

Australian Property Institute Limited

# REFEREE REPORT FOR FELLOW MEMBERSHIP

|                  |                                                     |
|------------------|-----------------------------------------------------|
| <b>Reference</b> | Referee Report for Fellow Membership                |
| <b>Effective</b> | 1 March 2011                                        |
| <b>Review</b>    | 1 March 2017                                        |
| <b>Owner</b>     | National Manager – Membership Services and Advocacy |

## Referee Report for Fellow Membership

### Information for the Nominated Referee

Your name has been submitted by the applicant listed on the following page as one who could support their application for admission as a Member of the Australian Property Institute.

Please return the attached completed report to either the applicant who has requested the referee report from you, or if you wish, direct to the National Membership Admissions Manager as soon as possible by fax, post or email (including your actual signature or Digital ID).

Your replies to these questions will be treated in the strictest confidence and any opinions expressed will not be disclosed to any unauthorised person. However, referees should be aware that in accordance with principles of procedural fairness and natural justice, the Institute is bound to disclose material adverse to the applicant in order to give the applicant the opportunity to respond. The referee's identity can be withheld at his/her request should the referee's relationship with the applicant justify the observance of confidentiality. The referee will be given the opportunity to withdraw the adverse material or to submit revised material if he/she so wishes.

Any other comments not covered by the questions should be addressed on a separate (signed) sheet and attached to the report.

### Information for the Applicant

In nominating referees please be aware, that as a preferred position, the following is to apply:

- in most cases the referee should be aware of the work undertaken by the applicant.
- Associate Members applying for advancement to Fellow of the API – at least three referee reports are required from Fellows (inc Life Fellows) to whom the applicant is personally known.

| Details of the Applicant |  |
|--------------------------|--|
| Name                     |  |
| Company                  |  |
| Address                  |  |
| Email Address            |  |

| Details of the Referee |  |
|------------------------|--|
| Name                   |  |
| Company                |  |
| Address                |  |
| Contact Number         |  |
| Email Address          |  |

| Questions                                                                                                        |
|------------------------------------------------------------------------------------------------------------------|
| 1. How long have you known the applicant                                                                         |
|                                                                                                                  |
| 2. Are you related to the applicant in any way? (If yes, please state the relationship)                          |
|                                                                                                                  |
| 3. Are you associated with the applicant in business? If so, please indicate in what capacity and to what extent |
|                                                                                                                  |

|    |                                                                                                                                                                         |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. | What employment has the applicant followed during the past ten years?                                                                                                   |
|    |                                                                                                                                                                         |
| 5. | Please indicate the type, scope and extent of applicant's property experience in the last ten years or more                                                             |
|    |                                                                                                                                                                         |
| 6. | Can you indicate in what ways the applicant has either aided the Institute and/or furthered its objectives since admission as an Associate?                             |
|    |                                                                                                                                                                         |
| 7. | Do you consider the applicant to be a person of good character and repute?                                                                                              |
|    |                                                                                                                                                                         |
| 8. | In what manner do you consider that the applicant has served the profession with distinction or credit and has achieved a reputation for responsibility and competence? |
|    |                                                                                                                                                                         |

|                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------|
| 9. Are you aware of any reason why the applicant would not be eligible or should not be granted advancement to Fellow status? |
| <br><br><br><br>                                                                                                              |

|                                                                                               |                                                                                                           |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>I declare that to the best of my knowledge and belief, the above answers to be correct</b> |                                                                                                           |
| Name of Referee                                                                               |                                                                                                           |
| Signature of Referee                                                                          | If you have a digital ID please add it to the field to the left. If not, please print this form and sign. |
| Date                                                                                          |                                                                                                           |

### Return Details

Please return the attached completed report to either the applicant who has requested the referee report from you, or if you wish, direct to the National Membership Admissions Manager as soon as possible by fax, post or by email (including your actual signature or Digital ID).

To National Membership Admissions Manager

Email [membership@api.org.au](mailto:membership@api.org.au)

Post Level 1  
6 Campion Street  
DEAKIN ACT 2600

Fax (02) 6285 2194