



*Australian Property Institute*

**APPLICATION**  
**FOR**  
**ASSOCIATE MEMBERSHIP**  
  
**or**  
  
**ASSOCIATE MEMBERSHIP**  
**with**  
**Certified Practising Valuer**

**EXPLANATORY NOTES**

**EFFECTIVE 31 DECEMBER 2009**

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## 1.0 DEFINITION OF ASSOCIATE MEMBERSHIP

### 1.1 DEFINITION

- 1.1.1 Associate is a membership class with voting rights.
- 1.1.2 Associate members may use the appropriate post nominals AAPI.
- 1.1.3 Associate members can stand for election on Institute boards and councils.
- 1.1.4 Associate members who have fulfilled specified academic and professional requirements can apply for the certifications of Certified Practising Valuer.
- 1.1.5 Associate members must fulfil the annual Continuing Professional Development requirements.

## 2.0 ASSOCIATE MEMBERSHIP APPLICATIONS

### 2.1 Applicants must supply all of the following:

- **Completed application form which includes evidence of employment history. This includes a professional diary and/or a certificate of employment from current and previous supervisors, if available**
- **Evidence of academic qualifications / professional association memberships as stated on the application form.**
- **Application fee – payable at time of application.**

2.2 The application process may take from 1 to 3 months.

2.3 Applicants must

- Be of good character and repute
- Satisfy the academic requirements (as outlined in Section 3.0).
- Satisfy the approved professional experience requirements (as outlined in Section 4.0).

2.4 Applicants for Associate membership with less than 10 years approved professional experience or who are applying for a certification must:

- Submit examples of their work (as outlined in Section 5.0).
- Successfully complete a professional interview (as outlined in Section 6.0).

2.5 Applicants for Associate membership with a certification must:

- Submit examples of their work (as outlined in Section 5.0).
- Successfully complete a professional interview (as outlined in Section 6.0).

2.6 Applicants for Associate membership with 10 years or more experience who are not applying for a certification must attend a membership induction (as outlined in Section 9.0)

2.7 Applicants can apply for Associate membership with Certified Practising Valuer in the **one procedure** provided they fulfil specific academic and approved professional experience requirements as outlined in this document.

### **3.0 REQUIRED ACADEMIC QUALIFICATIONS AND YEARS OF APPROVED PROFESSIONAL EXPERIENCE**

#### **3.1. REQUIREMENTS**

3.1.1 Applicants must have

- i) An accredited degree or an accredited post graduate qualification with an approved prior academic qualification.
- ii) Gained a period of at least two years Approved Professional Experience within the four years immediately prior to the date of application;

**OR**

- 3.1.2
- i) An approved partially qualifying degree, and
  - ii) Gained at least five years Approved Professional experience (in aggregate) within the eight years immediately prior to the date of application;

**OR**

- 3.1.3
- i) An Australian degree (or overseas equivalent) other than an approved partially qualifying degree, and
  - ii) An accredited postgraduate qualification, and
  - iii) Gained at least five years (in aggregate) Approved Professional experience within the eight years immediately prior to the date of application;

**OR**

- 3.1.4
- i) Be an Associate, Fellow or Life Fellow Member of a comparable property professional association

Comparable professional associations are:

- Royal Institution of Chartered Surveyors (General Practice Division) UK.
- New Zealand Property Institute.
- Appraisal Institute of Canada.
- Hong Kong Institute of Surveyors (General Practice Division).
- Singapore Institute of Surveyors and Valuers (General Practice Division).

and

- ii) Have a minimum period of one year Approved Professional Experience gained within Australia (except for Associate and Fellow members of the New Zealand Property Institute who are not required to obtain experience within Australia),

**OR**

- 3.1.5
- i) Have an approved overseas degree, and
  - ii) A period of at least two years Approved Professional Experience gained within the four years immediately prior to the date of application. Approved professional experience must include a minimum of one year Approved Professional experience gained within Australia;

**OR**

3.1.6 Applicants from New Zealand:

- i) who have an approved overseas degree, and
- ii) must have a period of at least two years approved professional experience gained in New Zealand within the four years immediately prior to the date of application.

### 3.2 ACCREDITED COURSES

3.2.1 Current accredited courses for Associate Membership and, Associate Membership with Certified Practising Valuer are listed on the Institute's web site at [www.api.org.au](http://www.api.org.au)

### 3.3 PARTIALLY QUALIFYING COURSES

Partially qualifying degree courses are those degrees with content corresponding to part of the property discipline and are approved by National Council. These are listed in Table 1.

<b>TABLE 1 Partially Qualifying Degrees</b>	
<b>Associate Membership</b>	<p>1. A degree in:</p> <ul style="list-style-type: none"> <li>• Commerce / Economics.</li> <li>• Finance.</li> <li>• Law.</li> <li>• Architecture.</li> <li>• Civil / Structural / Mechanical and Electrical Engineering</li> <li>• Environmental</li> <li>• Bachelor of Environments Degree (Property Major) Melbourne University</li> <li>• Town Planning.</li> <li>• Quantity Surveying / Surveying Degrees.</li> <li>• Building and Construction Degrees.</li> <li>• Business Degrees (can include marketing majors &amp; MBA)</li> <li>• Agricultural Degrees (to be considered on a case by case basis)</li> <li>• Statistics (to be considered on a case by case basis)</li> <li>• Urban Geography (to be considered on a case by case basis)</li> </ul> <p>2. Other Degrees can be considered by the National Education Board on a case-by-case basis.</p>
<b>Associate Membership (Certified Practising Valuer)</b>	There are no approved partially qualifying degrees.

### **3.4 ASSESSMENT OF OVERSEAS ACADEMIC QUALIFICATIONS**

3.4.1 Overseas academic qualifications are considered individually and an assessment fee may be charged.

3.4.2 The assessment criteria are:

- i) The academic qualification must be equivalent to an Australian degree based on the Commonwealth Government's National Office of Overseas Skills Guidelines (NOOSR).
- ii) The content of the degree is examined to determine coverage of the Institute's required areas.
- iii) Advice may be given regarding additional study that may be required.

3.4.3 Where the overseas qualification is assessed as not equivalent to an Australian degree, the applicant is advised to undertake an accredited course.

3.4.4 Enquiries and applications on the assessment of overseas academic qualifications should be directed to:

National Education Director, Australian Property Institute  
6 Campion Street, DEAKIN ACT 2600  
Tel (02) 6282 2411 Fax (02) 6285 2194 Email national@api.org.au

## **4.0 AREAS OF APPROVED PROFESSIONAL EXPERIENCE**

### **4.1 Approved Professional Experience**

4.1.1 Approved professional experience can be:

- i) Specialist experience in one or a number of the 10 primary areas in Table 2; and

<b>TABLE 2 Areas of Approved Professional Property Experience</b>
<ul style="list-style-type: none"><li>• Transactions (including Sale, Leasing and Negotiation).</li><li>• Property and Facilities Management.</li><li>• Property or Land Development (including Construction).</li><li>• Property Research.</li><li>• Property Education (Lecturing in Property Related Subjects in the Institute's accredited courses offered by Australian tertiary institutions).</li><li>• Property Financial (includes asset and portfolio management, investment and property dealing).</li><li>• Property Law.</li><li>• Property Consultancy.</li><li>• Property Valuation.</li><li>• Plant and Machinery Valuation.</li></ul>

- ii) In relation to property valuation, one or more of the areas of residential, commercial, industrial, rural and / or specialist property

### **4.2 LEVEL OF APPROVED PROFESSIONAL EXPERIENCE**

4.2.1 The level of approved professional experience will be considered in terms of the 2 or 5 years approved professional experience required for Associate Membership.

## 5.0 DOCUMENTATION TO BE SUPPLIED FOR PROFESSIONAL INTERVIEW

### 5.1 Documentary Evidence

Applicants must provide documentary evidence of their work in the area(s) of the property practice listed on their membership applications in the form of samples of recent work.

### 5.2 Non-Valuation Areas of Property Practice for Associate Membership.

Three reports / files are to be submitted by the applicant for Associate Membership working in the non-valuation areas of property practice. Examples of reports or files that can be submitted are outlined in Table 3

<b>TABLE 3 Samples of Work</b>	
<b>Reports</b>	<ul style="list-style-type: none"><li>• Feasibility Report / Development Proposal.</li><li>• Research Report.</li><li>• Property Due Diligence Report.</li><li>• Property Marketing Report.</li><li>• Property Business / Asset Plan.</li><li>• Annual Report (e.g. performance against budget).</li><li>• Finance Submission.</li></ul>
<b>Files</b>	<ul style="list-style-type: none"><li>• Transaction File for the Lease Purchase Transaction or for Sale of Property – the file needs to document the process undertaken for the transaction to occur or if the file is confidential, a one page summary prepared on the process.</li><li>• Renewal / Rent Review Negotiation File.</li><li>• Property Investigation File (investigation undertaken however the project did not proceed to a full feasibility study or due diligence stage)</li><li>• Files or examples of the applicant's progress through a commercial property law matter.</li></ul>

### 5.3 Property Valuation (Real Estate) for Associate Membership with Certified Practising Valuer

Three valuation reports are to be submitted by applicants for Associate Membership with Certified Practising Valuer status. At a minimum, the full reports must demonstrate differing valuation methodologies (e.g. Direct Comparison, Cost, Income Capitalisation) and cover three areas of property valuation (e.g. commercial, industrial, retail, rural, residential etc.).

### 5.4 Notes

5.4.1 Confidential information can be removed from the documentary evidence and all information supplied is treated confidentially by the Institute and the examiners. All documentary evidence is returned to the applicant.

5.4.2 If the required reports / files cannot be supplied from the applicant's recent work then the applicant can be required to prepare these documents.

## **6.0 AREAS EXAMINED IN THE PROFESSIONAL INTERVIEW**

### **6.1 Broad Outline of Depth of Knowledge Required**

In the context of the 2 or 5 required years of Approved Professional Experience, a broad outline of the depth to which applicants are expected to show a practical application is as follows:

- 6.1.1 The applicant must demonstrate a high level of knowledge of and skill in the type of property practice which the applicant has been recently undertaking or has specialised in as listed on the membership application.
- 6.1.2 The candidate needs to demonstrate general knowledge beyond any specialist activity currently being undertaken including relevant legislation.
- 6.1.3 **The professional interview is not a test of rote learning.** The applicant is not expected to recite specific details, for example, parts of acts. However, the applicant must demonstrate knowledge of basic concepts and where and how to locate specific information.
- 6.1.4 The applicant must be capable of illustrating the application of property knowledge with sound reasoning.
- 6.1.5 Professionalism in the approach of the applicant to his/her work and the professional interview will be considered as part of the application.

### **6.2 Knowledge Of The Institute**

- 6.2.1 All applicants must have an understanding of their responsibilities to the profession (including practice requirements under state Valuers registration if relevant), the Institute, clients and the public having regard to the Institute's Constitution and By-Laws.
- 6.2.2 All applicants should be familiar with Australia and New Zealand Valuation and Property Standards manual which includes the Code of Ethics, Rules of Conduct, Practice Standards and the Continuing Professional Development Requirements of the Institute.

### **6.3 Knowledge Of Specific Area(s) Of Property Practice**

- 6.3.1 The applicant is examined on the areas of practice as nominated on his / her application form and the matters that may be examined in the 10 primary areas of practice are outlined in Table 5.
- 6.3.2 Applicants for Associate Membership with Certified Practising Valuer may be examined on the following matters which relate to the experience listed on their application forms as outlined in Table 6.

## **7.0 PROFESSIONAL INTERVIEW PROCEDURES**

- 7.1 The professional interview is conducted by at least two members from the Institute. The examiners are appointed by the Division.  
  
If the applicant is applying for a certification, then the examiners will be two members of that certification.
- 7.2 One hour is the usual length of the professional interview.
- 7.3 At the conclusion of the applicant's participation in the professional interview, the examiners confer privately on the results of the professional interview. They may decide if a practical (e.g. submission of further documentation) or any further test is desirable or necessary. If so, they will arrange the conduct of it in consultation with the Divisional staff.
- 7.4 If no further test is suggested, the examiners make their recommendation to the Divisional Membership Committee which will make recommendations to the Divisional Council:

**TABLE 5**  
**For Applicants Seeking Associate Membership Without Certification**

Property Transactions (including sales, leasing and negotiations)	<ul style="list-style-type: none"> <li>• Purchase or Sale of Property – market analysis skills and knowledge including terms, strength of lease covenant, adjoining owner and special circumstances, forced sales and actual as opposed to analysed market yields, auction, private treaty, tender, marketing plan and strategies, negotiation techniques, agency contracts and legislation, etc. particularly in candidate's area of operation, e.g. commercial, retail, industrial residential and rural.</li> <li>• Negotiation and Administration of Lease Documents – landlord / tenant relations, understanding terms, covenants and importance of reading, incentives, limitations, review mechanisms, determinations, court cases/precedents, arbitration, relevant acts, delinquent tenants, tenant selection, office rentals, outgoings, retail/industrial rents and percentage rents, PCA area definitions.</li> </ul>
Property and Facilities Management	<ul style="list-style-type: none"> <li>• Property Management, Budgeting and Financial Controls – maximising income; expenses and outgoings i.e. gross / net, increases in outgoings, land tax, types of outgoings, levels of outgoings, who generally pays and measuring investment performance.</li> <li>• Law / Practice / Procedures Relating to Development Controls and Other Environmental Planning Aspects – knowledge of statutes, case law, practical knowledge.</li> <li>• Administration of Building Services - air conditioning, lifts, fire safety, security, energy.</li> <li>• Specification, Placement and Supervision of Repair and Maintenance Work in Buildings – methods of procurement, preventative versus cyclical maintenance, warranties and guarantees.</li> <li>• Specification, Placement and Supervision Work on Mechanical and Electrical Services in Buildings.</li> <li>• Facility Management - space planning, operations planning, technology planning, lease versus ownership, building services needs, building evaluation, location analysis and costs.</li> <li>• Shopping Centre Management.</li> <li>• Construction or Repairs / Maintenance of Building.</li> </ul>
Property or Land Development (including Construction)	<ul style="list-style-type: none"> <li>• Development strategies and market analysis, feasibility studies, financial analysis skills and reports</li> <li>• Management of Building Design Process – including consultants' requirements, town planning, local planning schemes and ordinances, zones / reservations, non-conforming use, plot ratio and heritage buildings.</li> <li>• Building Regulation – Interpretation and Procedures – building conformity – fire regulations, characteristics of good building design in various types of property.</li> <li>• Documentation of Building Contracts – forms of contract, dispute resolution and handling claims.</li> <li>• Building Contract Administration.</li> <li>• Dispute resolution and claims, supervision.</li> <li>• Methods of disposal or investment packages.</li> </ul>
Property Research	Analytical and computer skills, property market knowledge, socioeconomic analysis and forecasting, locational studies and sensitivity analysis.
Property Education	Lecturing in Property Related Subjects in the API's accredited courses offered by Australian tertiary institutions.
Property Financial (includes Asset and Portfolio Management, Investment Management, and Property Dealing)	<ul style="list-style-type: none"> <li>• Accounting for Income and Expenditure in relation to a Property Investment - cash flow and rate of return.</li> <li>• Insurance – Assessment of Covers, Placement and Administration – types of cover, levels of cover and key clauses.</li> <li>• Development or Investment Feasibility Studies - research data collection methods, sensitivity analysis and risk analysis.</li> <li>• Financing of Property.</li> <li>• Management of Investment Portfolios.</li> </ul>
Property Law	Related to any of the above primary areas or valuation
Property Consultancy	Property Consultancy can be any combination of the other 9 areas of primary property practice
Valuation CPV	For those applying for Associate Membership with Certified Practising Valuer see Table 6.

**TABLE 6**  
**Applicant Seeking Associate Membership with Certified Practising Valuer**

Urban & Rural	Urban & Rural
<ul style="list-style-type: none"> <li>• Building Costs</li> <li>• Sales</li> <li>• Investment Yields</li> <li>• Rents</li> <li>• Market Trends, particularly in the applicant's area of operation.</li> <li>• Sales Analyses Discussion on sales and factors affecting their comparability.</li> <li>• Types of Valuation Discussion of what valuations are required for and how this will influence the report and value adopted – e.g. market value, security / finance, insurance, acquisition, mortgagee sales, asset valuation, compensation, rental valuations, investment valuations, rating valuations – municipal and water rates, land tax.</li> <li>• Leases An overview of lease documents affecting the various property types including a discussion on court cases and legislation.</li> <li>• Outgoings Responsibility for payment, methods of calculation and levels applicable in various property categories.</li> <li>• Rating Valuation Definitions, procedures and provisions of the various acts in relation to statutory valuations.</li> <li>• Fractional Interests An understanding of the approaches to the value of the various types of interests, e.g. lessor, lessee.</li> <li>• Types of Land Tenure.</li> <li>• Valuation of various types of rural (farm) properties - vineyard, dairy, grazing, cereal farms, etc.</li> <li>• The differentiation between properties at different levels of development, bush and improved pasture or significantly different soil types and topography.</li> <li>• Valuation of rural land in the absence of direct market evidence – court decisions.</li> <li>• Significant factors to be examined on the Crown Grant or Certificate of Title which may affect the current market valuation of a rural property.</li> <li>• Current Costs of Improvements.</li> <li>• Planning and its effect on rural valuations.</li> <li>• Data and Information to be assembled during a valuation of a rural property.</li> </ul>	<ul style="list-style-type: none"> <li>• Compensation Knowledge of statues and court precedents for the assessment of compensation for the acquisition of real estate.</li> <li>• Subdivisions Discussion of appropriate methods of valuing in globo land, together with an understanding of the legislation and court cases.</li> <li>• Town Planning Discussion on planning legislation which would include an understanding of the various planning schemes including such factors as allowable uses, non-conforming use, conservation and historic buildings, etc.</li> <li>• Feasibility Studies The methodology employed and their application.</li> <li>• Specialised Premises General questions only on hotels, motels, private hospitals, nursing homes, special accommodation premises, boarding houses, etc.</li> <li>• Environment General knowledge of the impact of the environment on property, e.g. soil contamination, historic buildings registration, asbestos, etc.</li> <li>• Miscellaneous</li> <li>• Building conformity – fire regulations, PCA area definitions and characteristics of good building design in various types of property.</li> </ul> <ul style="list-style-type: none"> <li>• Rating Valuations - basis of rating.</li> <li>• Acquisition of Rural Land - basis of determining compensation payable, acts applicable.</li> <li>• Procedures for obtaining property sales information.</li> <li>• Analyses of Sales – methods, the basis units of comparison ex. Building / ha, cow area, dry sheep area.</li> <li>• The basis by which the added value of structural improvements on the property can be assessed.</li> <li>• The effect of commodity prices of a particular rural industry on the value of rural property.</li> </ul>

## **8.0 APPEAL PROCESS**

- 8.1 An applicant who fails the professional interview will have a right of appeal to the Divisional Membership Committee (or its delegated committee) and will be allowed 28 days after formal notification in which to exercise this right.
- 8.2 The appeal must be in writing directed to the Divisional Executive Officer and accompanied by whatever fee is prescribed by the Divisional Council.
- 8.3 An applicant who does not exercise the right of appeal will stand deferred for a period of at least 6 months from the date of the previous test.
- 8.4 If an appeal is sustained, the Divisional Council, in its absolute discretion, may remit in whole or in part the fee in respect of lodgement of appeal.
- 8.5 Where notice of an appeal is lodged, the Divisional Membership Committee will arrange for a post examination to be conducted as early as conveniently possible. At least two examiners are to be appointed to conduct the post examination (but excluding those who conducted the original test or tests).
- 8.6 An applicant who fails the post examination will not be permitted to present for another test or tests until a period of 12 months has elapsed from the date of the previous post examination.
- 8.7 An applicant who fails three (3) attempts at the professional interview must show cause to the Divisional Council and be subsequently recommended by the Divisional Council to be able to sit for another professional interview.

## **9.0 MEMBERSHIP INDUCTION**

- 9.1 A membership induction is applicable for applicants who have a minimum of 10 years approved professional experience applying for Associate membership only (not applicable to applicants seeking certifications)
- 9.2 For the membership induction, the applicant needs to be familiar with the Institute's publication, "Professional Practice", specifically the:
  - The Code of Ethics and Rules of Conduct.
  - Practice Standards and Guidance Notes.
  - Continuing Professional Development requirements.
- 9.3 The membership induction also includes discussion on the role of the Institute and membership services.
  - A review of the recommendation will be undertaken by the Membership Committee, a Sub-Committee of the Board or the Professional Board. These procedures will vary between the Divisions.
  - The Divisional Council considers the recommendation and makes a determination.

## **10.0 NOTIFICATION OF MEMBERSHIP AND MEMBERSHIP WITH CERTIFICATION**

Applicants are notified in writing of the ratification of their Associate membership or Associate Membership with Certified Practising Valuer after the Divisional Council meeting immediately following their professional interview.



*Australian Property Institute*

**Western Australian Division**

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**TO WHOM IT MAY CONCERN**

**INSTRUCTIONS FOR PREPARATION OF VALUATION REPORTS**

**PROFESSIONAL INTERVIEW**

**AUSTRALIAN PROPERTY INSTITUTE - WESTERN AUSTRALIAN  
DIVISION**

**Introduction**

Under Sections 5.1 and 5.3 of the Australian Property Institute's Application for Associate Membership Explanatory Notes adopted by the Western Australian Division on 18 April 2006 applicants for Associate Membership with Certified Practising Valuer must submit 3 valuation reports as part of the Professional Interview process.

Under Rules 1.9 and 1.10 of the Code of Conduct under the Western Australian Land Valuers Licensing Act all valuation instructions must be in writing and attached as an annexure to the valuation.

**Instructions**

Unless other instructions prevail, this notice may be taken as instructions for you to prepare valuation reports for Professional Interview purposes during calendar year 2009 and for it to be appended to all reports in compliance with the relevant Rules of the Code of Conduct of the Land Valuers Licensing Act.

A handwritten signature in black ink, appearing to read 'G. Walker', is written in a cursive style.

**Executive Officer**

# Application for admission to membership or advancement to another class of membership

**Western Australia (WA)**

## Admission

If you are not a member of the API and wish to apply for admission as a Graduate, Provisional Associate, Provisional Member or Associate use this form. Please refer to the explanatory notes for eligibility pre-requisites.

## Advancement

If you wish to advance to a higher class of membership – Graduate, Provisional Member, Provisional Associate or Associate - please fill in your details below attaching appropriate documentation.

### Personal details Please print in BLOCK CAPITALS

Title Dr  Mr  Mrs  Ms  Miss  Other (please specify)

Surname  Given names (in full)

Date of birth

Sex F  M

### Contact details Please print in BLOCK CAPITALS

Preferred contact address Private  Business

<p><b>Private address</b></p> <p>Address <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/> Postcode <input type="text"/></p> <p>Country <input type="text"/></p> <p>Phone <input type="text"/> Fax <input type="text"/></p> <p>Email <input type="text"/></p> <p>Mobile <input type="text"/></p>	<p><b>Business address</b></p> <p>Position <input type="text"/></p> <p>Organisation <input type="text"/></p> <p>Address <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/> Postcode <input type="text"/></p> <p>Country <input type="text"/></p> <p>Phone <input type="text"/> Fax <input type="text"/></p> <p>Email <input type="text"/></p> <p>Mobile <input type="text"/></p>
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### Category of membership

Current API Membership Status	<input type="checkbox"/> Not a Member	<input type="checkbox"/> Student*	<input type="checkbox"/> Graduate*
	<input type="checkbox"/> Provisional Associate*	<input type="checkbox"/> Provisional member	<input type="checkbox"/> Associate
Category of Membership you wish to apply for <small>(Please refer to eligibility requirements in the explanatory notes)</small>	<input type="checkbox"/> Graduate*	<input type="checkbox"/> Provisional Associate*	
	<input type="checkbox"/> Provisional member	<input type="checkbox"/> Associate	
	<small>* transitional arrangements apply</small>		
Certification/Designation you wish to apply for <small>(Please refer to explanatory notes)</small>	<input type="checkbox"/> Certified Practising Valuer	<input type="checkbox"/> Certified Development Practitioner	
	<input type="checkbox"/> Certified Practising Valuer (Plant & Machinery)	<input type="checkbox"/> Certified Funds Practitioner	
	<input type="checkbox"/> Certified Practising Valuer (Business)	<input type="checkbox"/> Certified Property Practitioner	
	<input type="checkbox"/> Residential Property Valuer	<input type="checkbox"/> N/A	

## Tertiary Academic Qualifications

Please attach academic transcript of the accredited property course or partially qualifying course unless previously supplied. If the transcript does not show the attainment of the award, please attach a copy of the award certificate or a statement of completion from the tertiary institution.

Name of Course	Tertiary Institution	Year Started	Year Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*(Please ensure you attach your academic transcript)*

## Licences and Statutory Qualifications

Valuers Registration (if applicable)	Registration Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Other Property and Real Estate Licences

<input type="text"/>
<input type="text"/>
<input type="text"/>

## Employment History

Please fill in the section below or attach your resumé; and, identify whether the period of work has been full-time or part-time.

Position	Organisation	
<input type="text"/>	<input type="text"/>	
Type of work	Period of Employment	
<input type="text"/>	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		

Position	Organisation	
<input type="text"/>	<input type="text"/>	
Type of work	Period of Employment	
<input type="text"/>	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		

Position	Organisation	
<input type="text"/>	<input type="text"/>	
Type of work	Period of Employment	
<input type="text"/>	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		

Position	Organisation	
<input type="text"/>	<input type="text"/>	
Type of work	Period of Employment	
<input type="text"/>	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		

## Principal Area(s) of Work (Tick only 1)

This information is for aggregate statistics on API membership only. Thus only one box can be ticked and if you undertake work in more than one area you need to tick Property Consultancy.

- |   |   |
|---|---|
| <input type="checkbox"/> Property and Facilities Management | <input type="checkbox"/> Property Research  |
| <input type="checkbox"/> Property Education                 | <input type="checkbox"/> Property or Land Development   |
| <input type="checkbox"/> Property Law                       | <input type="checkbox"/> Property Valuation   |
| <input type="checkbox"/> Plant and Machinery Valuation      | <input type="checkbox"/> Property Consultancy   |
| <input type="checkbox"/> Sales, Leasing & Negotiation       | <input type="checkbox"/> Property Financial (Includes: asset & portfolio management, investment and property dealing) |

## Referees

Referees should preferably be API Members or work within the property industry.

*(Please note that one referee report must come from your current employer)*

### Referee 1

Name

Company

Phone

Email (if applicable)

Postal Address

City

State

Postcode

### Referee 2

Name

Company

Phone

Email (if applicable)

Postal Address

City

State

Postcode

### Referee 3

Name

Company

Phone

Email (if applicable)

Postal Address

City

State

Postcode

## Privacy

### Disclosure Statement and Member Consent Clause

The Australian Property Institute (API) is committed to protecting the privacy of the personal information you provide to us. We need to collect the personal information requested on this form to enable us to process your membership and/or certification application and provide you with a range of membership services. If you do not provide us with the information in this form or any additional information we request, we may not be able to process your application or provide you with membership services.

We may disclose the personal information we collect on this form and any additional information that you provide to us in connection with this application to our relevant staff, contractors and Committee members involved in delivering our services.

When other members of the Institute or the public make enquiries, Institute staff may provide them your name, membership class, employment organisation and business telephone number.

API Divisional Offices will at any time provide access to you to verify the personal information we hold, and where necessary, correct any errors in this information (some restrictions and costs may apply).

By completing and returning this application form and/or providing us with any additional information in connection with your application, you agree to us using and disclosing your information as set out above. By providing your email address you consent to receiving electronic correspondence from the API.

This consent to the use and disclosure of your personal information remains valid unless you alter or revoke it by giving written notice to your Division.

### Changes to Your Personal Information

In order for the Institute to provide you with membership services, we need your current contact information. If you change your name, postal address, employer, position, telephone, fax or email address at any time, you should advise your Divisional Office of these changes.

### Further Information

The API's Corporate Privacy Policy is published on the API website at: [www.api.org.au](http://www.api.org.au)

## Applicant's Declaration

I agree, if admitted to membership of the API, to be bound by the Constitution and By-laws including all Fundamental Rules, Code of Ethics, Rules of Conduct, Practice Standards and Continuing Professional Development (CPD) requirements that may be adopted by the Institute from time to time.

Signature of applicant

Dated

Check your eligibility today. Apply to join the **Australian Property Institute** in your region and gain these benefits:

- **National & International recognition**
- **Publications & Resources** – keep up to date with your profession
- **Libraries** – access to professional reference material (at National Office and in certain Divisions)
- **Continuing Professional Development**
- **Networking** – seize opportunities to fast track your career
- **Link up with kindred overseas bodies**
- **Discounts** – on a wide range of benefits & services

## Application fees

Category of Membership

Application Fee

Associate

\$165.00

Provisional Member

\$137.50

Provisional Associate

\$137.50

Graduate

\$137.50

I enclose the amount of

\$

in payment of application fee.

(inclusive of GST)

The application fee is payable to cover the administrative costs involved in the process of your application. This fee does not form any part of the annual membership subscription fee.

## Application fee

This portion of the document is a **Tax Invoice/Receipt upon payment**, please retain a copy of this page for tax purposes. The issuing of an additional receipt will incur a \$15 fee.

### Method of Payment

(Please tick appropriate box)

Cash

Money Order or Cheque drawn in \$A and payable to the Australian Property Institute.

### Credit Card

Please charge by Credit Card (tick one)

Visa

Mastercard

Card number

Name on card

Expiry


 / 

Amount

Signature

Date

\$



An invoice for your annual membership subscription will be forwarded upon membership ratification by Divisional Council

Australian Property Institute  
ABN 49 007 505 866

Please forward your application to your Divisional Office

### **National Office**

6 Campion Street  
DEAKIN ACT 2600  
Ph: (02) 6282 2411  
Fax: (02) 6285 2194  
Email: [national@api.org.au](mailto:national@api.org.au)  
Web: [www.api.org.au](http://www.api.org.au)

### **New South Wales Division**

Level 3, 60 York Street  
SYDNEY NSW 2000  
Ph: (02) 9299 1811  
Fax: (02) 9299 1490  
Email: [api@nsw.api.org.au](mailto:api@nsw.api.org.au)  
Web: [www.nsw.api.org.au](http://www.nsw.api.org.au)

### **South Australia Division**

(including Northern Territory)  
PO Box 246  
KENT TOWN SA 5071  
Ph: (08) 8132 0092  
Fax: (08) 8132 0480  
Email: [api@sa.api.org.au](mailto:api@sa.api.org.au)  
Web: [www.sa.api.org.au](http://www.sa.api.org.au)

### **Queensland Division**

PO Box 106  
SPRING HILL QLD 4004  
Ph: (07) 3832 3139  
Fax: (07) 3839 0438  
Email: [api@qld.api.org.au](mailto:api@qld.api.org.au)  
Web: [www.qld.api.org.au](http://www.qld.api.org.au)

### **Australian Capital Territory Division**

PO Box 145  
CURTIN ACT 2605  
Ph: (02) 6282 5541  
Fax: (02) 6282 5536  
Email: [api@act.api.org.au](mailto:api@act.api.org.au)  
Web: [www.act.api.org.au](http://www.act.api.org.au)

### **Victoria Division**

10 Beach Street  
PORT MELBOURNE VIC 3207  
Ph: (03) 9646 1977  
Fax: (03) 9646 4635  
Email: [apivic@vic.api.org.au](mailto:apivic@vic.api.org.au)  
Web: [www.vic.api.org.au](http://www.vic.api.org.au)

### **Tasmania Division**

PO Box 745  
HOBART TAS 7001  
Ph: (03) 6224 1324  
Fax: (03) 6234 7566  
Email: [api@tas.api.org.au](mailto:api@tas.api.org.au)  
Web: [www.tas.api.org.au](http://www.tas.api.org.au)

### **Western Australia Division**

PO Box 502  
SOUTH PERTH WA 6951  
Ph: (08) 9474 2784  
Fax: (08) 9474 1157  
Email: [memb@propertyinstitute-wa.com](mailto:memb@propertyinstitute-wa.com)  
Web: [www.propertyinstitute-wa.com](http://www.propertyinstitute-wa.com)

Please contact your local Division for further details on Membership Fees & Application Fees.

Please complete the following checklist to ensure that the required information is included with your application when forwarding it to the API.

Send your application to the API when you have:

## Application form

- Fully completed the application form
- Listed 3 referees and provided their full contact details (including a full postal address)
- Completed the payment section
- Signed and dated the application form

## Documentation

- Attached an academic transcript of all property related university qualifications  
*(please note that an academic transcript is required, not just a copy of the certificate)*
- Attached any Professional Associate Membership/Valuers Registration Certificate/s (if applicable)

**For Associate membership or Provisional Membership with RPV applications only:**

## Examples of your work

- Attached 3 copies of 3 examples of your work

**The level of professional experience is closely examined by the Divisional Membership Committee (Associate or Provisional (RPV)). It will assist your application if you provide full details of your professional experience - particularly if this experience has been in part-time employment.**



Supervising Valuer's Report

The applicant's Supervising Valuer, a CPV member of the Institute, must complete the following particulars.

NOTE TO APPLICANT: If more than one supervising valuer, a separate form from each is required

Supervising Valuer		LFAPI : FAPI : AAPI
Name of Applicant		
Period of Supervision		Years and/or Months
<b>Under my supervision the applicant has gained the following valuation experience</b>		
<b>PROPERTY TYPE:</b> Please tick appropriate types	<b>Percentage or Number of Valuations</b> Undertaken in each Property type Please make any additional comments	
Residential		
Sub-Divisional Land		
Multi-Residential		
Industrial		
Commercial		
Offices		
CBD Offices		
CBD Retail		
Shopping Centres		
Hotels/Motels		
Compensation		
Rating & Taxing		
Rural		
Plant & machinery		
Other (please specify)		
<b>TOTAL</b>		100%

I declare that to the best of my knowledge the above is a true indication of the valuation experience gained by the applicant under my direct supervision

\_\_\_\_\_  
**Supervising Valuer**  
 API CPV

\_\_\_\_\_  
**Date**

**REFEREE’S REPORT - APPLICANT’S NAME .....**

**Questions**

- 1. How long have you known the applicant?.....
  - 2. Are you related to the applicant in any way? .....
  - 3. Are you associated with the applicant in business? If so, please indicate in what capacity and to what extent? .....
  - 4. Give details of the applicant’s employment and duties during the past four years? .....
  - 5. Please indicate the type, scope and extent of applicant’s valuation/property experience in the last four years. ....
  - 6. Do you consider the applicant to be capable of carrying out valuations for, or rendering professional advice to the general public without assistance? .....
  - 7. Do you consider the applicant to be a person of good character and repute? .....
  - 8. Are you aware of any reason why the applicant would not be eligible or should not be granted membership of the Institute? .....
  - 9. Are you a member of the Institute? .....
- If not, briefly describe your knowledge of valuation/land economy. ....

I declare that to the best of my knowledge and belief, the above answers to be correct.

Referee’s Name.....

Date:..... Referee’s Signature.....

