

# **AUSTRALIAN PROPERTY INSTITUTE INC.**

## **APPLICATIONS FOR GRADUATE MEMBERSHIP EXPLANATORY NOTES**

### **MEMBERSHIP APPLICATIONS**

Applicants must supply the following:

1. **Completed application form**
2. **Evidence of academic qualifications and licenses as stated on the application form.**
3. **Application fee**

### **PROCESSING APPLICATIONS**

Applications may take 2 to 3 months to process as they are reviewed by a number of committees and also where applicable, referees reports must be obtained.

### **API MEMBERSHIP CLASSES**

Applicants can apply for the following membership classes:

- **STUDENT**
- **PROVISIONAL ASSOCIATE**
- **GRADUATE**
- **TECHNICAL ASSOCIATE**
- **ASSOCIATE**
- **FELLOW**

Applicants for all membership classes must be of good character and repute.

### **API CERTIFICATIONS**

There are two certifications:

- **Certified Practising Valuer**
- **Certified Practising Valuer (Plant & Machinery)**

## **GRADUATE MEMBERSHIP**

### **DEFINITION**

- Graduate is a membership class with voting rights.
- Graduate members may use the postnominals GAPI.
- Graduate members may stand for election to Divisional Council.
- Graduate members must fulfil the annual Continuing Professional Development requirements

### **QUALIFICATIONS**

- Graduate members must hold an accredited bachelors or masters degree or equivalent academic qualifications **or**
- have or have had Associate or Fellow membership of a comparable property association which has reciprocity with the Institute as endorsed by National Council.

**AUSTRALIAN PROPERTY INSTITUTE INC.**

**APPLICATIONS FOR GRADUATE MEMBERSHIP  
EXPLANATORY NOTES**

The relevant professional associations are:

Royal Institution of Chartered Surveyors (General Practice Division) UK  
Hong Kong Institute of Surveyors (General Practice Division)  
New Zealand Institute of Valuers  
Canadian Appraisal Society  
Singapore Institute of Surveyors and Valuers (General Practice Division)

**or**

- have completed an accredited partially qualifying degree course plus have at least 2 years Approved Professional Experience gained within the 4 years immediately prior to the date of application.

**PARTIALLY QUALIFYING DEGREE COURSES**

Partially qualifying degree courses are those degrees with content corresponding to part of the property disciplines and are approved by National Council.

Partially qualifying degrees are those in Commerce/Economics, Law, Architecture, Civil/Structural, Mechanical and Electrical Engineering, Town Planning, Quantity Surveying, Building and Surveying. Degrees in Agriculture, degrees in Urban Geography and Masters of Business Administration are considered on a case-by-case basis.

Any Australian degree (or overseas equivalent) plus the Graduate Diploma in Applied Finance & Investment (with the subject of Property Investment & Analysis) from the Securities Institute of Australia are acceptable as partially qualifying.

# 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 <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other ( <i>please specify</i> )	<input type="text"/>
Surname	<input type="text"/>					Given names ( <i>in full</i> )	<input type="text"/>
Date of birth	<input type="text"/>					Sex	F <input type="checkbox"/> M <input type="checkbox"/>

### Contact details Please print in BLOCK CAPITALS

Preferred contact address	Private <input type="checkbox"/>	Business <input type="checkbox"/>			
<b>Private address</b>			<b>Business address</b>		
Address			Position		
<input type="text"/>			<input type="text"/>		
<input type="text"/>			Organisation		
City			<input type="text"/>		
<input type="text"/>			Address		
State			<input type="text"/>		
Postcode			<input type="text"/>		
<input type="text"/>			City		
<input type="text"/>			<input type="text"/>		
Country			State		
<input type="text"/>			<input type="text"/>		
Phone			Postcode		
<input type="text"/>			<input type="text"/>		
Fax			Country		
<input type="text"/>			<input type="text"/>		
Email			Phone		
<input type="text"/>			<input type="text"/>		
Mobile			Fax		
<input type="text"/>			<input type="text"/>		
			Email		
			<input type="text"/>		
			Mobile		
			<input type="text"/>		

### 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	<input type="checkbox"/> Graduate*	<input type="checkbox"/> Provisional Associate*	
<small>(Please refer to eligibility requirements in the explanatory notes)</small>	<input type="checkbox"/> Provisional member	<input type="checkbox"/> Associate	
			<small>* transitional arrangements apply</small>
Certification/Designation you wish to apply for	<input type="checkbox"/> Certified Practising Valuer	<input type="checkbox"/> Certified Practising Valuer (Plant & Machinery)	<input type="checkbox"/> N/A
<small>(Please refer to explanatory notes)</small>	<input type="checkbox"/> Residential Property Valuer		

## 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 resumé; and, identify whether the period of work has been full-time or part-time.

Position

--

Organisation

--

Type of work


Period of Employment

From	To

Position

--

Organisation

--

Type of work


Period of Employment

From	To

Position

--

Organisation

--

Type of work


Period of Employment

From	To

Position

--

Organisation

--

Type of work


Period of Employment

From	To

## 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	I enclose the amount of
<input type="checkbox"/> Associate	\$165.00	\$ <input type="text"/> <b>in payment of application fee.</b> (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.
<input type="checkbox"/> Provisional Member	\$137.50	
<input type="checkbox"/> Provisional Associate	\$137.50	
<input type="checkbox"/> Graduate	\$137.50	

## 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.**

**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.

Referees Name.....

Date:..... Referees Signature.....

### Notes for Graduate Members or applicants for Graduate Membership

#### Background

In July 2008 the Australian Property Institute's National Council resolved to streamline a number of the Institute's membership classes, extend membership entry pathways and establish guidelines for the undertaking and signing of valuations.

A Policy and Procedure document details the transitional arrangements required to give effect to the establishment of the Provisional Membership.

The following is an excerpt from the full policy document:

#### Graduate Members Transitional Arrangements

##### Associate Membership

Current Graduate Members (as of 31 December 2007) will have until 31 December 2010 to complete the required 2 years Approved Professional Experience and apply for Associate Membership

##### Associate Membership with CPV

Current Graduate Members (as of 31 December 2007) who have covered the required valuation knowledge fields will have until 31 December 2010 to complete the required 2 years Approved Professional Experience in valuation in the four years immediately prior to the date of application and apply for Associate Membership with CPV.

##### Voluntary Election to Move to Provisional Member Class

All Graduate Members can elect to move into the new Provisional Membership Class on or after 1 January 2008 and be governed by the requirements of the new class.

##### End of Grandfathering Period

Graduate Members who do not meet the requirements outlined in 8.1 – 8.2 by 31 December 2010, will be transferred to the Provisional Membership Class. However National Council will consider appeals for consideration on a case by case basis

##### Former Graduates

Former Graduate Members seeking re-admission to membership will be re-admitted to Graduate Membership and will be subject to the transitional arrangements while the membership class exists (until 31/12/2012). Upon re-admission as a Graduate Member the member can elect to move into the Provisional membership class.

Former Graduate Members seeking re-admission to membership after 31 December 2012 will be admitted to the Provisional Membership class