

# Application for listing as a Specialist Retail Valuer

YOUR DETAILS	
Title	<i>Mr Mrs Miss Ms Other (please specify)</i>
First name	
Middle name/s	
Surname	
Preferred name (if applicable)	
Date of birth	
Current valuer registration number	
Residential address	
State	Postcode
Phone	
Mobile	
Email	

EMPLOYMENT DETAILS	
Position title	
Organisation name	
Street address	
State	Postcode
Postal address	
State	Postcode
Supervisor (name, position title, organisation name)	
Phone	Email

RETAIL RENTAL VALUATION EXPERIENCE				
Date	Name of property	Location	Number of tenants	Name of significant tenants

PROFESSIONAL REFERENCE (professional referees should be registered for at least two years)	
First name	
Surname	
Position title	
Organisation name	
Postal address	
State	Postcode
Phone	Email
Capacity and period in which you have known the referee	

PROFESSIONAL REFERENCE	
First name	
Surname	
Position title	
Organisation name	
Postal address	
State	Postcode
Phone	Email
Capacity and period in which you have known the referee	

**CHARACTER REFERENCE**

First name	
Surname	
Position title	
Organisation name	
Postal address	
State	Postcode
Phone	Email
Capacity and period in which you have known the referee	

**DECLARATION**

I acknowledge that if listed by the Valuers Registration Board of Queensland, my registration and professional conduct as a specialist retail valuer will be regulated by relevant provisions of the *Valuers Registration Act 1992*, the *Retail Shop Leases Act 1994*, relevant provisions of the Valuers Registration Regulation 2013, and any other rules, regulations or laws governing my conduct as a valuer in Queensland.

I acknowledge that certain information about my registration will be made publicly available via the Register of Valuers of Queensland and the Queensland Government Gazette. In accordance with the *Electronic Transactions (Queensland) Act 2001*, by completing this application, I consent to the Board providing notices, such as registration renewals, certificates and other information via electronic communication.

I, ....., solemnly and sincerely declare that the particulars shown in this application and supporting documentation are true and correct in every particular and that no relevant information has been omitted.

**Signature of applicant:**

Date:

**Witnessed by** (Justice of the Peace/Solicitor):

**Signature of witness:**

Date:

**PRIVACY**

The Valuers Registration Board of Queensland is authorised to collect your personal information under the *Valuers Registration Act 1992* for the purpose of carrying out its statutory obligations and duties. Personal information provided on this form will be managed in accordance with the *Information Privacy Act 2009*, and will be used to:

- assess your eligibility for specialist retail valuer listing including where there is requirement to investigate your suitability for registration
- update and maintain your records
- publish relevant information about you in the Register of Valuers of Queensland, the Queensland Government Gazette and the Board's website
- provide you with services and communications including, but not limited to, renewal notices, certificates and newsletters, and
- if required, to investigate matters of a possible disciplinary ground for an offence related to the practice of valuations.

# Application for listing as a Specialist Retail Valuer payment and supporting material

## AMOUNT PAYABLE

## Fee

Application for listing as a specialist retail valuer	\$239.30 (GST exempt)
	Once approved, further fees apply for the certificate of registration and roll fee (reduced by one-twelfth of the fee for each whole month of the financial year that has expired)

## PAYMENT METHOD

Cheque (made payable to the Valuers Registration Board of Queensland and attached to this form)

Direct deposit

Account name: Valuers Registration Board of Queensland

**BSB:** 064 000

**Account:** 0009 0446

Credit card

(Visa or Mastercard only)

Visit [www.bpoint.com.au/pay/vrbqld](http://www.bpoint.com.au/pay/vrbqld)

A receipt will be issued following registration.

## SUPPORTING MATERIAL WHICH MUST BE SUBMITTED TO COMPLETE YOUR APPLICATION

Two bound sample Queensland retail shop lease valuation reports prepared by you in the last six months

## APPLICATION SUBMISSION

### By mail to:

Valuers Registration Board of Queensland  
PO Box 15877  
City East, Queensland 4002

### In person to:

Valuers Registration Board of Queensland  
Level 15 Canegrowers Building  
100 Edward Street  
Brisbane, Queensland 4000

**Email:** [admin@vrbq.qld.gov.au](mailto:admin@vrbq.qld.gov.au)

**Phone:** 07 3221 3892