Property Representative Examination

The following is a general guide as to the information that a person seeking to undertake the Property Representative examination maybe examined upon.

Documentation

- Condition Report
- Notices to Vacate
- Particulars and Conditions of Sale
- Property Management Authority
- Residential Tenancy Agreement
- Sole Agency Agreement
- Standard Conditions of Sale
- Tenancy Application
- Vendor Disclosure Document

Knowledge

understand

- advertising Requirements
- Competitive Market Appraisal, how to prepare a
- cooling off periods
- dispute Resolution
- fixtures and chattels, the difference between
- licensing of property agents
- ownership models for real estate agency business
- personal presentation
- professional indemnity insurance
- Property Agents Board, role of
- property title, how to read a
- real and personal property, difference between
- Real Estate Institute of Tasmania, role of
- records in the property industry, keeping of
- solicitors and conveyancers, the role of
- The List, how to access and research
- transfer of property under both Old Title and Torrens Title
- valuations and market appraisals, the difference between
- vendor disclosure
- zoning of land

Contracts

understand

- how are contracts terminated
- the six parts of a valid contract
- people ineligible to sign contracts

Trust Accounting

understand

- audit requirements
- authority to disburse trust money
- reconciliations
- reporting requirements
- security of trust money
- setting up a trust account
- source documents
- the purpose of trust accounts

Sales Functions

understand

- auction
- buying motives
- buying signals
- closing the sale
- conditions precedent and warranties
- conjunctions
- contract of agency and fiduciary duty
- marketing and misrepresentation
- negotiation
- notice to show tenanted properties
- open homes
- privacy and do not call register

- private treaty
- prospecting – demographic and geographic
- roles and responsibilities of the property agent in sales
- showing the property
- tender

Property Management Functions

understand

- access to tenanted properties
- bonds
- condition reports
- fixed & non-fixed term leases
- gross & net returns
- growing the rent roll
- maintenance – urgent and other
- managing arrears
- minimum standards
- property agent in property management, role of
- Rental Deposit Authority
- Residential Tenancy Commissioner, role of the
- routine inspections, purpose of
- smoke alarms
- terminations – tenants and owners

Legislation

Knowledge of and the purpose of the following Legislation:

- *Anti-Discrimination Act 1998*
- *Competition and Consumer Act 2010*
- *Conveyancing and Law of Property Act 1884*
- *Lands Titles Act 1980*
- *Privacy Act 1988*
- *Property Agents and Land Transactions Act 2016*
- *Property Agents and Land Transactions Regulations 2017*
- *Residential Tenancy Act 1997*
- *Retail Shops Tenancy Regulations*
- *Valuation of Land Act 2001*
- *Work Health and Safety Act 2011*

Have the ability to find and reference information contained in

- *Property Agents and Land Transactions Act 2016*
- *Property Agents and Land Transactions Regulations 2017*
- Code of Conduct
- *Residential Tenancy Act 1997*

Consumer Protection

understand

- cartel conduct
- disclosure
- material Facts
- misleading conduct
- misrepresentation
- remaining silent
- secret commissions
- unconscionable conduct
