

# Valuers Registration Board of Queensland

**VRB 1**

## Application for registration as a valuer

**1. Personal details** (Please use block letters)

Mr/Mrs/Miss/Ms (Circle one)

Given names \_\_\_\_\_ Last name \_\_\_\_\_

Residential address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

Correspondence address \_\_\_\_\_  
 (if the same as above address please write "the same") \_\_\_\_\_ Postcode \_\_\_\_\_

Employer's name \_\_\_\_\_

Employer's address \_\_\_\_\_  
 (must be street address) \_\_\_\_\_ Postcode \_\_\_\_\_

Email address \_\_\_\_\_

Contact phone/fax numbers during business hours Ph \_\_\_\_\_ Mob \_\_\_\_\_ Fax \_\_\_\_\_

Date of birth \_\_\_\_\_ Place and Country of birth \_\_\_\_\_

**2. Educational Qualifications**

Name of Institution	Course	Date commenced	Date completed

*(A copy of documentary evidence must be attached to this application)*

**3. Professional Memberships**

Institute	Level of membership*	Date joined	Current (Yes/No)

*\*Graduate, Associate, Fellow, etc.*

**4. Employment History**

Date	Name and address of employer	Type of work undertaken

*(Note: For last 10 years where relevant. Attach separate list if insufficient space.)*



## 6. Fitness to Practise

Answers to the following questions must be provided pursuant to section 30(a) of the Valuers Registration Act 1992. If your answer to any of the following questions is "Yes", please provide details on a separate but attached page/s. The following information is for the purposes of the Board only.

### Do you have a conviction, other than a \*spent conviction for any of the following:

- [i] an indictable offence; or Yes / No
- [ii] an offence against the Valuers Registration 1992; or Yes / No
- [iii] any other offence relating to the practice of registration, against a law applying, or which applied, in Queensland, or the Commonwealth or any other State or Territory of Australia or a foreign country? Yes / No

\*Spent conviction means a conviction for which the rehabilitation period under the Criminal Law [Rehabilitation of Offences] Act 1986 has expired and not revived under that Act.

Has your registration to practise as a valuer under a law applying or that applied in the Commonwealth, another State or Territory of Australia or a foreign country been cancelled or suspended by the relevant registration body? Yes / No

Has any application by you for registration as a valuer been refused by any registration board? Yes / No

The Board may ask the commissioner of the police service for a written report about your criminal history.

## 7. Referees **[Professional Referees should be registered for at least 2 years]**

### [A] Character referee

Given name \_\_\_\_\_ Last name \_\_\_\_\_

Business name \_\_\_\_\_

Postal Address \_\_\_\_\_

Postcode \_\_\_\_\_

Contact phone number during business hours \_\_\_\_\_ Period you have known referee \_\_\_\_\_

Capacity in which you have known referee \_\_\_\_\_

### [B] Professional referees (Registered Valuer) (2 required)

Given name \_\_\_\_\_ Last name \_\_\_\_\_

Business name \_\_\_\_\_

Postal Address \_\_\_\_\_

Postcode \_\_\_\_\_

Contact phone number during business hours \_\_\_\_\_ Period you have known referee \_\_\_\_\_

Capacity in which you have known referee \_\_\_\_\_

### Professional referee (Registered Valuer)

Given name \_\_\_\_\_ Last name \_\_\_\_\_

Business name \_\_\_\_\_

Postal Address \_\_\_\_\_

Postcode \_\_\_\_\_

Contact phone number during business hours \_\_\_\_\_ Period you have known referee \_\_\_\_\_

Capacity in which you have known referee \_\_\_\_\_

## 8. Attachments

Please make sure you have completed all preceding sections of this application form.

You are required to attach the following in support of your application. Please tick the boxes to indicate relevant enclosures.

- Application Fee of \$176.60
- Evidence of educational qualifications/certificate of membership of professional association [Copy of Degree and academic record both required]

## 9. Supporting information

You are required to attach additional information to assist the Board to determine your competency to value land in Queensland. Please tick the boxes to indicate relevant enclosures.

- Log book/diary of your valuation experience over the last 12 months signed by supervising registered valuer
- One bound, professionally-presented copy each of sample valuation report prepared by you in the following categories:
  - 1 Freehold residence
  - 2 Income earning investment properties, and
  - 1 other report, preferably not from the previous 2 categories
- Statement/s from you and your supervising registered valuer/s listing each of the properties address and stating that you had a substantial role in the preparation of each sample valuation report being submitted.

**Note: Failure to fully comply with these requirements may delay consideration of your application**

## 10. Authorisation and Declaration

I,

\_\_\_\_\_ Given Names

\_\_\_\_\_ Surname

- (a) acknowledge that certain information about my registration will be placed on a register available on the internet and open to the public in accordance with the *Valuers Registration Act 1992*
- (b) accept that failure to supply information and documentation specified in this application form may delay the processing of this application
- (c) acknowledge my right to seek access to and correction of information supplied and included in the Register in accordance with the *Privacy Amendment (Private Sector) Act 2000*
- (d) understand fully the duties imposed by the *Valuers Registration Act 1992* and accompanying regulations on land valuers
- (e) do solemnly declare that any valuation I shall make by virtue of the registration issued to me under the provisions of the *Valuers Registration Act 1992* shall be performed in accordance with the Code of Professional Conduct specified in the *Valuers Registration Regulation 1992*
- (f) do solemnly declare that the information contained in this application and in the supporting documentation attached herewith is correct and I make this solemn declaration conscientiously believing same to be true and correct.

Declared and sworn at \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_ 20

Declarant \_\_\_\_\_

(Signature of applicant)

Before me \_\_\_\_\_

(Name of witness)

Witness \_\_\_\_\_

(Signature of witness – A Justice of the Peace/Solicitor)

- The application fee of **\$176.60** is attached – payment by cheque [tick box]
- I have Direct Deposited **\$176.60** into the Boards Bank Account , Commonwealth Bank, BSB: 064 000 Account: 0009 0446 (you must attach receipt of EFT payment to this form)
- I would like to pay **\$176.60** by Credit Card (**Visa or MasterCard only**)

Credit Card No: \_\_\_\_\_

Name on card: ..... Card Expiry Date: .....

Signature on Card: .....

**Return this fully completed form, documentation and application fee to:**

**The Secretary  
 Valuers Registration Board of Queensland  
 PO Box 15877  
 City East QLD 4002**

**P: 07 3221 3892  
 E: [juliaf@vrbqld.com](mailto:juliaf@vrbqld.com)  
 W: [www.valuersboard.qld.com.au](http://www.valuersboard.qld.com.au)**

**Office use only**

<b>Date Application Received</b>	
<b>Receipt Number</b>	
<b>Cheque/Cash/EFT/Credit Card</b>	