

Working as a property manager in SA

Information for interstate workers

This factsheet outlines your requirements for working as a property manager in South Australia.

If your principal place of residence:

- is in another state or territory, you can use the Automatic Mutual Recognition process to work in SA under your interstate registration.
- changes to SA, you must hold an SA registration – not an interstate registration. You can apply for an SA registration under the [Mutual Recognition process](#) (rather than the automatic process).

Registrations granted under mutual recognition (including via the automatic process) will appear on the [SA Licensing Register](#) so that members of the public can verify that a person is licensed or registered to work in SA.

Registration requirements

Property managers work for land agents and manage residential or commercial properties.

To be employed as a property manager in SA you must hold one of the following registrations:

- property manager registration
- sales representative registration with a property manager condition
- land agent's registration.

If you run a property management business, you must be a registered land agent.

'Under supervision' (trainee) registration

If you have a property manager registration 'under supervision' you must work under the direct supervision of:

- a registered agent
- a registered property manager who has been a property manager for at least two years
- a registered sales representative who has been registered for at least two years and has the additional condition of 'registered property manager'.

You must be accompanied by one of these registered individuals at all times while performing the functions of a property manager. Direct supervision can't be provided electronically.

Managing bonds

You must use the [Residential Bonds Online system \(RBO\)](#) for managing tenant bonds, including lodging the bond and refunding the bond.

Bonds must be lodged within four weeks of receiving the bond from a tenant.

Trust accounts

You must deposit funds received from clients into a trust account. The account needs to be approved by Consumer and Business Services (CBS) and be held in a bank, building society or credit union.

Use the [audit checklist](#) to make sure that you meet the requirements including: keep all records of trust money; issue detailed receipts; and arrange for accounts and records to be audited every year.

General property management responsibilities

Other property management responsibilities include:

- understanding lease agreements
- respecting the rights of tenants and landlords
- managing property inspections
- dealing with maintenance and repairs during and at the end of the tenancy.

Legislation

- [Land Agents Act 1994](#)
- [Land Agents Regulations 2010](#)
- [Land and Business \(Sale and Conveyancing\) Act 1994](#)
- [Land and Business \(Sale and Conveyancing\) Regulations 2010](#)

Other relevant legislation

You must comply with all applicable laws while working in South Australia, including laws relating to:

- [Approved Codes of Practice in SA](#)
- [Employing people](#)
- [State taxes](#)
- [Safe Work SA](#)