

Considering starting Work in the Real Estate Industry? Before you can start work for a licensed real estate agent you must find out if you need to hold a Certificate of Registration. **Whether or not you work under the title "salesperson" you may need the Certificate.** The following series of Questions and Answers will help explain why you need it, who needs it, what qualifications you must have and how to apply.

Question	Answer
What principal legislation applies to the real estate sector?	The Property, Stock and Business Agents Act 2002 (NSW No 66) and Regulations 2003.
How does the law affect you?	Unless you are the holder of a Certificate of Registration you cannot: <ul style="list-style-type: none"> • be a real estate salesperson • represent that you are a real estate salesperson • act as or exercise any of the functions of a real estate salesperson
Who is a real estate "salesperson"?	An <u>employee</u> of a licensed real estate agent who exercises any of the functions for which a real estate agent is licensed. It is not only those employees who are given the title of "salesperson". Any member of staff from the front desk back may be a "salesperson".
Who is an employee?	Includes any person employed whether on salary, wages, bonus, commission, fees, allowance or other remuneration. It covers full-time, part-time, casual and other types of employees.
Who is a real estate agent?	A person who for reward carries on business as an agent for: <ul style="list-style-type: none"> • a real estate transaction (being the purchase, sale, exchange, lease, assignment or other disposal of land) • negotiating or inducing the entry into, or the making or acceptance of offers for, real estate transactions • introducing a prospective purchaser, lessee or licensee of land to the owner or owner's agent or another licensed agent • collecting rents payable and

	providing property management services for the leasing of land
What is a Certificate of Registration?	A Certificate issued by the Office of Fair Trading to a prospective real estate salesperson/employee. It enables the holder, when employed in an agency, to perform the same functions as those for which the licensee-in-charge is licensed.
What are typical examples of an employee carrying out the functions for which a real estate agent is licensed?	<ul style="list-style-type: none"> • an employee who conducts on-site public inspections of properties for sale • an employee who speaks with prospective purchasers about properties for sale and prices • a front desk receptionist who collects rental payments and issues receipts • an employee who obtains lease details from prospective lessees, prepares leases and bond rental forms, and issues receipts • an employee who shows prospective tenants over managed properties (even when there are no on-site or off-site conversations with them) • an employee who conducts inspections of properties and prepares reports as part of property management services • an employee who organizes insurances for managed properties and lodges claims on behalf of the owner • an employee who takes complaints from lessees or organises repairs to managed properties • an employee who obtains "for sale" and leasing listings • an employee who controls the maintenance schedule for a managed property
So do I need a Certificate of Registration?	Yes, if any aspect of your work requires you to exercise any of the multiple functions for which a real estate agent is licensed. Most work done in a typical real estate agency will involve these functions

	at some stage. But speak with your prospective employer to clarify the need for registration.
How long is the Certificate current for?	One (1) year. It must be renewed every year on the anniversary of issue if you wish to continue to work.
Who is eligible to apply?	You must: <ul style="list-style-type: none"> • be at least 16 years old • be a fit and proper person • hold the necessary qualifications • not be a disqualified person (relevant disclosures are in the application form)
At what stage do I need the qualifications?	Before you make application for the Certificate of Registration. Proof of qualifications must be attached to it.
What qualifications do I need?	In June 2009 the Minister approved the following modules as necessary qualifications: <ul style="list-style-type: none"> • CPPDSM4080A Work in Real Est. • CPPDSM3019A Communication. • CPPDSM4007A Property Management. • CPPDSM4008A Sales Legal/Ethical requirements
What proof of qualifications do I need?	A Statement of Attainment for the Course or other documentary evidence of completion of the modules. The proof must be attached to the Application Form.
Do I need to keep a record of my training?	You should keep the originals of the Statement of Attainment or other documentary evidence for your own records. For your professional development training the Office of Fair Trading requires you to keep detailed records for three licence renewal periods.
Are there any conditions that may be imposed on my Certificate of Registration?	Generally, conditions of the following type apply: <ul style="list-style-type: none"> • The holder can only exercise functions as an employee of a real estate licensee and only in respect of those functions the licensee is

	<p>authorised to perform.</p> <p>The holder must undertake approved professional development training during the term of the Certificate - in the renewal application the holder must certify that the training has been completed. Other conditions may be imposed from time to time.</p>
So is real estate training compulsory if I need a Certificate of Registration?	YES. Not only must you obtain qualifications for your initial Certificate of Registration BUT you must successfully complete professional development training in each year the Certificate is current and renewal is sought.
How do I obtain training and what proof do I get?	REET can provide you with all the training you need. We will issue you with a Statement of Attainment on completion of the " Course in Property Practice ". For the continuing professional development training you must undertake each year REET will issue Notices of Completion and Assessment.
Are there any simple steps I can follow in getting a Certificate of Registration and starting work?	<p>Yes - the normal steps would be:</p> <ol style="list-style-type: none"> 1. Decide if any of your work functions will require a Certificate of Registration 2. Enrol with REET for the "Course in Property Practice".(Real Estate) 3. Complete the Course and obtain your Statement of Attainment 4. Complete and lodge the Application Form for the Certificate of Registration with the Office of Fair Trading together with the Statement of Attainment 5. On being offered work with a licensed real estate agent, notify the Office of Fair Trading using a letter from the employing licensee. 6. Plan your professional development courses for the coming year.