



CPD COURSES

Sydney

Strata

Tue 16th Dec

Sydney

Sales or Prop Mgmt

Thu 18th Dec

Sydney

Sales or Prop Mgmt

Thu 15th Jan

Newcastle

Sales & Prop Mgmt

Wed 21st Jan

Castle Hill

Sales & Prop Mgmt

Thu 5th Feb

Bathurst

Stock & Station or
Sales & Prop Mgmt

Mon 9th Feb

Tweed Heads

Sales & Prop Mgmt or
Strata

Tue 17th Feb

Blue Mountains

Sales & Prop Mgmt

Wed 18th Feb

Northern Beaches

Sales & Prop Mgmt

Tue 24th Feb

We're still talking Agency Agreements

As we promised in our last newsletter, we are going to talk about agency agreements for a few newsletters, as we continue to receive questions on a daily basis in relation to these matters. By the way, thanks for all the positive feedback in relation to last fortnight's newsletter – we really appreciate that people are valuing our input into the industry.

When completing documentation for the first time people tend to use more effort, concentrate and try to "get it right". But as we continue to fill in the same documentation on a day to day basis, as a general rule, people tend to become complacent about the forms they are completing and may begin to take short cuts. It is these short cuts that can cause an agent to lose a lot of money!

The Property, Stock and Business Agents Regulation (the Regulations) set out the rules for our agency agreements. These rules are not merely a guideline for agents, but they are enforceable by way of section 55 of the NSW Property, Stock and Business Agents Act 2002 (the Act).

Schedule 8, clause 8, of the Regulations states that "A sales inspection report is to form part of the agency agreement - The agreement must include a copy of any sales inspection report prepared by the agent and given to the person on behalf of whom the agent is acting under clause 2 of Schedule 2." This means that an agent must treat the inspection report with as much importance as the agency agreement. The Regulations also set out what must be addressed within the inspection report:

- (a) the name and address of the person on behalf of whom the agent is acting,
- (b) the date of preparation of the report,
- (c) the agent's name, business address and telephone number,
- (d) a description of the property, including the address of the property and such other details as may be necessary to enable the property to be readily identified,
- (e) a description of any fittings and fixtures that are to be included in the sale of the property,
- (f) any terms and conditions of sale known to the agent (for example, whether or not vacant possession is to be given),
- (g) the agent's recommendation as to the most suitable method of sale of the property,

www.acop.edu.au
enquiries@acop.edu.au

CERTIFICATE OF REGISTRATION COURSES

Sydney

Mon 15th – Wed 17th Dec

Sydney

Mon 12th – Wed 14th Jan

Sydney

(Dist Ed + 2 day workshop)

Sat 17th – Sun 18th Jan

Gosford

(Dist Ed + 1 day workshop)

Tue 20th Jan

Parramatta

Wed 21st – Fri 23rd Jan

Castle Hill

Mon 2nd – Wed 4th Feb

Bathurst

(Dist Ed + 1 day workshop)

Tue 10th Feb

Goulburn

(Dist Ed + 1 day workshop)

Thu 19th Feb

FINANCE AND MORTGAGE BROKING COURSES

Cert IV in Finance & Mortgage Broking Sydney

Mon 19th - Wed 21st Jan

Dip of Finance & Mort Broking Mgmt

Upgrade for existing Cert IV holders

Sydney

Thu 22nd - Fri 23rd Jan

contesting your commission based on the agency agreement (which remember includes the sales inspection report) usually only happens if they, or the person assisting them with their conveyancing, knows the rules on agency agreements and section 55. But really.....do you want to take that chance?

Good luck with all your property dealings this week.

Til next time,

Wishing you every success in your business ventures,
Rosy Sullivan

News from the Office

As the year comes to a close there is no sign of the College slowing down, with super busy Finance, Business and Property courses running throughout NSW and VIC. In our office at St Andrew's House, you can definitely tell Christmas is coming, Imogen has gone above and beyond in her duties bringing the office into the festive season with countless Christmas decorations. Christmas carols are playing everywhere - including Rosy playing the Michael Bubl  CD non-stop.

The College will be closed from December 19 and returning after New Year on the 5th January. If you currently completing an ACOP course and would like your assessments marked before Christmas, you will need to have all of them submitted before December 12.

We would like to welcome Brittany to the ACOP team. She will be working with Dominique in the accounts department and is very quickly fitting into our workplace environment.

The College recently held its annual Christmas Party and all in attendance agree that the night was a big hit! We would like to thank Coast Harbour Cruises for their outstanding hospitality, Triple Grip for the fantastic live music and for all the friends and extended ACOP family for making the night so memorable...for some....

Check out our Facebook page for some photos of our night out.

Our office closes on Friday 19th December 2014 and re-opens Monday 5th January 2015.

Social Media



Property Licence Courses

**Experienced Agents
Property Licence
Program
Sydney**

Mon 8th - Fri 12th Dec

**Trust Accounting
Sydney**

Mon 8th - Wed 10th Dec

**Property Management
Sydney**

Wed 10th - Fri 12th Dec

**Business Broking
Agency Practices
Sydney**

Thu 11th - Fri 12th Dec

**Sales for Real Estate
Sydney**

**Tue 10th - Fri 13th Feb
2015**

**Strata Management
Agency Practices
Sydney**

Tue 27th - 30th Jan 2015

**Stock & Station
Agency Practices
Sydney**

**Mon 11th - Fri 15th May
2015**

**Financial Management
Sydney**

**Tue 27th - Wed 28th Jan
2015**

**Staff Management
Sydney**

Thu 5th - Fri 6th Feb 2015

Is it Time You Upgraded to Your Licence?

ACoP runs an Experienced Agents Property Licence Program which, in conjunction with Recognition of Prior Learning (RPL) assessment, will enable you to complete your Real Estate Licence qualification in 5 days with take home assessments.

We will also assist you with completion and submission of your licence application to NSW Fair Trading free of charge.

Free Assessment

Send us your resume & copies of any qualification transcripts you may have for a free and confidential preliminary RPL assessment.

Business Broking Agency Practices Course

for existing Real Estate, Strata and
Stock & Station Licensees

Thurs 11th to Fri 12th December

Why not try online CPD for \$99?



**Australian College
of Professionals**

The College trainers will be conducting
Certificate of Registration and CPD courses
in city and country areas of NSW in 2014.

Ring 1300 88 48 10 to book

or

visit our website - www.acop.edu.au

Customised and in-house CPD courses
are available.
We come to you!

Real Estate, Strata, Business Broking,
On-site Residential or Stock & Station.

In Sydney, courses are run at
Bankstown, Castle Hill, the CBD at St
Andrew's House, Liverpool, Northern
Beaches and Parramatta.

