



Australian Property Institute Limited  
Australian Property Institute Valuers Limited

# PARTICULARS OF COMPLAINT

Australian Property Institute  
6 Champion Street  
Deakin ACT 2600  
ACN 608 309 128

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Email: [national@api.org.au](mailto:national@api.org.au)  
Website: [www.api.org.au](http://www.api.org.au)

**IN THE MATTER of a complaint by**

<b>Details of the Complainant (Complainant)</b>	
Name	
Company	
Address	
Email Address	

**concerning**

<b>Details of the API Member (Respondent)</b>	
Name	
Company	
Address	
Contact Number	
Email Address	

## Particulars of Complaint

**Complaint**  
What happened?  
Describe the event or action you want to complain about. We need to know what happened, where and when it happened and who was involved. Please give us all the dates and other details you know. You can attach an extra page and supporting evidence if you wish

How has this affected you?

Have you discussed/addressed this matter with the member directly?

No       Yes

If yes, when?

What was the result?

Has a breach of Code of Professional Conduct occurred?

The specific provisions of the code of Code of Professional Conduct alleged to have been breached by the Member of the API (Respondent) and the conduct allegedly giving rise to the said breaches are as follows:

1. The Respondent breached Section / Rule.....of the Code of Professional Conduct by:

2. The Respondent breached Section / Rule.....of the Code of Professional Conduct by:

3. The Respondent breached Section / Rule.....of the Code of Professional Conduct by:

What outcome are you seeking?

By signing this Form, I acknowledge and consent to API completing the below tasks as per the API's standard process:

- Disclose your identity (as the Complainant) to the Respondent.
- Provide a copy of your initial complaint and supporting documentation to the Respondent
- Permission to provide the Respondent with further information upon their request and at API's discretion.

Name of Complainant	
Signature of Complainant	
Date	

### Return Details

To The Complaints Officer  
Email [complaints@api.org.au](mailto:complaints@api.org.au)  
Post Level 1  
6 Campion Street  
DEAKIN ACT 2600  
Queries (02) 6282 2411 or [complaints@api.org.au](mailto:complaints@api.org.au)