

Property Services Regulatory Authority

PSRA/LS1-2018

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 (Mr., Ms etc.)

A2 Name
(Name as it appears on current Licence)

A3 Status with new PSE: **Principal Officer** **Employee**
 Partner **Director** **Manager** **Secretary**
(Tick only one)

A4 Address (for correspondence with you)

A5 Email

A6 Mobile No.

A7 Licence Number of licence being surrendered: -
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

B2 Employer's Licence No.

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: _____ (BLOCK CAPITALS)
Signature: _____
Status: _____
Date: _____

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

The Property Services Regulatory Authority will treat all information and personal data that you provide as confidential, in accordance with the EU General Data Protection Regulation and the Data Protection Act, 2018.

All information provided to the Property Services Regulatory Authority will only be shared with other approved organisations in accordance with the Property Services (Regulation) Act 2011.

The full text of the PSRA's Data Protection Policy can be found on our website at <http://www.psr.ie>