | CPPDSM4018A                 | Prepare and present property reports;   |
| (15) | CPPDSM4019A                 | Prepare for auction and complete sale;  |
| (16) | CPPDSM4022A                 | Sell and finalise the sale of property by private treaty;                               |
| (17) | CPPDSM4079A                 | Work in the business broking sector;  |
| (18) | CPPDSM4080A                 | Work in the real estate industry;   |
| (19) | CPPDSM5012A                 | Develop a strategic business plan in the real estate industry;                          |
| (20) | CPPDSM5032A                 | Market the agency;  |
| (21) | BSBFLM505A or<br>BSBMGT515A | Manage operational plan;  |
| (22) | BSBMGT502A or<br>BSBMGT502B | Manage people performance;  |
| (23) | BSBMGT504A or<br>BSBFIM501A | Manage budgets and financial plans;   |

- (24) BSBMGT506A or Recruit, select and induct staff.  
BSBHRM402A

Candidates can choose a total of two elective units from either the common stream in the Diploma of Property Services (Agency Management) and/or from the property sales and management and/or specialist streams in the Certificate IV Property Services (Real Estate).

2. Satisfactory completion of PRD50101 Diploma of Property (Real Estate) from the PRD01 Property Development and Management Training Package conferred by a Registered Training Organisation registered to deliver the qualification together with a Statement of Attainment showing satisfactory completion of, or status granted in, the following units of competency:

- |      |            |   |
|------|------------|---|
| (1)  | PRDRE01A   | Develop a strategic business plan;  |
| (2)  | PRDRE02A   | Manage agency performance;  |
| (3)  | PRDRE03A   | Develop and implement client services strategies;                                   |
| (4)  | PRDRE04A   | Manage and monitor effective client service;  |
| (5)  | PRDRE05A   | Market agency;  |
| (6)  | PRDRE06A   | Manage human resources;   |
| (7)  | PRDRE08A   | Manage efficient financial systems;   |
| (8)  | PRDRE09A   | Implement and monitor financial management systems;                                 |
| (9)  | PRDRE19A   | Provide property management services;   |
| (10) | PRDRE28A   | Maintain trust account;   |
| (11) | BSAFIN501B | Manage payroll records for employee salaries and statutory record keeping purposes; |
| (12) | BSAFIN502B | Monitor and control disbursements within a given budget;                            |
| (13) | BSXFMI504A | Participate in, lead and facilitate work teams (at level 5);                        |
| (14) | BSXFMI511A | Contribute to the development of a workplace learning environment;                  |

***together with***

A Statement of Attainment showing satisfactory completion of, or status granted in, the following units of competency conferred by a Registered Training Organisation registered to deliver the units forming *part of* the PRD40101 Certificate IV in Property (Real Estate) from the PRD01 Property Development and Management Training Package:

- |      |           |   |
|------|-----------|---|
| (1)  | PRDRE10A  | Manage agency risk;   |
| (2)  | PRDRE11A  | Provide property appraisal;   |
| (3)  | PRDRE12A  | Establish and expand client base;                                   |
| (4)  | PRDRE13A  | Obtain property listings;   |
| (5)  | PRDRE14A  | Market property;  |
| (6)  | PRDRE15A  | Undertake property sale by private treaty;                          |
| (7)  | PRDRE16A  | Monitor sales process;  |
| (8)  | PRDRE18A  | Lease property;   |
| (9)  | PRDRE22A  | Present and explain property reports;                               |
| (10) | PRDRE26A  | Conduct property sale by auction;                                   |
| (11) | PRERE30A  | Implement personal marketing plan;                                  |
| (12) | PRDRE37A  | Perform and record property management activities and transactions; |
| (13) | PRDRE39A  | Prepare and execute documentation;                                  |
| (14) | PRDPOD62A | Clarify and confirm property information requirements.              |

3. A degree in law conferred by an Australian university, or a degree in law conferred by a person authorized to confer a degree by the Training and Skills Commission established under the repealed *Training and Skills Development Act 2003* or the *Training and Skills Development Act 2008*; and

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

A Statement of Attainment or similar document issued by a Registered Training Organisation showing satisfaction completion of the following units of competency form the *CPP07 Property Services Training Package*:

- |     |             |  |
|-----|-------------|--|
| (1) | CPPDSM4003A | Appraise property;                                       |
| (2) | CPPDSM4011A | List property for lease;                                 |
| (3) | CPPDSM4012A | List property for sale;                                  |
| (4) | CPPDSM4013A | Market property for lease;                               |
| (5) | CPPDSM4014A | Market property for sale;                                |
| (6) | CPPDSM4019A | Prepare for auction and complete sale;                   |
| (7) | CPPDSM4022A | Sell and finalise the sale of property by private treaty |

4. A degree in law conferred by an Australian university, or a degree in law conferred by a person authorised to confer 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 issued by a Registered Training Organisation showing satisfactory completion of the following units of competency forming part of the PRD40101 Certificate IV in Property (Real Estate) from the PRD01 Property Development and Management Training Package:

- |     |          |  |
|-----|----------|--|
| (1) | PRDRE11A | Provide property appraisal;                |
| (2) | PRDRE13A | Obtain property listings;                  |
| (3) | PRDRE14A | Market property;                           |
| (4) | PRDRE15A | Undertake property sale by private treaty; |
| (5) | PRDRE26A | Conduct property sale by auction.          |

5. 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 in law 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*:

- |     |                    |  |
|-----|--------------------|--|
| (1) | Property Appraisal | (State Market Code CFZD; National market code ABH524; Discipline code 0903205) |
| (2) | Methods of Sale    | (State market code CFZC; National market code ABH523; Discipline code 0903205) |
| (3) | Property Selling   | (State market code CFZF; National market code ABH526; Discipline code 0903205) |

6. Diploma of Business (Real Estate Management) conferred by the Training Education Systems (SA) Pty Ltd trading as Training Education Systems South Australia/Real Estate Training College.
7. Diploma of Business (Real Estate Management) conferred by the Real Estate Industry Training Centre (REITC).
8. Diploma of Business (Real Estate Management) conferred by TAFE.
9. Certificate of Real Estate Agency conferred by the Department for Employment, Training and Further Education.

10. Degree of Bachelor of Business (Property) or degree of Bachelor of Business in Property conferred by the University of South Australia, including satisfactory completion of (or status granted in) the following subjects:
- (i) One of: (A) Property Management; or  
(B) Commercial Property Management;
- AND
- (ii) One of: (A) Real Estate Business and Marketing Management G; or  
(B) Real Estate Business and Marketing Management; or  
(C) Property Marketing AND Real Estate Field Work 1 and 2.
11. 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 Department of Employment, Training and Further Education as *part* of the course for the Certificate in Real Estate Agency:
- (i) Practice II; and
  - (ii) Practice III.
12. Graduate Diploma in Property, or Master of Business (Property) 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) One of: (A) Law of Property G; or  
(B) Property Law 2M; or  
(C) Property Law 1G and 2G;
- AND
- (ii) One of: (A) Real Estate Business and Marketing Management G; or  
(B) Real Estate Business Management and Real Estate Case Studies;
- AND
- (iii) One of: (A) Property Valuation G; or  
(B) Real Estate Valuation G; or  
(C) Real Estate Valuation 1 and Property Case Studies

## **Qualifications (auctioneer)**

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To qualify for registration as an auctioneer you must be registered as a land agent or sales representative and in addition hold the qualification listed below:

A Statement of Attainment showing satisfactory completion of, or status granted in, the following units of competency conferred by a Registered Training Organisation registered to deliver the units from the *CPP07 Property Services Training Package*:

- 1) CPPDSM4004A - Conduct auction; and
- 2) CPPDSM4019A - Prepare for auction and complete sale.

*Or*

A Statement of Attainment showing satisfactory completion of, or status granted in, the following units of competency conferred by a Registered Training Organisation registered to deliver the units from the *PRD01 Property Development and Management Training Package*:

- 1) PRDRE26A - Conduct property sale by auction

If you believe that you have other qualifications and/or experience equivalent to this unit of competency, you should discuss the recognition of prior learning process with a Registered Training Organisation.

You can apply for registration as an auctioneer at the same time as you apply for registration as a land agent or you can apply at a later date if you do not yet hold the required qualification. You cannot act as an auctioneer after 28 February 2009 unless you are registered as an auctioneer.

## Fees

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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 natural person	\$244.00	\$298.00	\$542.00

### Annual registration fee

For a natural person	\$298.00
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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.