

Property Services Regulatory Authority

PSRA/LS1-2016

Change of Property Services Employer

To be completed by a Principal in a Company, Individual Partners in a Partnership and Employees.
(Please complete Form IN BLOCK CAPITALS)

PART A - Licensee's Details

A1	Title	<input type="text"/>	(Mr., Ms etc.)														
A2	Name	<input type="text"/>															
	(Name as it appears on current Licence)																
A3	Status with new PSE:	<table border="1"><tr><td colspan="4">Principal Officer</td></tr><tr><td>Partner</td><td>Director</td><td>Manager</td><td>Secretary</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	Principal Officer				Partner	Director	Manager	Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"><tr><td>Employee</td></tr><tr><td><input type="checkbox"/></td></tr></table>	Employee	<input type="checkbox"/>
Principal Officer																	
Partner	Director	Manager	Secretary														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Employee																	
<input type="checkbox"/>																	
	(Tick only one)																
A4	Address	<input type="text"/>															
	(for correspondence with you)	<input type="text"/>															
		<input type="text"/>															
A5	Email	<input type="text"/>															
A6	Mobile No.	<input type="text"/>															
A7	Licence Number of licence being surrendered:	<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> 0 <input type="text"/> 0 <input type="text"/> <input type="text"/> <input type="text"/>															
	The property services on the surrendered licence will be issued on the amended licence subject to the new property services employer (PSE) holding those licences. An amended licence will expire on the same date as the surrendered licence. There is no fee to amend the licence.																

PART B - New Property Services Employer Details and Declaration

B1	Employer's Name	<input type="text"/>	
B2	Employer's Licence No.	<input type="text"/> 0 <input type="text"/> 0 <input type="text"/> <input type="text"/> <input type="text"/>	
B3	Employer's P.I. Insurance:	I declare that the licensee identified in Part A of this form will be covered by the P.I.I. policy of the property services employer identified in Part B of this Form from the beginning of the licensee's providing property services on behalf of the property services employer.	
	NAME:	<input type="text"/> (BLOCK CAPITALS)	
	Signature:	<input type="text"/>	
	Status:	<input type="text"/>	
	Date:	<input type="text"/>	

DECLARATION

(to be completed by the licensee identified in Part A)

I declare that the information given in this request is true and complete in every respect.

I have enclosed the licence identified in question A7.

(Where this form has been completed and posted to the Authority along with the surrendered licence the licensee identified in Part A can provide property services on behalf of the PSE identified in Part B for a period of 21 days while awaiting an amended licence to be issued)

NAME:
(BLOCK CAPITALS)

Signature:

Date:

Please send to "Change of Employer", PSRA, Abbey Buildings, Abbey Road, Navan, Co Meath, C15 K7PY