

**Step 1: Complete this Application Form**

Then send to us with documents on page 3 checklist. Fax: 1300 731 840 Email: [admin@expresscommission.com.au](mailto:admin@expresscommission.com.au)

**Step 2: Sign and return the Agreements we send you**

When we have your Application we will email our agreements to you.

**Step 3: Your Commission Advance is ready!**

We will tell you the amount of your Commission Advance and transfer funds to your bank account within 24 hours.

## AGENCY INFORMATION

Agency Name		Real Estate Licence #
Principal	Email Address	
Office Manager/Admin Manager	Email Address	
Agency Address		
Suburb	State	Postcode
Phone	Fax	Years Agency Operated
Agency Email Address		
Agency Website	No. of Sales Agents	
Does Agency manage a Rent - Roll? Yes / No	No. of Properties	
Facilities with a Bank? Yes / No	O/D Limit \$	Loan \$
Agency Bank	Account Name	
BSB	Account #	
Are you trading as a company or trust? Yes / No	Company Name	
Company ACN / ABN	Trust Name & ABN	
Director's Names		

## PRINCIPAL'S / DIRECTOR'S INFORMATION

First Name	Middle Name	Last Name
Date of Birth	Drivers Licence #	Real Estate Licence #
Home Address	Own / Rent	
Suburb	State	Postcode
Home Phone	Mobile Phone	
Years at Address		
Primary Email Address	Years with Agency	
Name of Emergency Contact Person	Relationship (eg. Brother)	
Contact Phone	Home Address	
Preferred user id*:	Password:	

\*6 Character Minimum. This will be used to login to your account. If this user id is not available, we will assign you a similar one.

**CO-PRINCIPAL'S / 2<sup>ND</sup> DIRECTOR'S INFORMATION**

First Name	Middle Name	Last Name
Date of Birth	Drivers Licence #	Real Estate Licence #
Home Address	Own / Rent	
Suburb	State	Postcode
Home Phone	Mobile Phone	
Years at Address		
Primary Email Address		Years with Agency
Name of Emergency Contact Person		Relationship (eg. Brother)
Contact Phone	Home Address	

**CO-PRINCIPAL'S / 3<sup>RD</sup> DIRECTOR'S INFORMATION**

First Name	Middle Name	Last Name
Date of Birth	Drivers Licence #	Real Estate Licence #
Home Address	Own / Rent	
Suburb	State	Postcode
Home Phone	Mobile Phone	
Years at Address		
Primary Email Address		Years with Agency
Name of Emergency Contact Person		Relationship (eg. Brother)
Contact Phone	Home Address	

**PLEASE TELL US**

How you heard about Express Commission?

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Any prior dealings with a Commission Advance company? Yes / No

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If yes, please state name

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Any colleagues you think may be interested in our services? Yes / No

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**COMMISSION TO BE ASSIGNED - FOR COMMISSION ADVANCE**

Address of Property Sold		
Suburb	State	Postcode
Date Contract Signed	Date Final Settlement	Date Agency Authority
Is Contract Unconditional?	Date Unconditional	
Contract Price \$	Amount of Deposit \$	
Deposit Type Cheque/Bond/Cash/Other	Deposit Held By	
Conjunctional? Yes/No	Conjunctional Split	

Amount of Agency Commission (ex GST) \$	+ Amount of Unpaid Vendor Marketing (ex GST) \$	= Total Due to Agency (ex GST) \$
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Commission Advance Required \$
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**Express Commission Australia Pty Ltd ACN 127 295 176**

1354B Malvern Road, Malvern VIC 3144 • www.expresscommission.com.au • ph 1300 738 211 • fax 1300 731 840

## YOUR PRIVACY AND CREDIT INFORMATION

Express Commission Australia Pty Ltd ACN 127 295 176 and or any of its assigns or successors (**Express Commission**) collects personal information about you as specified in the Application. In order to assess your application Express Commission may exchange personal information about you with a credit reporting agency or other businesses that report on creditworthiness. Express Commission may also use that information in order to tell you about other products and services offered.

Express Commission discloses information collected about you where required to do so under applicable laws, such as taxation and government benefit laws and under cash transactions and anti money laundering reporting laws. Express Commission may engage third party service providers to assist in the provision of services to you, and in those circumstances your personal information may be disclosed in confidence. Express Commission may also exchange personal information about you with any Vendor, Purchaser and / or their agents as specified in the Master Commission Assignment Agreement.

You are entitled to access the personal information that Express Commission holds about you as outlined in the Privacy Act 1988 (Cth) and by the Privacy (Private Sector) Amendment Act 2000 (Cth) (**the Act**).

You acknowledge that Express Commission may give certain personal information about you to a credit reporting agency or other businesses that report on creditworthiness. You acknowledge you understand Express Commission can only give limited kinds of information as set out in the Act. You acknowledge this information may be given before, during or after the provision of our facilities to you.

### Agreement to seek consumer credit information (Section 18K (1) (b) Privacy Act 1988)

You agree to Express Commission obtaining from a credit reporting agency or other businesses that report on creditworthiness a credit report containing personal consumer credit information about you.

### Agreement to seek consumer credit information to assess a guarantor (Section 18K (1) (c) Privacy Act 1988)

You agree to Express Commission obtaining from a credit reporting agency or other businesses that report on creditworthiness a credit report containing personal consumer credit information about you for the purposes of assessing whether to accept you as a guarantor for the facilities provided by Express Commission.

### Agreement to disclose a consumer credit report to a potential or existing guarantor (Section 18K (1) Privacy Act 1988)

You agree Express Commission may give to an existing or a prospective guarantor a credit report containing personal consumer credit information about you for the purpose of the prospective guarantor deciding whether to act as a guarantor and to keep any existing guarantor informed about the guarantee. The information disclosed will be the information allowed under the Act.

### Agreement to seek consumer credit information to collect overdue payments (Section 18K (1) (h) Privacy Act 1988)

You agree to Express Commission obtaining from a credit reporting agency or other businesses that report on creditworthiness a credit report containing personal consumer credit information about you for the purposes of collecting overdue payments in relation to the facilities provided by Express Commission.

### Agreement to exchange information with other credit providers (Section 18N (1) (b) Privacy Act 1988)

You agree Express Commission may exchange personal information about you with any other credit provider named in your application or named in a credit report issued by a credit reporting agency or other businesses that report on creditworthiness. You also agree personal information about you can be provided to any person or corporation involved in funding the facilities you are applying for in order those persons or corporations may perform the tasks necessary to fund the facilities you are applying for.

### Agreement to list credit default information (Section 18E (1) (b) (vi) Privacy Act 1988)

You agree Express Commission may list default information about you with a credit reporting agency or other businesses that report on creditworthiness if you default under the terms of the Master Commission Assignment Agreement.

## DECLARATIONS & SIGNATURES

**To:** Express Commission **From:** The Agency / Principal / Director / Guarantor named below:

1. I/we have read and accept the terms of service available at [www.expresscommission.com.au/home/termsofservice.asp](http://www.expresscommission.com.au/home/termsofservice.asp)
2. I/we have read and accept the privacy policy available at [www.expresscommission.com.au/home/privacypolicy.asp](http://www.expresscommission.com.au/home/privacypolicy.asp)
3. I/we have read and accept the terms above titled "Your Privacy & Credit Information"
4. I/we certify the information provided in the Application is true and correct. I/we acknowledge any intentional or negligent misrepresentations of the information contained herein may result in civil liability and/or criminal penalties and liability for damages to Express Commission
5. I/we unconditionally offer to assign, transfer, sell or otherwise convey the beneficial right, title and interest in and to the Commission to Express Commission
6. No other person is entitled to my/our share of this Commission or any other Commission I/we may offer to you
7. I/we acknowledge the principals, directors, shareholders and proprietors agree to guarantee my/our performance

Name(s) of Principal / Directors / Guarantor (Please print below)	Signature(s)	Date

## DOCUMENT CHECKLIST - PLEASE ATTACH COPIES

Please send to Express Commission – Fax: 1300 731 840 Email: [admin@expresscommission.com.au](mailto:admin@expresscommission.com.au)

- |  |                                     |
|--|-------------------------------------|
| 1. Recent Rates Notice for Home Property (first time only)                               | <input checked="" type="checkbox"/> |
| 2. Your Drivers Licence(s) (first time only)   | <input type="checkbox"/>            |
| 3. Corporation & Personal Real Estate Licences /Certificates (first time only)           | <input type="checkbox"/>            |
| 4. Last B.A.S. Return - Front & Back (first time only)                                   | <input type="checkbox"/>            |
| 5. Agency Selling Agreement / Authority  | <input type="checkbox"/>            |
| 6. Signed Contract of Sale and any special conditions                                    | <input type="checkbox"/>            |
| 7. Trust account receipt or deposit bond or confirmation of deposit from Solicitors      | <input type="checkbox"/>            |
| 8. Letter from Solicitor or Conveyancer confirming arrangements / exchange / settle date | <input type="checkbox"/>            |
| 9. Trust Bank Statement, showing deposit into Trust bank account                         | <input type="checkbox"/>            |

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