



Australian Property Institute

API Membership Application Form

Please forward your application to your Divisional Office

National Office

6 Champion Street
DEAKIN ACT 2600
Ph: (02) 6282 2411
Fax: (02) 6285 2194
Email: national@api.org.au
Web: www.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
Web: www.act.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
Web: www.nsw.api.org.au

Victoria Division

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

South Australia Division

(including Northern Territory)
PO Box 246
KENT TOWN SA 5071
Ph: (08) 8431 9411
Fax: (08) 8431 9422
Email: api@sa.api.org.au
Web: www.sa.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
Web: www.tas.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
Web: www.qld.api.org.au

Western Australia Division

PO Box 502
SOUTH PERTH WA 6951
Ph: (08) 9474 2784
Fax: (08) 9474 1157
Email: api@wa.api.org.au
Web: www.wa.api.org.au

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



Australian Property Institute

Application for Admission to Membership or Advancement to Another class of Membership

Admission

If you are not a member of the API and wish to apply for admission as a Graduate, Provisional Associate, Technical Associate or Associate Member 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, Technical or Provisional Associate, Associate or Fellow please fill in your details below attaching appropriate documentation.

Personal Details

(Please print in BLOCK CAPITALS)

Surname

Given Names (in full)

Sex

F M

Date of Birth

Title Dr

Ms

Mr

Miss

Mrs

Other

(please specify)

Contact Details

(Please print in BLOCK CAPITALS)

Preferred contact address Private Business

Private Address

Address

City

State

Postcode

Country

Phone

Fax

Email

Mobile

Business Address

Position

Organisation

Address

City

State

Postcode

Country

Phone

Fax

Email

Mobile

Category of Membership

Current API Membership Status

Not a Member

Student

Graduate

Professional Associate

Technical Associate

Associate

Category of Membership

Graduate

Provisional Associate

you wish to apply for
(Please refer to eligibility requirements in the explanatory notes)

Technical Associate

Associate

Fellow

Certification you wish to apply for
(Please refer to explanatory notes)

Certified Practising Valuer

Certified Practising Valuer
(Plant & Machinery)

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

Please ensure you attach your academic transcript

Licences and Statutory Qualifications

Valuers Registration (if applicable)

Registration Number

Other Property and Real Estate Licences

Employment History

Please fill in the section below or attach your resume

Position

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Type of Work

Organisation

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Period of Employment

From

To

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Position

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Type of Work

Organisation

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Period of Employment

From

To

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Position

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Type of Work

Organisation

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Period of Employment

From

To

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Position

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Type of Work

Organisation

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Period of Employment

From

To

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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 of 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 and Divisional website

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

18.6 ADVANCE IN STATUS FROM ASSOCIATE TO FELLOW

18.6.1 Every applicant for advancement in status from Associate to Fellow will make application to the Divisional Executive Officer on the appropriate form, accompanied by such application fee as is determined by the Divisional Council. The fees will be payable to the Division at the time of application.

18.6.2 Every applicant for advancement in status from Associate to Fellow must satisfy the following requirements:

- a. have been an Associate Member for a period of at least ten years immediately prior to the date of application and have practised in the property profession in full time employment for an aggregated total of ten years prior to the date of application;
- b. be recommended in writing by at least three Fellows to whom the applicant is personally known;
- c. have satisfied the Divisional Council that the applicant is a person of good character and repute; and
- d. have an established professional reputation and high ethical standards and be held in high esteem within the property professions.

18.6.3 Every applicant for advancement in status from Associate to Fellow must satisfy at least three of the following criteria:

- a. have served the property professions with distinction;
- b. have been engaged in a senior position for at least five years;
- c. have been recognised as having a high level of competence in the property profession;
- d. have demonstrated substantial managerial or professional ability in a property discipline or have made a substantial contribution to the advancement of the profession or the development and dissemination of property knowledge;
- e. have made a significant personal contribution over a reasonable period to the property profession through serving on National Council or the National Professional Board or a Divisional Council or Standing Committee, the preparation and delivery of significant papers to conventions or the Institute Journal or otherwise have been involved in communicating ideas to the profession or in any other way to have gained the respect of his peers for his work for the advancement of the profession.

18.6.4 The Divisional Council shall make such enquires as are necessary to satisfy itself whether in its opinion the applicant conforms with the requirements of the Constitution and these By Laws in regard to advancement.

18.6.5 Subsequent to the Divisional Council making its decision, the Divisional Executive Officer shall advise the applicant accordingly and take such necessary action to ensure that the Member is provided with the appropriate certificate.

- 18.6.6** Any Member whose application for advancement is rejected by a Divisional Council may, upon payment of such fee as may be determined by the National Council, request the National Council in writing that the application be reconsidered.
- 18.6.7** Upon such application under Section 18.6.6 being received, the National Council may appoint a special committee of three Members that are either Life Fellows or Fellows of the Institute to review the case, making such investigation of the matter as it may deem necessary.
- 18.6.8** The findings of the special committee formed under Section 18.6.7 will be reported to the National Council, which will consider the appeal and advise the applicant and the Divisional Council of its decision. Such decision will be final and no further applications will be considered from the applicant for a period of at least two years from the date of the National Council's rejection of the application.



Australian Property Institute

Application Fees

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

- National & International recognition
- Publications – keep up to date with your profession
- Libraries – access to professional reference material (at National Office and 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 and services

Application Fees

Category of Membership	Application Fee
<input type="checkbox"/> Fellow	\$95.00
<input type="checkbox"/> Associate	\$165.00
<input type="checkbox"/> Technical Associate	N/A
<input type="checkbox"/> Provisional Associate	N/A
<input type="checkbox"/> Graduate	\$137.50

I enclose the amount of \$___ in payment of the 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.

Method of Payment

(Please tick the appropriate box & enclose your payment)

- 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 Bankcard Mastercard

Card Number Name on Card Expiry

Amount Signature Date

An invoice for your annual membership will be forwarded upon acceptance.

This portion of the document is a Tax Invoice/Receipt upon payment.

Australian Property Institute ARBN 007 505 866 ABN 49 007 505 866

Please retain a copy of this page for your tax purposes. The issuing of an additional receipt will incur a \$15 fee.

Effective 18 April 2006