

Ref: 1113372

Evelyn Olivares
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NORTH ROCKS NSW 2151

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LICENCE APPROVED

Property and Stock Agents Act 2002

Dear Evelyn Olivares

Your licence under the *Property and Stock Agents Act 2002* (the Act) has been **approved**. Please find your licence enclosed.

What do I need to know about my licence?

- Your lifetime licence number is 1113372.
- While employed by a principal licensee and supervised by a licensee in charge, this certificate allows you to perform work as a: Class 1 Agent-Auctioneers Accreditation - Real Estate
Class 1 Agent-Strata Management
Class 1 Agent-Real Estate - Business Broking
Class 1 Agent-Real Estate - Sales or Leasing
- Your licence expires on 05/08/2026, unless it is suspended, cancelled or surrendered earlier. It is your responsibility to ensure that you renew your licence by its expiry date.
- You must advise NSW Fair Trading of any changes to your email, mobile or address details within 14 days.

What are the requirements of my licence?

The licence requirements you must comply with are:

- undertaking only those functions allowed by your licence class and category/s
- adhering to all restrictions and conditions attached to your licence
- ensuring you comply with all rules of conduct, supervision, and Continuing Professional Development requirements.

You are **not** authorised to release money from a general trust account, unless:

- you are the holder of a Class 1 licence: and
- you are appointed as a licensee in charge (LIC) by the principal licensee

Continuing Professional Development (CPD)

- You must complete all CPD requirements during each CPD year, which starts on 23 March and ends 22 March. You must retain proof of attendance records or transcripts issued by the training provider for three years.
- The CPD requirements include both compulsory and elective topics and are outlined on the [Property Professionals](#) page of the Fair Trading website. It is important to note that compulsory CPD topics may only be delivered by approved providers, whose details can also be found on the website.

Failure to meet your CPD obligations is grounds for disciplinary action under the Act, which can include, among other things, monetary penalties, and suspension of your licence. If your licence is suspended, you will be unable to continue working as an agent.

Work Experience

- If you are a Class 2 licence holder and intend to apply for a Class 1 licence, you must retain proof that you have completed the work experience requirements set out in Schedule 1 of the Property and Stock Agents ([Qualifications](#)) Order 2019.
- You can download the work experience requirements [logbook](#) to record your achievements. Your licensee in charge must verify and sign off on your completed work experience over a two-year period. You should consider completing the logbook even if you do not intend to apply for a Class 1 licence soon.

Failure to comply with all licensing requirements can result in compliance action being taken against you.

How do I renew my licence?

You will receive a renewal application form approximately four weeks before the expiry date.

Please note the following information about renewing your licence:

- You will **not** be given a reminder notice. It is your responsibility to ensure the licence is renewed on time.
- If you do not receive the Renewal form approximately 2 weeks before the expiry date, you must contact us at businesslicensing@customerservice.nsw.gov.au for a replacement form.
- An expired licence can only be restored during a three-month period after its expiry date. If your licence expires, it will be an offence for you to be, act as, or exercise any of the functions of, an agent after this time. You will need to reapply if you want to work in the industry after a licence has passed its restoration period.

Where can I find more information?

- For more information please visit the [Property Professionals](#) web page and subscribe for regular updates to the [Property Matters](#) newsletter.
- For information on removing a restriction condition on your licence review the available [qualification pathways](#).

If you have any enquiries concerning this notice, please contact us on 13 32 20.

Yours sincerely

Manager - Property, Transport & Business Licensing
NSW Fair Trading

25/07/2023



Fair Trading

Property and Stock Agents Act 2002

LICENCE

Licence No: 1113372

THIS IS TO CERTIFY that: **Evelyn Olivares** is licensed under the *Property and Stock Agents Act 2002*.

Type of licence:

Class 1 Agent-Auctioneers Accreditation - Real Estate
Class 1 Agent-Strata Management
Class 1 Agent-Real Estate - Business Broking
Class 1 Agent-Real Estate - Sales or Leasing

This licence has been issued subject to any condition(s), if any, set out below as well as any other condition(s) you have been notified of or that are imposed by the Act or Regulation.

Conditions:

This licence authorises the holder to carry out the activities of a real estate agent with the condition that the holder only exercises business agent functions.
This licence authorises the holder to carry out the activities of a real estate agent with the condition that the holder only exercises real estate sales or leasing functions or on-site residential property manager functions.
The holder of this Real Estate Agent's licence may exercise the functions of an auctioneer.

Principal Place of Business (Registered Office)

Address: 2 Leigh Place, WEST PENNANT HILLS, NSW 2125 AUSTRALIA

Expiry Date: 5 August 2026

