

Land Agents Act 1994

# Manager of a Land Agents Office

## Notification for a Land Agent

### Application for Approval of a Sales Representative

Each of an agent's places of business must be properly managed and supervised by a registered land agent, or by a registered sales representative who has been nominated and approved by the Commissioner to manage an office.

If the manager is a registered land agent you just need to advise the Commissioner in writing so this can be recorded. You can do so by completing this form.

If the proposed manager is a sales representative you will need to apply for approval by completing this form. The Commissioner must be satisfied that the sales representative is qualified to be nominated to manage and supervise a place of business of an agent. 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.

**There are penalties for making a false or misleading statement in this application.  
A maximum penalty of \$10,000 applies.  
By lodging this application you are authorising the Commissioner for Consumer Affairs to make any inquiries necessary to determine this application.**

#### Where to lodge this Form

In person	Post	Electronically	More information
Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000	Licensing and Registration GPO Box 1719 ADELAIDE SA 5001	Scan and email all documents to:  occupational@sa.gov.au	<a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a>  Ph: 131 882

#### Details of land agent/Agency

Licence Number: RLA \_\_\_\_\_ Client Id \_\_\_\_\_

Company name: \_\_\_\_\_

Contact Person \_\_\_\_\_

Or Full name of Agent: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Email \_\_\_\_\_

**Address of the office to be managed by the nominated person**

Office address: .....

**Details of nominated manager**

Licence Number: RLA ..... or RSR .....

Full name: .....

Are you currently approved as the manager of any other office for a land agent? **Yes / No**

If **YES**, are you seeking to remain as manager of that office/s? **Yes / No**

Provide details of the other land agent offices you manage.

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**Note:** If the nominated manager is not registered with our office as a land agent or sales representative, they will need to apply to be registered before they can be nominated as a manger

**Declaration**

I, the applicant described in this application, do solemnly and sincerely declare that:

- I have read the *Land Agents Act 1994*, the relevant Regulations and understand my legal obligations relating to proper management and supervision of a place of business of a land agent.
- The contents of this application form and all of the attachments are true and correct, and I understand that providing false or misleading information is an offence under Section 54 of the *Land Agents Act 1994*.

I also authorise the Commissioner for Consumer Affairs to make any inquiries necessary for the purpose of determining this application.

**Name** .....  
(full name of applicant agent)

**Signature** ..... **Date** .....

**Statement by nominated manager**

I, .....  
(full name of nominated manager)

Agree to be nominated as the Manager for the above named applicant

**Signature** ..... **Date** .....  
(nominated manager)