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Application for a Licence – Corporation
Application for a Licence – Individual
Application for Accreditation As An Auctioneer
Guide to Qualifications
Estimated Selling Price Guideline for Agents
Comparative Market Analysis
Residential Premises Listing Details
Residential Unit Listing Details
Disclosure Form, Section 47
Obtaining Beneficial Interest in Property Form, Section 49
Exclusive Agency Agreement
Waiver of cooling-off period
Conjunction Agreement
Expression of Interest (Deposit Paid)
Consumer Guide Fact Sheet
Sales Checklist
Agent Declaration Statement
Steps to Settlement Template
New Auction Laws
Bidders Guide
Bidders Record
Auction & Exclusive Agency Agreement Form
Private Treaty Exclusive Agency Agreement Form
Exclusive Selling Agency Agreement ( Business Broking)
CPD Diary Template

Customer Complaint Register Form  
Notice of Entering Into a Franchise Agreement  
Supervision Guidelines  
Advertising Guidelines  
Employment Application Form

## **Procedures & Additional Forms – Retail Leasing**

Application for mediation of retail bond dispute  
Mediation report  
Mediation Agreement  
Application for mediation of a retail lease dispute  
Additional information on filling out Retail Bond Lodgement forms  
Lessee's Disclosure Statement  
Lessor's Disclosure Statement

## **Procedures & Additional Forms – Property Management**

1. Sample Letter – Reservation Fee
2. Sample Letter – Tenancy Start-up Costs
3. Sample - Moving-in Sheet for Tenants
4. Sample Letter – Rent Increase
5. Sample Letter – A Friendly Reminder That Rent Is Overdue
6. Sample Letter – First Rent Arrears Notice
7. Sample Letter – Second Rent Arrears Notice
8. Sample Letter – Agreement about Payment of Rent Arrears
9. Sample Letter – Permission for Tenant to Paint the Premises
10. Sample Letter – Breach of Agreement (Pets)
11. Sample - Repairs Needed Form
12. Sample –Summary Repair Quotation Form for Work over \$200
13. Sample - Acceptance of a Quote from a Tradesperson
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17. Sample - Complaint about Noise
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19. Sample - Letter Requesting Reason for a Residential Tribunal Order
20. Sample –Moving-out : Leaving the Premises and Condition Report
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27Sample – New Managing Agent to Old Managing Agent  
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Sample- OHS Condition Report For Both *Strata & Commercial*

RENTING AND STRATA SERVICES FOR TENANT DATABASE AND RENTAL MATTERS

Sample - Claim for Refund of Bond Money  
Sample - Request for Rental Reference  
Sample - Change of Shared Tenancy Arrangement  
Sample - Change of Management Agent/Owner  
Sample - Application for Tenancy  
Sample - Condition Report  
Sample - Termination Notice  
Sample - Appointment of Contractor  
Sample - Agency Agreement Holiday Letting  
Sample - Notice of Rent Increase  
Sample - Transfer of Bond  
Appendix - Legislation & Penalties

## **Trust Account Procedures**

Trust Accounting  
Receiving and Holding Trust Money  
Trust Account Deposit Forms  
Bank Deposit Form  
Trust Account Cheques  
Trust Account Cash Journals  
Trust Account Ledgers  
Sample Trust Ledger Account layout  
Trust Account Transfer Journal  
Trust Account Reconciliation Statement  
Auditors Guidelines  
Trust Account Risk Matrix  
Certificate of Audit of Trust Account  
Property Industry Reform Changes

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