

Australian Banking & Finance Industry

Residential Valuation Standing Instructions

For PropertyPRO, Progress Inspection and Restricted Assessment Reports.

Version 2.2.1



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1. GENERAL MATTERS

1.1. Valuer Qualifications

In States where registration or licensing is required, the instructing party will only accept residential property valuations by the inspecting Valuer who must be registered or licensed in that State or Territory. **Do not proceed with a valuation if the Valuer does not hold the appropriate licence / registration.**

All Valuers must be a member of the Australian Property Institute (API) and are subject to the API Supervision Guidelines (as contained in the PropertyPRO Supporting Memorandum) as well as any additional client defined valuation \$ cap and / or counter signatory requirements.

The Table below outlines the acceptable API certifications, counter signatory and dollar limits for the particular valuation types.

API Certification	Counter Signature by CPV Required	Valuations up to \$2mil	Valuations exceeding \$2mil	Restricted "Kerbside" Assessments	Progress Inspections
PMAPI RPV	Yes	Yes	No	Yes*	Yes
AAPI / FAPI / LFAPI with CPV	As required by APIV Ltd Supervision Guidelines	Yes	Yes	Yes	Yes

The instructing party will only accept residential property valuations by a Valuer who holds the API approved Membership Certifications as stated in the table above. All other API Membership Certifications are excluded.

* Subject to Rule 7, Para 7.3 of the API Code of Professional Conduct

1.2. Professional Expectations

Valuers must:

- a. Be appointed to the Instructing Party's individual panel and meet the above Valuer qualification requirements prior to undertaking the valuation.
- b. Comply with the API Code of Professional Conduct and any other professional obligations published or adopted by the API; and
- c. Be independent and at arm's length from all parties including the borrower, vendor, developer, purchaser, real estate agent, introducer, mortgage manager or mortgage originator; and
- d. Notify the instructing party immediately if the Valuer or Valuation firm discovers or is made aware of a conflict of interest; and
- e. Ensure that they are compliant with the requirements of membership to their Industry Body. For example; the API has requirements regarding Continuing Professional Development (CPD) and Risk Management Module (RMM). The API also provides an on-line Residential Valuation Standing Instructions training module that is required to be completed by API members who undertake residential valuations on the PropertyPRO format.

The Valuer is not expected to provide expert advice or commentary on issues that fall more appropriately into the domain of other specialist professions such as Building Inspectors, Pest Inspectors, Architects, Quantity Surveyors, Lawyers, Environmental or Asbestos Specialists, Town Planners and where comments are made on those issues by the Valuer, they should be provided and accepted on the basis that they are from a person who is not an expert nor qualified in those areas.

2. PROPERTYPRO

2.1. Preamble

These Valuation Standing Instructions provide operational clarity and are subject to the API PropertyPRO Residential Valuation and Security Assessment Supporting Memorandum. In the event of any inconsistency, the provisions of the API PropertyPRO Residential Valuation and Security Assessment Supporting Memorandum shall prevail.

2.2. Property Inspections

A full inspection is required for PropertyPRO reports. This means that the Valuer has personally physically inspected the property, including an internal and external inspection of any improvements on the property, and the inspection is sufficiently comprehensive to enable the Valuer to complete the valuation in accordance with accepted valuation practice.

2.2.1. Improved Property

When undertaking a full inspection valuation of a property with improvements, and a portion of the improvements are unable to be inspected, the Valuer should consider whether the inaccessible portion of the improvements is of critical relevance to the valuation.

If the inaccessible portion of the improvements is considered by the Valuer not to be of critical relevance to the valuation, the Valuer should include comments in the report/advice

- outlining the extent of the inspection undertaken; and
- appropriate qualifications and explanation of assumptions made.

Where the Valuer considers that the inaccessible portion of the improvements is of critical relevance to the valuation, then the Valuer should not complete the valuation report and the instruction should be referred back to the instructing party/client.

2.2.2. Vacant Land

When undertaking a full inspection valuation of a vacant site, the requirement to physically inspect the subject property means the Valuer is required to locate and view the actual site 'on the ground'. That is, the Valuer is required to 'walk the site' sufficiently in order to obtain a clear understanding of the features of the subject property, including its characteristics and any associated risks.

Where the Valuer cannot physically inspect the subject property, the Valuer should not complete the valuation report and the instruction should be referred back to the instructing party/client.

2.2.3. Access Unavailable

Inspection of the subject property is sometimes unable to be undertaken due to construction works occurring in new developments/subdivisions. If access to the subject property is not available, and the Valuer has therefore not been able to physically inspect the subject property, the Valuer should not complete the report and the instruction should be referred back to the instructing party/client with an explanation of why the property was unable to be physically inspected. Photographic evidence showing why the Valuer was unable to physically inspect the subject property should also be provided.

2.3. Suitable / In Scope

- a. A single house or dwelling.
- b. A single home unit, villa or townhouse.
- c. A vacant allotment on which the construction of not more than two residential dwellings is permitted.
- d. A Residential Property with Development Potential (refer to '**Other Property Types**' Section - '**Residential Property with Development Potential**')
- e. Dual occupancy properties in which no more than two approved dwellings are held on one certificate of title.
- f. **As If Complete** or **To Be Erected** residential dwellings (no more than two dwellings on one title).
- g. A rural residential property where a single residential use is permitted (including hobby farms and rural lifestyle properties **only** where any income producing capacity of the property is considered incidental by comparison to residential use). (refer to '**Other Property Types**' Section – '**Rural Lifestyle and Hobby Farms**')
- h. A leasehold residential property where the head lessor is the Crown / Government Agency.
- i. A single dwelling in a company title building
- j. A single dwelling in an 'Over 55's' (or other age / ability restricted) development. See 'Other Property Types' section)
- k. A Display Home only where the current zoning, consent conditions, restrictions on title and/or lease will allow a permanent residential use within a relatively short period of time (i.e. not more than 12 months). (refer to '**Other Property Types**' Section – '**Display Homes**')
- l. A serviced apartment or purpose built student accommodation apartment **only** where the current zoning, consent conditions, restrictions on title and/or management agreement will allow an alternative permanent residential use. (refer to '**Other Property Types**' Section – '**Purpose Built Student Accommodation and Serviced Apartments**')
- m. Properties subject to Limited Title in NSW. Limited titles are issued indicating that the boundaries have not been examined in NSW LRS where land is not fully defined by survey in a new deposited plan. This occurs in situations where there may be building improvements across title boundaries as a result of old system title having been converted to the Torrens Title System without a survey to confirm the boundaries. The existence of 'Limited Title' is recorded in the second schedule on the title.

2.4. Unsuitable / Out of Scope

- a. Valuations that are not for Mortgage Security purposes (e.g. MIP Valuations)
- b. A property for which a residential use is not permitted (e.g. vacant land where there is no dwelling entitlement).
- c. A property where the approved use is non-residential
- d. Properties that are income-producing (excepting rent for a residential use or income from a hobby farm / rural lifestyle property that **does not meet** the requirements to be completed on PropertyPRO contained in the '**Other Property Types**' Section – '**Rural Lifestyle and Hobby Farms**').
- e. Retirement village units, hostels and aged care units.
- f. Boarding houses (a property currently approved or used as a boarding / lodging / rooming house).
- g. A serviced apartment or purpose built student accommodation apartment for which the current zoning, consent conditions, restrictions on title and/or management agreement does not allow a permanent residential use.
- h. A property currently used or approved for use as a Bed and Breakfast property.
- i. Properties with three or more approved dwellings on one title (e.g. houses, flats, units and villas).
- j. The value of water licences that may be sold independently from the property (must not be included in the assessed market value).
- k. Any non-residential property including office, retail or industrial.
- l. A Display Home for which the current zoning, restrictions on title and/or lease does not allow a permanent residential use.
- m. Mixed use properties (e.g. shop and residence - note: this does not refer to residential properties in a mixed use zoning or home occupations).
- n. Properties that do not have legal street access (e.g. a "land locked" property).
- o. A residential property with development potential that **does not meet** the requirements to be completed on PropertyPRO contained in the '**Other Property Types**' Section - '**Residential Property with Development Potential**'.
- p. Properties subject to Moiety Title (SA), Purple Title (WA), Stratum Title, life tenancy or similar, and (Residential units in a 'tenants in common' development, excluding single home units). (See 2.3 (m) for Limited Title in NSW).

2.5. Report Format & Guidelines

- a. Complete the report in accordance with the Australian Property Institute (API) PropertyPRO format.
- b. Follow the most recent PropertyPRO Supporting Memorandum (Residential Valuation and Security Assessment Pro-forma), together with the relevant Practice Standards and Guidance Notes.
- c. The Valuer will report on all headings as mentioned within these Standing Instructions, on the basis that these comments are to be restricted to those which in the Valuer's opinion materially affect value and marketability and are apparent to the Valuer having undertaken a normal scope of inspection and investigation appertaining to a PropertyPRO valuation inspection.

2.6. Administration

- a. Address the report to the instructing party.
- b. State the loan application number and/or any other reference identifier.
- c. State that the PropertyPRO report may be relied upon for mortgage lending purposes by the instructing party and their mortgage insurers.

2.7. Valuation Date and Signatories

- a. The valuation date must be the date of inspection.
- b. The Report must be signed by the inspecting Valuer.
- c. The Report should state the inspecting Valuer and counter signatory's name, API membership certification and Valuer's API membership number and State registration number (where applicable), together with the valuation firm details.

3. VALUATION ASSESSMENTS

3.1. Basis of Value - Market Value

- a. Provide an assessment of market value as at the date of inspection.
- b. Exclude goods, chattels or any known financial incentives; e.g. furniture, rebates, “trade dollars”, tax incentives, etc.

3.2. Definition of Market Value

The definition of Market Value as stipulated by the International Valuations Standards Council and adopted by the Australian Property Institute is:

“The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm’s length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion”.

(IVSC as adopted by the Australian Property Institute)

3.3. Premise of Value – Highest and Best Use

The assessed market value must reflect the highest and best use for the subject property. Highest and Best Use is defined as follows:

“The use of an asset that maximises its potential and that is physically possible, legally permissible and financially feasible.”

(Australian Property Institute definition)

3.4. Value Component

The value component will be either:

- a. Existing Property (‘As Is’), where the valuation reflects the subject property as inspected at the date of inspection/valuation; or
- b. ‘As If Complete’, where the valuation is;
 - i. for proposed works and those proposed works are assumed to be in a completed state and reflects market conditions as at the date of inspection/valuation; and/or
 - ii. conditional upon legal registration of the subject property, that is issue of title; and/or
 - iii. subject to a specific instruction to assume that something physical or legal has occurred as at the date of inspection/valuation.

3.5. Replacement Insurance Estimate

Provide a cost estimate for building insurance. The estimate should include the current replacement cost as well as allowances for:

- a. Demolition, removal of debris and clearing of the site for reconstruction; and
- b. All professional fees; and
- c. Council and other statutory fees and charges; and
- d. An escalation allowance on all costs through the insured year from the valuation date.

3.6. Rental Assessment

Provide the Valuer's opinion of the estimated weekly market rent for the property assessed in the same condition as the property is valued. The Valuer should:

- a. Provide a single figure assessment of market rental for the property, subject to a standard residential tenancy. The assessment should not take into account short-term or holiday letting, or furniture.
- b. Also indicate the current rent where applicable in the Additional Comments section of the report.

Note	<p>Where the Valuer has identified Essential Repairs (refer 6.3) and noted that the property is 'Not Suitable for Rent', a rental assessment should be provided in the Additional Comments section of the report, only;</p> <ul style="list-style-type: none">• if the Valuer has not recommended the instructing party obtain a costing report from a Quantity Surveyor or formal quotes from a registered builder; and• the rental assessment is on an 'As If Complete' basis (assuming the essential repairs have been completed).
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3.7. Estimated Selling Period

- a. Provide an estimated selling period that reflects current market conditions and the assessed market value.
- b. If the selling period is greater than 6 months, Trigger VRA 2 and provide explanatory comments in the Additional Comments section of the Report.

3.8. "Off the Plan Transactions"

Buying real estate in an 'Off the Plan Transaction' means signing a real estate contract to purchase a property, either vacant land or proposed improvements (to be constructed), based upon plans and documentation provided by the vendor (developer).

When valuing a property purchased "off the plan", the Valuer should:

- a. Identify and physically inspect the subject property (this means a sufficiently comprehensive inspection of the subject property to enable the valuation to be completed in accordance with Section 2.2)
- b. Comment in the Additional Comments section that it is an "off the plan" transaction; and
- c. Indicate whether the Contract of Sale and Special Conditions has been sighted; and
- d. Comment on any contractual conditions, that the Valuer is aware of, that have the effect of creating a restriction on the re-sale of the property in the open market either as at the date of valuation or post settlement; and
- e. Note the purchase price and contract date (if known); and
- f. If not already completed / settled, then indicate the anticipated completion date of the subject property and development including any bonded works (if known)

In addition to the above, the Valuer should value the property "As If Complete" if any of the following are not complete at the date of inspection / valuation:

- g. construction of built structures on any part of the subject land; and / or
- h. any items that are a condition of the contract (e.g. common areas, roads, services); and / or
- i. the Certificate of Title for the subject property is not issued.

3.9. Transactions without a Real Estate Agent and / or Not at Arm's Length Sale

Provide comment when the current sale of the subject property has taken place without the intervention of a Real Estate Agent and / or is considered to be a "not at arm's length" transaction.

4. SALES EVIDENCE

4.1. Providing sales evidence

The Valuer must provide an adequate description of the sale property for all sales evidence utilised and provide pertinent details of the sale, including its comparability to the subject in accordance with PropertyPRO Supporting Memorandum requirements.

Three settled re-sales is a mandatory requirement in all instances.

For the purposes of this document the following definitions apply:

- a. A 'settled sale' is a sale whereby title has transferred to the new owner and that transfer of title has been duly registered by the relevant State or Territory authority. It is sufficient for the Valuer to rely upon information provided via industry recognised third party sales databases such as RP Data, Red Square, The List etc., to confirm the details of the transaction.
- b. A 're-sale' is considered to be a sale transaction subsequent to the initial "Off The Plan" or "New" sale by a builder/developer or builder/developers agent.
- c. A 'new property' is property which has not been sold previously.

4.2. Minimum Requirements

In addition to the three settled re-sales, 'agent advised' or unsettled sales may be relied upon. (Refer to **'Agents Advice / Unsettled Sales'** section below).

Status and reliability of all evidence must be noted.

When valuing new property a minimum of three settled re-sales from within the subject subdivision and / or re-sales external to the subject subdivision are to be provided.

The sales evidence utilised in the valuation report should ideally:

- a. Be within six months of the date of valuation; and
- b. Be within 15% (plus or minus) of the assessed market value; and
- c. Be of a similar type, location, age, condition, size, etc.
- d. For new properties that form part of a development incorporating common areas and/or shared facilities (e.g. Strata Title, Community Title, Plan of Subdivision etc.); a minimum of three settled re-sales from within the subject group and/or re-sales external to the development are to be provided.
- e. Be listed from lowest to highest sale price.

Where the minimum requirements for sales evidence is unavailable, the Valuer should provide explanatory comments in the Additional Comments section.

4.3. "Agents Advice"/Unsettled Sales

"Agents Advice" and/or "Unsettled Sales" should only be included in addition to the three mandatory settled sales, and must be clearly identified. Additional commentary in respect to these sales, such as their source, may be provided.

Reliance upon "Agents Advice" and/or "Unsettled Sales" as evidence to support an assessment of market value is at the Valuer's discretion. However, the instructing party will not accept any assumption that the Agents Advice/Unsettled Sales will proceed to settlement at the advised sale price.

Agents Advice/Unsettled sales evidence must be clearly identified in the valuation report, but may be recorded in the "Sales Evidence & The Market" section.

5. LAND, TITLE & ZONING

5.1. Services

To the extent possible; the Valuer should state if the following services are connected to the property (or are assumed to be connected if valued on an 'As If Complete' basis).

- a. Electricity (mains, solar or other).
- b. Water (mains or tank water).
- c. Gas (mains or bottle gas).
- d. Sewerage system (mains or on-site septic system).
- e. Telephone.

5.2. Access

The Valuer should identify whether or not the property is accessible via an all-weather road.

If the property to be valued (on an 'As Is' / existing property or 'As If Complete' basis) is not accessible via an all-weather road the Valuer should assess the value accordingly and provide appropriate comment in the Land section of the report and raise the appropriate Risk Rating.

5.3. Land Locked Property

If the property does not have legal street access (i.e. land locked), the property is considered to be "unsuitable / out of scope" **Do not proceed** with the valuation. The valuation instruction should be referred back to the instructing party.

5.4. Title details

Unless otherwise agreed or instructed, the Valuer is not required to search a Certificate of Title. However, the Valuer should recommend (within the Additional Comments section) further investigation or a Title search be conducted if the Valuer considers that the property's saleability and/or value may be adversely affected by any known or observable encumbrances such as easements, covenants, caveats, etc. Provide comment if the property is considered to be adversely affected by "known or observable" issues.

It is expected that Title details will be provided by the Valuer as they are required as an aid to identification (this does not infer that a title search has been undertaken). Suitable sources from which title details may be obtained include Property Data providers, Council information / websites, Rate Notice etc.)

5.5. Zoning, Town Planning Regulations & Use

The Valuer should consider and comment on any planning issues relevant to the subject property. Specifically, the Valuer should:

- a. State the current zoning and planning instrument; and

With respect to Zoning Effect, the Valuer should consider and comment on the following where known:

- b. Confirm the current zoning legally permits a single residential use; and
- c. Indicate if the existing residential use is non-conforming and appears to be preserved by existing or continuing use rights; and
- d. Comment on any adverse effect (or potentially adverse effect) of the current zoning; and
- e. Highlight any proposed zoning changes that the Valuer is aware of that will directly or indirectly affect the property; and
- f. Identify any part of the property that appears as though it is not being used for its designed purpose; and
- g. Highlight any use, observed structures or improvements that may not be appropriately approved.

The valuation should be referred back to the instructing party in the following cases:

- h. vacant land for which a single dwelling is a 'discretionary use'
- i. a property for which a residential use is performance based.

6. IMPROVEMENTS

6.1. General

The Valuer should:

- a. Fully inspect all improvements; both internally and externally in line with normal industry practices for a PropertyPRO mortgage lending product.
- b. If the Valuer is unable to access a portion of the improvements, the Valuer should provide appropriate qualifications and explanation of assumptions made in the Additional Comments section of the report. However, if the inspection of the inaccessible area is considered by the Valuer to be of critical relevance to the valuation, **do not proceed** with the valuation. The valuation instruction should be referred back to the instructing party.
- c. List outdoor areas, car parking and storage areas separately.
- d. Highlight any additions and/or alterations which are apparent.
- e. Highlight any structures or improvements that may not be council approved.

6.2. Units / Apartments

The Valuer must (where known):

- a. Specify the total number of units within the complex; and
- b. Describe the unit's location (including level and aspect) within the development (e.g. "the subject Unit is on Level x of a y storey building"); and
- c. Indicate the number of storeys in the development.

6.3. Essential Repairs

Essential Repairs are any observable works required that:

- a. If not carried out, will diminish the structural integrity of the improvements; and/or
- b. Renders the dwelling uninhabitable; and/or
- c. Renders the dwelling 'Not suitable for rent'.

Unless instructed otherwise, any property requiring essential repairs should be valued on an "as is" basis. The essential repairs noted in the report by the Valuer, are described in the Valuer's capacity as a Real Estate Valuer, not as a building cost estimator/expert.

If the essential repairs are significant and require a professional cost estimate; the Valuer should recommend that the instructing party obtain a costing report from a Quantity Surveyor or formal quote from a registered builder.

The Valuer should provide details on allowances or cost estimates that have been made to arrive at the assessment with reference to the essential repairs, and the impact on value and marketability.

Where essential repairs are identified, Trigger VRA 3 and provide descriptive comments in the Additional Comments section of the report.

Note	'Not suitable for rent' means that the property is unable to be legally rented as determined by reference to relevant legislation/regulation(s), and/or standards, as at the date of inspection/valuation.
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7. IDENTIFYING ADVERSE RISKS

If the Valuer identifies any material adverse risks affecting the subject property, the Valuer should provide appropriate comments in the Additional Comments section of the report. The Valuer should distinguish between 'Critical' and 'General' risks:

A **general adverse risk** is considered to be an effect that is common to the area / location and does not have an adverse impact on marketability and value specific to the subject property.

Conversely, a **critical adverse risk** is specific to the subject property and considered to have a negative impact on marketability and value. Appropriate comments and consistent Risk Ratings and VRAs should be triggered.

Adverse Risk may include for example (but is not limited to), any of the following:

- a. Onerous Easements / Encroachments.
- b. Environmental hazards.
- c. Zoning Issues.
- d. Local authority planning / building approval.
- e. Onerous (i.e. not considered normal for properties in the area) heritage affectation or preservation orders.
- f. Flood / Inundation.
- g. Landslip or mines subsidence.
- h. Main road acquisition.
- i. Pest infestation.
- j. Essential repairs or Building defects.
- k. A building of three storeys or more that appears to be clad with aluminium composite panels (ACP) or expanded polystyrene EPS) or similar.
- l. Mobile phone tower.
- m. Restrictions on access to the property.
- n. High voltage transmission lines.
- o. Proximity to industrial properties.
- p. Railway lines.
- q. Airports/flight paths.
- r. Correctional facilities.
- s. Excessive noise.

8. VALUATION RISK ALERTS (VRA)

This section sets out the requirements for triggering a VRA and applies to all PropertyPRO report types. (Note that Risk Ratings and Risk Comments must be consistent with any VRA that is triggered).

The Valuer should trigger a VRA in response to the following predefined risk alert questions and a yes response requires further explanatory comments to be included.

8.1. VRA 1: Does the subject property comprise a higher risk or a non-residential property type?

Note: This Valuation Risk Alert (VRA) is to identify predefined risks associated with the property. The criteria below are not to be used to determine 'Suitable / In Scope and Unsuitable / Out of Scope' properties for a PropertyPRO report.

The Valuer should use the '**Suitable / In Scope and Unsuitable / Out of Scope**' section of these instructions to ensure that a property is '**Suitable / In Scope**' before proceeding.

The Valuer should trigger this VRA and provide further explanatory comments if an aspect of the property is something other than strictly residential or is onerous in nature. For example:

- i. A property configured, approved and constructed as a dwelling, however, is utilised as a bed and breakfast. A risk alert should be triggered as the current use is something other than strictly residential.
- ii. A three bedroom townhouse located near a university which has been reconfigured to five bedrooms and leased on a per room basis to students. A risk alert should be triggered as the configuration has been altered and use of the property is something other than strictly residential.
- iii. An inner city terrace being owner occupied as a primary residence, however, the owner is a chiropractor and has converted part of the terrace for use as treatment rooms. A risk alert should be triggered as the current use and configuration of the property is something other than strictly residential.
- iv. A single dwelling in a company title building
- v. As If Complete assessments being constructed on an Owner Builder basis
- vi. An 'As If Complete' construction valuation where the construction contract is on a cost plus basis
- vii. A residential property held under leasehold tenure, outside of the Australian Capital Territory (ACT).
- viii. A rural lifestyle or hobby farm with a dwelling, or dwelling entitlement, where any income or income producing capacity is considered incidental by comparison to residential use
- ix. Dwellings that are part of the NRAS Scheme & Display Homes.
- x. A property where the only building improvement is not designed constructed and / or approved as a habitable dwelling. Such as 'Land with Minor Improvements' consisting of a shed or shipping container.
- xi. Re-locatable / mobile home
- xii. Where it is not considered appropriate to apportion the 'As If Complete' assessed market value between land and improvements.
- xiii. The property has known (or is currently under investigation for) contamination

- xiv. Serviced Apartments
- xv. Student accommodation
- xvi. Properties where the Valuer is aware that it is subject to bonding agreements where civil works and services will not be completed at settlement
- xvii. Dual key units
- xviii. Residential properties with development potential including where the Valuer identifies immediate intent to amalgamate the site with another for development
- xix. A single dwelling in an 'Over 55's' (or other age / ability restricted) development
- xx. All commercial, industrial and retail properties including mixed use properties (e.g. shop & residence).
- xxi. Retirement villages, aged care units
- xxii. Boarding houses, hostels, short stay accommodation
- xxiii. Three or more dwellings on one title
- xxiv. Development sites
- xxv. Income producing rural properties
- xxvi. Rural vacant land not suitable for residential use, i.e. residential use is discretionary or not permitted.
- xxvii. Where the Valuer is aware, made aware or becomes aware that the subject property is situated in a building / development where non-compliant cladding has been used (i.e. is either wholly or partially 'clad' with aluminium composite panel (ACP), expanded polystyrene (EPS) or similar products)
- xxviii. High voltage transmission lines are within 50 metres from the nearest boundary of the property (or within 50 metres of the main dwelling where the land area is > 4,000sqm).
- xxix. Where the Valuer is aware of any contractual conditions that have the effect of creating a restriction on the re-sale of the property in the open market either as at the date of valuation or post settlement.
- xxx. Gross rental return (annual rental assessment divided by assessed market value) is 10% or greater.
- xxxi. Residential Properties subject to non-standard leases

8.2. VRA 2: Are there any adverse marketability issues that would require an extended selling period of more than 6 months?

The Valuer should trigger this VRA and provide further explanatory comments if the assessed market value reflects a selling period greater than 6 months (The selling period should be assessed with reference to evidence of market conditions and assessed market value. Market segment risk rating should be consistent with this assessment.) For example:

- i. A property situated in a market where demand is low.
- ii. A property with an awkward floor plan or unusual design that may limit its appeal.
- iii. A property which is not sympathetic to the area or may be an over/under capitalised.
- iv. Adverse marketability issues which may include, but not limited to proximity to power lines, main roads, railways, non-residential land uses, contamination, publicly known or visible building defects etc.
- v. High value prestige property where normal market conditions require an extended selling period.

If VRA 2 is triggered, the market history should be provided (when available). This could include:

- Comment on marketing history for subject (including days on market)
- Provide days on market for sale properties

8.3. VRA 3: Are the existing improvements on the property incomplete, under construction or requiring essential repairs?

The Valuer should trigger this VRA and provide further explanatory comments if any of the following apply:

- i. The Valuer has identified Essential Repairs
- ii. A building is partially constructed or is undergoing renovation and there are outstanding works
- iii. A building has sustained significant damage and requires rectification work (e.g. flood or fire damage)
- iv. The market value of the property has been assessed on a land component only basis (reflecting demolition of existing improvements on the property that are incomplete or uninhabitable)
- v. For a PropertyPRO Construction – “As If Complete” valuation only where:
 - Construction has already commenced; and / or
 - The building contracts and additional quotes result in a dwelling that still requires Essential Repairs.

Note	DO NOT trigger a VRA for PropertyPRO Construction - “As if Complete” valuations where construction has not yet commenced (e.g. still vacant land). DO NOT trigger a VRA for “off the plan” valuations (e.g. new units).
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8.4. VRA 4: Is the subject property critically affected by any Heritage, location or environmental issues?

The VRA should only be triggered if the property is affected by a critical adverse risk attributable to any heritage, location or environmental issues. The Valuer must therefore distinguish between 'Critical' and 'General' risks.

A general adverse risk is considered to be an effect that is common to the area / location and does not have an adverse impact on marketability and value specific to the subject property.

Conversely, a critical adverse risk is specific to the subject property and considered to have a negative impact on marketability and value.

If the property is subject to a critical adverse risk, however, this is reflected in the assessed market value and the impact is not considered to significantly reduce its appeal to market; then this VRA should NOT be triggered.

For Example:

8.4.1. Heritage

If the property is Heritage listed or is in a Heritage overlay area, however, this does not adversely impact marketability or use, then this VRA should NOT be triggered.

If the property is Heritage listed or is in a Heritage overlay area and this affect is considered to have an adverse impact on marketability and/or impedes the use of the property, then this VRA should be triggered.

8.4.2. Location

The property has adverse location features which due to their exposure or close proximity, are considered to significantly reduce its appeal to the market. Examples of adverse location features may be any of the following:

- i. Railway
- ii. Main road acquisition
- iii. Flight paths
- iv. High voltage transmission lines or electrical easements
- v. Onerous surrounding development
- vi. Cemeteries
- vii. Correctional centres
- viii. Waste management centres
- ix. Mobile phone towers

8.4.3. Environmental

The property is adversely impacted by an environmental issue and this is considered to significantly reduce its appeal to the market. Examples of environmental issues may be any of the following:

- i. Flooding
- ii. Landslip
- iii. Bushfire
- iv. Contamination
- v. Cyclone
- vi. Pest infestation
- vii. Electrical (including electrical easements and high voltage transmission lines)

The Valuer should only apply this VRA if the affect is specific to the property and the risk is not one that is generally accepted by the market.

For instance, a flood affect that applies to many other properties in the area and does not impede on value and/or saleability does not constitute a specific risk.

In contrast, a flood affect that is specific to the property (or a select group of properties) that will reflect a penalty in value and/or demand by the market constitutes a specific risk and is therefore an appropriate trigger for this VRA.

In situations where a VRA has been triggered, the Valuer should provide specific comments.

9. OTHER REPORT REQUIREMENTS

9.1. General Reporting Requirements

The Valuer will report on all headings as mentioned within these Standing Instructions, on the basis that these comments are to be restricted to those, which in the Valuer's opinion, materially affect value and marketability and are apparent to the Valuer having undertaken a normal scope of inspection and investigation appertaining to a PropertyPRO valuation inspection.

The Valuer will comment on any matters that are publicly known or reasonably foreseeable in the appropriate section of the report.

The Valuer must:

- a. Review all documentation provided by the instructing party; and
- b. Identify which documents have been provided; and
- c. Provide comments outlining any relevant findings from these documents

9.2. Providing comments

The Valuer should provide comments that support and expand on the details of the report; especially in relation to any adverse risk(s) impacting on the value / marketability of the property.

9.3. Recommending Documents to be Sighted by the Client

The Valuer should attempt to obtain any public or reasonably available documentation that may impact marketability and value.

Where documents are not reasonably available and if the Valuer is of the view that the lender should sight documents that are important to the value of the property, the Valuer should still express an opinion of value, however, state clearly (in the Additional Comments section) that this value is conditional on those documents not disclosing any matters which materially alter the value of the property.

The Valuer should distinguish between "Critical" and "General" recommended documents to sight.

A general effect is considered to be an effect that is common to the area/location and does not have an adverse impact on marketability and value specific to the subject property.

Conversely, a critical effect is specific to the subject property and considered to have a negative impact on marketability and value.

The Valuer should provide comments on why sighting a document is considered to be 'Critical'

The Table on the following pages provides examples of "General" versus "Critical" effects on a property.

General vs. Critical Effects on a Property

Document Type	General Effect	Critical Effect
Flood Certificate	<p>The property is in a known flood affected area; however, this is common to neighbouring properties.</p> <p>The subject is NOT known to have been flood damaged.</p>	<p>The flood affectation is specific to this property and does not commonly affect neighbouring properties.</p> <p>There is evidence the property has been damaged in recent times by flood.</p>
Pest and Building Certificate	<p>The property is under contract and a Pest and Building report should be obtained by the purchaser as a matter of course.</p> <p>The property is in an area surrounded by bush and is susceptible to termites; however, there is no visual indication of termite activity past or present.</p>	<p>There is evidence of termite activity. There is visible evidence of building defects or structural issues.</p>
Contract of Sale	<p>The property is under contract and the purchase price is within reasonable parameters; however, a Contract of Sale has not been provided.</p>	<p>The Valuer suspects there may be rebates or incentives included within the purchase price.</p> <p>The Valuer suspects the sale may not be at arm's length.</p>
Lease Agreements	<p>The property appears to be leased under standard residential terms.</p>	<p>The property is subject to a non-standard tenancy agreement (e.g. management agreement - letting pool, DHA, display home, NRAS, etc.)</p>
Final Occupation Certificate (or equivalent)	<p>The property is a recently completed dwelling.</p>	<p>The property has recently been extended, however, the Valuer suspects the works may not have been Council approved.</p>
Certificate of Title	<p>The property is located in a new subdivision.</p>	<p>The property is a dual occupancy which is reported to be held under individual title; however the Valuer does not believe this to be the case.</p>
Deposited Plan	<p>The property is located in a new subdivision and the allotment has been clearly identified.</p>	<p>The Valuer suspect there is no direct street access to the property and has not been able to ascertain this through readily available information.</p>

Document Type	General Effect	Critical Effect
Mine Subsidence Certificate	When a property is located in a designated mine subsidence area.	When a property is located in a designated mine subsidence area and the Valuer suspects the improvements have not received appropriate Council approvals.
Site Survey (e.g. Surveyor's Report)	The property is vacant land with clearly defined boundaries.	The site boundaries are not readily identifiable and the Valuer believes the improvements may be encroaching over the adjoining allotment.
Heritage Impact Statement	The property is located in a Historical conservation/preservation area, featuring dwellings of a similar age, design and construction to the subject.	The property is proposed to have additions and alterations and the Valuer suspects the property may be heritage listed. No heritage study has been provided and the works do not appear to have received heritage approval from the appropriate consent authority.
Zoning Certificate	The property is located in a mixed use zone, where a residential use is permitted.	Enquiries through Council regarding the zoning are inconclusive.
Building Quote (from a licensed tradesman)	The dwelling requires minor works, e.g. a missing kitchen and an allowance have been made to value the property "as is".	The dwelling has an incomplete extension, currently at frame stage, and an allowance has been made to account for the essential repairs required to complete that extension valued "as is".
Contaminated Land Search	The property is part of a newly approved residential subdivision on reclaimed land and there is no evidence of contamination.	The Valuer suspects the property may be contaminated as a result of the site inspection.
Body / Owners Corporate Statement (incl. Minutes and Financial Reports)	The property is a Strata Titled unit with no apparent defects.	The apartment comprises the amalgamation of two existing units and the Valuer has not sighted approvals.
Management Agreement	A Management Agreement is a mandatory document for the assessment of Serviced Apartments and Student Accommodation.	A Management Agreement is a mandatory document for the assessment of Serviced Apartments and Student Accommodation.

Document Type	General Effect	Critical Effect
Geotechnical Engineer's Report	The property is located in a designated land slip area; however, the property shows no sign of any slippage or ground movement.	The property is located in a known land slip area and shows signs of slippage.
Structural Engineer's Report	The dwelling is of an unusual architectural design and has been constructed from non-standard materials. However, there are no signs of any structural movement or failures.	The dwelling shows signs of movement to the footings and damage to the cladding. The Valuer suspects that these visible signs may be caused by structural deficiencies.
Quantity Surveyor's Report	The dwelling requires Essential Repairs and the Valuer has not recommended a costing report from a Quantity Surveyor.	The dwelling requires Essential Repairs and the Valuer has recommended a costing report from a Quantity Surveyor. Construction works are being undertaken by an 'owner builder'.
Building Surveyor's / Certifier's Report	No observable structural issues are identified.	Observable structural issues are identified
Cladding Assessment Report	The building/development does not appear to be clad in accordance with the API Valuation Protocol	The building/development: <ul style="list-style-type: none"> • appears to be clad; or • is known to be clad; or • has non-complaint cladding known to be present

9.4. Issuing Amended Reports

When amending a report, the Valuer should ensure the words **"Amended Report"** are clearly marked on the **front page**.

If the Valuer issues an amended report the report must outline what has been changed and provide relevant additional information to support the amendment. A summary of the changes should be included in the **first comment** of the 'Additional Comments' section. The amendment comment must include the date of the amendment.

Note	Example amendment comment: AMENDED REPORT (DD/MM/YYYY) This report has been amended to reflect.....
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Amended Reports are to be issued in accordance with the PropertyPRO Supporting Memorandum. All amended reports must be countersigned by a CPV who is appointed by the valuation firm to act as counter-signatory.

9.5. Photographs

9.5.1. Photographs – General Requirements

Photographs taken by the Valuer at the time of inspection should be time and date stamped. If this function is not available on the camera, the Valuer must provide comments in the Additional Comments section of the report setting out the time and date that the photographs were taken.

Photographs should assist in identifying all built structures on the land and any positive or negative features impacting the subject property.

If the Valuer is unable to comply with the minimum requirements outlined in this section (9.5); the report must contain specific comments including:

- a. The reason for not complying with the photographic requirements.
- b. Confirmation that the Valuer has fully inspected the property (in line with valuation industry expectations).

Photographs taken by third parties or from third party websites are not acceptable.

9.5.2. Photographs – Existing Properties

The report should contain a minimum of five colour photographs of each occupancy, taken by the Valuer at the time of inspection, which can include:

- a. Front of the main improvements; and
- b. Rear of the main improvements; and
- c. Kitchen(s); and
- d. Bathroom(s); and
- e. Any other photo taken by the Valuer at the time of the inspection that is considered to assist in identifying a positive or negative feature impacting the subject property (e.g. view, swimming pool, structural defects to the improvements, current building/renovation works etc.).

9.5.3. Photographs for Construction Valuations

The report should include a minimum of two colour photographs of the subject vacant land taken by the Valuer at the time of inspection. If there are any improvements at the time of inspection the Valuer should include photos of the improvements.

If the PropertyPRO Construction - "As If Complete" valuation relates to an addition or alteration of an existing dwelling, the Valuer should provide photographs as per the requirements for an existing property.

9.5.4. Photographs of Two Existing Dwellings on One Title

The report should contain sufficient photographs of the subject property to satisfy the photo requirements for each dwelling as per paragraph 9.5.2.

9.5.5. Photographs of Land with Minor Improvements

The report should include a minimum of two colour photographs of the subject land and any improvements taken by the Valuer at the time of inspection. Sufficient photos should be included to assist in identifying any positive or negative features affecting the subject property.

9.5.6. Photographs of Vacant Land

The report should include a minimum of two colour photographs of the subject vacant land taken by the Valuer at the time of inspection.

9.5.7. Photographs for Progress Inspection Reports

The report should include photographs clearly showing the state of building completion as at the date of inspection (providing evidence of the finished and any unfinished works).

For final progress inspections, the photographs must comply with the general photograph requirements outlined in the 'Photographs of Existing Property' section (9.5.2).

10. CONSTRUCTION – “AS IF COMPLETE” VALUATIONS

10.1. Construction Valuations – General Requirements

PropertyPRO Construction – “As If Complete” valuations must comply with the relevant requirements (where applicable) noted elsewhere in this document.

A Construction valuation is instructed and completed on an ‘As If Complete’ basis and provides the market value of the proposed improvements assessed on the assumption that all construction has been satisfactorily completed in accordance with the plans and specifications provided and that the occupancy certificate (or equivalent) has been issued.

The valuation assumes that the dwelling will be constructed in accordance with the approved plans, the Building Code of Australia to trades standards and that all necessary final certificates will be issued on completion.

The valuation reflects the Valuers view of the market conditions existing at the date of inspection/valuation and does not purport to predict the market conditions or the value at the actual completion of the improvements.

10.2. Construction Documents

(See also section below ‘**Additional Requirements for Owner Builder Construction Valuations**’)

Ideally, the Valuer should sight the following documentation for a PropertyPRO Construction – “As If Complete” assessment:

- a. A copy of an executed fixed-price home building contract, including any variations; and
- b. A schedule of proposed finishes and specifications; and
- c. Council Approved plans with dimensions and measurements, including site plan, floor plans and elevations (or Privately Certified plans where applicable).

Where the above is not available, the Valuer should sight, at a minimum, the following documentation:

- d. A copy of a draft building contract, or formal tender; and
- e. A schedule of proposed finishes and specifications; and
- f. Formal scaled plans with dimensions and measurements.

The Valuer must ensure that construction documents are specific to the subject allotment.

Where the above minimum documents have not been provided, do not proceed with the valuation. The valuation instruction should be referred back to the instructing party.

10.3. Noting Construction Documents

The Valuer should always identify the construction documents that have been sighted and relied upon; for example:

- a. Executed (signed and dated) home building contract versus draft (unsigned) contract / tender.
- b. Council Approved/Privately Certified plans versus draft plans.
- c. Variations and additional legitimate quotes.
- d. Council approvals; including the development approval number (or equivalent) and indicate the date that council granted development consent, when provided.

10.4. Check Costs and Drawdown Schedules

The Valuer should:

- a. Provide a check cost for construction based on the proposed construction (reflecting primary contract and builder variations provided to the Valuer by the instructing party only).
- b. If the construction materials and/or design are highly unusual; advise whether a specialist report (for example a Costing Report or Quantity Surveyor's Report) should be obtained by the instructing party.
- c. Where the instructing party provides a Costing Report or Quantity Surveyor's report the Valuer should include a comment as to what has been provided and relied upon.
- d. If available (and based on the documentation provided) comment on whether the drawdown schedule is within legislative / industry parameters and on what basis payment drawdowns will be released (i.e. stage / milestone or trade / monthly releases etc). If the drawdown schedule / basis of drawdown is not within legislative / industry parameters, provide comments in the Additional Comments section of the report to explain the variance.

10.5. Additional Quotes (out of contract items)

If "out of contract" items are included in the assessment, the Valuer should:

- a. Only rely on formal quotations/tenders/contracts from third party contractors (i.e. Not the owner).
- b. Only utilise "out of contract" items if they pertain to fit-out and/or ancillary improvements.
- c. Clearly identify the "out of contract" items within the valuation report and list them separately in the Additional Comments section. The nature of work, tender amount and name of the contractor should be noted.

10.6. Building Contracts (including Additional Quotes) that result in a dwelling that requires Essential Repairs.

Where the proposed construction per the Building Contract and any Additional Quotes, that results in a dwelling requiring Essential Repairs, the Valuer should:

- a. Provide an 'As If Complete' valuation assessment based upon the documentation provided.
- b. Clearly detail the item(s) that are required to complete the dwelling.
- c. Note the impact on saleability.
- d. Trigger VRA 3 and provide explanatory comments in the Additional Comments section of the Report.

10.7. Additional Requirements for Owner Builder Construction Valuations

At a minimum, the Valuer must sight and comment on the following documents:

- a. Scaled plans (with dimensions).
- b. Quotations from all subcontractors (including proposed finishes and specifications).

Where the above minimum documents have not been provided or if the formal quotations provided by the lender/client do not result in a complete dwelling, **do not proceed** with the valuation. The instruction should be referred to the instructing party.

When undertaking the report, the Valuer should:

- c. Identify in the report that this is an “owner builder” scenario.
- d. Describe the works in the formal quotations provided by the lender/client.
- e. Confirm whether the formal quotations will result in a complete dwelling.
- f. Report the total cost of construction based on the formal quotations sighted.
- g. Note Council approvals; including the development approval number (or equivalent) and indicate the date that council granted development consent, when provided.
- h. Trigger VRA1 and provide explanatory comments in the Additional Comments section of the Report.
- i. Recommend that a Quantity Surveyor’s Report to be sighted by the instructing party.

10.8. Split Contracts for Multiple Dwelling Residential Developments

The Valuer should first determine and clearly identify whether the property is part of a Multiple Dwelling Residential Development with the purchase price split between a land contract and building contract.

Note	Detached single 'house and land' packages) with split land and building contracts are acceptable and the Valuer should refer to the Construction - "As If Complete" Valuations, Section of these Standing Instructions.
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For the Valuer to apportion the "As If Complete" assessed market value between land and improvements;

- a. The land must be re-saleable in isolation, under normal open market conditions, as a vacant allotment at the date of valuation and settlement of the land contract. That is, there are no restrictions (physical, contractual or legal impediments), that the Valuer is aware of, on the resale of the property as vacant land in the open market, as at the date of valuation.
- b. If the proposed dwelling is part of a multiple dwelling/townhouse/unit/grouped dwelling development, the proposed dwelling must not be attached or be dependent in any way on adjoining property/s. That is;
 - i. The land is accessible by road (or is assumed to be accessible if valued on an 'As If Complete' basis).
 - ii. The land is serviced (or are assumed to be connected if valued on an 'As If Complete' basis) (i.e. sewer / water / electricity);
 - iii. The dwelling can be built on the land independently from other dwellings and such construction can occur at reasonable cost;
 - iv. The entire structure of the proposed dwelling will be within the boundary of the subject land (i.e. no common walls, footings, slab or ridge capping between adjoining rooflines) and is completely independent from adjacent / adjoining property(s).
 - v. The building approval/permit does not prohibit independent construction of the proposed dwelling;
 - vi. The planning or building approval/permit does not prohibit occupation prior to the completion of other parts of the immediate development (e.g. other dwellings, roadways etc).

Only where the Valuer is satisfied that all of the above characteristics exist, the market value of the property within the proposed development can be:

- c. Apportioned between land and buildings; or
- d. Valued as vacant land for residential mortgage security purposes where the land itself is saleable at the assessed market value under normal market conditions and under reasonable condition of sale.

If the Valuer considers that any of the above characteristics are not present, the Valuer should:

- e. Provide a single figure assessment of market value on an "As if Complete" basis (Treat as "off the plan purchase").
- f. Provide an estimated completion date (if known)
- g. Not provide an apportionment of land and improvements.
- h. Trigger VRA 1 to flag adverse risk, apply appropriate risk ratings and provide specific comment regarding the inherent risk with the development during the construction period.

11. OTHER PROPERTY TYPES

11.1. Specific Requirements

This section sets out the requirements for valuation reports of the following property types:

- Vacant Residential Land
- Residential Property with development potential
- Two Dwellings on one Title.
- Residential Property subject to standard leases
- Residential property subject to non-standard leases.
- Purpose built student accommodation & serviced apartments.
- A single dwelling in an 'Over 55's' (or other age / ability restricted) development
- Relocated and Manufactured Homes.
- A single dwelling in a Company Title development.
- Residential property subject to a National Rental Affordability Scheme (NRAS) Agreement
- Rural Lifestyle and Hobby Farms

When completing valuation reports on these property types, the Valuer must comply with the requirements (where applicable) noted in the previous sections of this document.

11.2. Vacant residential land

11.2.1. General Principles

Where the Valuer cannot identify and physically inspect the subject allotment, **do not proceed** with the valuation. The valuation instruction should be referred back to the instructing party.

When valuing vacant residential land, the Valuer must:

- Identify and physically inspect the subject allotment (this means a sufficiently comprehensive inspection of the subject allotment to enable the valuation to be completed in accordance with accepted valuation practice). Normal valuation practice requires the Valuer to identify and inspect the allotment 'on the ground'.
- Note the surrounding area and identify any adverse characteristics that impact on the marketability and value. (Refer to the section 'Identifying Adverse Risks')

Note	Refer also to Section 10.8 for Split Contracts for Multiple Dwelling Residential Developments to determine whether it is appropriate to provide a vacant land valuation
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The land should be re-saleable in isolation, under normal open market conditions as a vacant allotment at the date of valuation and settlement of the land contract. That is, there are no restrictions (physical, contractual or legal impediments), that the Valuer is aware of, on the resale of the property as vacant land in the open market, as at the date of valuation.

- a. If the Valuer is unaware of any contractual conditions that have the effect of creating a restriction on the re-sale of the property in the open market either as at the date of valuation or post settlement, (that is; there is no documentation provided to, or known by, the Valuer to confirm this) then the property can be valued as vacant land. The Valuer must;
 - Include a comment to confirm that the valuation has been completed on the basis that there is no restriction on the re-sale of the land, as vacant land, at the date of valuation.
- b. Where the Valuer is aware that there are any restrictive encumbrances, caveats on the Title and / or conditions of a contract of sale that restrict the re-sale of the property as vacant land in the open market as at the date of valuation or post settlement the Valuer must:
 - Raise the Risk Rating for 'Market Segment Conditions' and 'Land (including planning, Title)' where appropriate; and
 - Trigger VRA1 and provide explanatory comments in the Additional Comments section of the Report; and
 - Identify, describe and make comment regarding the specific restrictions/conditions; and
 - Include a comment to confirm that the valuation has been completed subject to a specific instruction that the basis of valuation assumes that there is no restriction on the re-sale of the land, as vacant land, at the date of valuation.
- c. Where the Valuer is aware that there are any restrictions and/or contract terms relating to construction on the subject land, which could include but are not limited to;
 - A requirement to use a specific builder; and/or
 - Commence/complete construction within a specified time frame, thenthe Valuer must provide comment regarding the known conditions.

11.2.2. Unregistered vacant residential land (Title for the subject land is not yet issued)

The Valuer must:

- a. Identify and physically inspect the subject allotment; and
- b. Note the surrounding area and identify any adverse characteristics that impact on the marketability and value. (Refer to the section 'Identifying Adverse Risks')
- c. Identify the proposed subject allotment with reference to a draft plan such as a deposited plan or plan of subdivision;
- d. Indicate the anticipated completion date of the development, where possible;

As the Certificate of Title is not yet issued, for the subject land, as at the date of valuation, the Valuer must value the property "As If Complete" and clearly indicate the reasons for this in the report.

11.2.3. Registered vacant residential land (Title for the subject land has been issued)

The Valuer must:

- a. Identify and physically inspect the subject allotment; and
- b. Note the surrounding area and identify any adverse characteristics that impact on the marketability and value. (Refer to the section 'Identifying Adverse Risks')

11.3. Residential Property with Development Potential

11.3.1. Suitable / In Scope

A property with development potential, an application or approval, for subdivision into two allotments / properties is only considered to be 'in scope' if the property can be valued by the direct comparison method and supported by sales evidence of similar properties.

A property with development potential for subdivision for more than two allotments / properties is only considered to be 'suitable / in scope', if all the following conditions are met. The property:

- a. Does not have a current development application or approval; and
- b. Is readily saleable at the assessed market value to the broader market (i.e. appealing to owner occupiers, investors and developers); at similar value levels; and
- c. Can be valued by the direct comparison method and supported by sales evidence of similar 'suitable / in scope' properties.

For PropertyPRO valuations of "suitable / in scope" development sites, the Valuer should confirm in the Additional Comments section of the report that the property does not have a current development application or approval for subdivision and it is considered saleable at the assessed market value to the broader market at similar value levels.

11.3.2. Unsuitable / Out of Scope

A property with development potential for subdivision into more than two allotments will be considered 'unsuitable / out of scope', if any of the following apply;

- a. Has a development application or approval in place for subdivision into more than two allotments ; or
- b. Appeals only to the developer market and not to the local owner occupier / investor residential market; or
- c. Cannot be valued using the direct comparison method using sales evidence of 'suitable / in scope' properties.

11.4. Two Dwellings on one Title

When instructed to value two dwellings on one Title, the Valuer should:

- a. Take into account the conditions for ***'Residential Property with Development Potential'*** outlined above; and (if appropriate to proceed on PropertyPRO)
- b. Value the property as a whole; and
- c. Describe the details of each dwelling separately, including accommodation, areas and car accommodation; and
- d. Provide a separate rental assessment for each dwelling in the Comments section of the report; and
- e. If the dual occupancy was originally designed and constructed as a single residence then note this in the Comments section.

Select and provide clear comments regarding the appropriate valuation approach and methodology that results in the highest and best use / market value for the subject property.

If instructed to value two dwellings on one Title, either existing or 'as if complete', where the highest and best use is not for subdivision, the request is only 'suitable / in scope' if the property can be valued by the direct comparison method and supported by sales evidence of similar properties.

If the above condition is unable to be met, the valuation request is "unsuitable / out of scope". **Do not complete the valuation** and refer the valuation request back to the instructing party.

11.5. Residential Properties Subject to Standard Leases

A standard lease is a residential lease with a term certain of 12 months or less. The Valuer should:

- a. Assess the market value subject to vacant possession; and
- b. Note in the Additional Comments section the passing rent and expiry date of the lease (if known).

11.6. Residential Properties Subject to Non Standard Leases

A non-standard lease is a lease with a term certain of greater than 12 months.

This section addresses valuations of residential property subject to a non-standard long term lease or agreement, such as Defence Housing Australia (DHA).

The Valuer should:

- a. Assess the market value, subject to the existing lease; and
- b. Provide an additional assessment of market value subject to "vacant possession" in the Additional Comments section of the report; and
- c. Sight the lease and note any onerous conditions. Indicate whether the lease has been executed; and
- d. Note the terms of the lease in the Additional Comments section of the report (e.g. the commencement date of the lease, passing rent, the term and option periods, rent review, etc.); and
- e. Indicate any adverse impact to marketability the lease may have on the property.
- f. Trigger VRA 1 and provide explanatory comments in the Additional Comments section of the Report.

11.6.1. Display Homes

Display Homes are considered “Suitable / In Scope” for PropertyPRO report **only** if the property is suitable for permanent residential occupation and can be used for permanent residential occupation within a relatively short period of time (i.e. not more than 12 months). If the display home’s current zoning or restrictions on title do not permit a permanent residential use and/or the lease doesn’t allow a permanent residential use, the property is considered “Unsuitable / Out of Scope” for a PropertyPRO report.

11.7. Purpose Built Student Accommodation & Serviced Apartments

The Valuer should first determine and clearly identify if the property has an alternative use of permanent occupation. If the property does not have alternative use for permanent occupation, it is considered “Unsuitable / Out of Scope” and requires an “in use” valuation.

If the property is able to be permanently occupied, it is “Suitable / In Scope” and the Valuer should:

- a. Value the property on a “vacant possession” basis; and
- b. Confirm the terms for which the property can be removed from the letting pool or management agreement; and
- c. Exclude the value of any furniture; and
- d. Provide an assessment of market rental subject to standard residential terms; and
- e. Sight the lease / agreement documents. Do not proceed without sighting these documents. If these documents are not provided refer the valuation request back to the instructing party; and
- f. Outline the terms of the lease / agreement; and
- g. Trigger VRA 1 and provide explanatory comments in the Additional Comments section of the Report.

11.8. A single dwelling in an ‘Over 55’s’ (or other age / ability restricted) development

A restricted occupancy property has its own title and is traded as a real estate transaction. The occupation and / or ownership is subject to restrictions that may relate to age or physical ability. The most common type is an age restriction for over 55’s, however there may also be other restrictions that relate to age / ability).

Note:	This description does not apply to retirement villages, mobile home parks and other situations where individual titles are not issued (these are therefore “Unsuitable / Out of Scope” for a PropertyPRO report).
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The Valuer should:

- a. Outline the restrictions on occupancy / ownership; and
- b. Utilise sales evidence of dwellings that are also impacted by similar restrictions and identify them accordingly; and
- c. Raise the Risk Rating for ‘Market Segment Conditions’ as per the PropertyPRO Supporting Memorandum (to reflect the restricted market segment); and
- d. Trigger VRA 1 and provide explanatory comments in the Additional Comments section of the Report.

11.9. Relocatable and (off site) Manufactured Homes:

Relocatable homes are considered to be “any dwelling unit that is designed and constructed to be moved in one or more prefabricated sections from one position to another and is not permanently attached to a site other than for the provision of services.”

When reporting on and assessing the value of a property with improvements built off-site, the Valuer should establish whether the improvements form part of the land. Relocatable homes, which are mobile and provide ongoing transportability, will be excluded from the valuation assessment whereas permanently affixed structures are to be included.

Where the request is for a PropertyPRO construction report, refer to the **Construction - ‘As If Complete’ Valuations section**. The Valuer should ensure that the proposed dwelling meets the requirements of **‘Dwellings Permanently Affixed to the Site’** as outlined below and confirm whether services are connected based on the documentation provided.

The construction valuation should include comments regarding any progress payment/drawdown schedule, and confirm that progress payment inspections will not be undertaken until the dwelling is permanently affixed to the site.

A property where the dwelling is identified as relocatable and / or manufactured prior to delivery to the site is in “Suitable/In Scope” for PropertyPRO, however a critical consideration is whether the dwelling is permanently affixed to the site as this will determine the correct basis of valuation:

11.9.1. Dwellings Permanently Affixed to the Site

The value of such dwelling improvements should be included within the assessment where the improvements:

- a. are permanently affixed to the site; and / or
- b. are approved as a permanent habitable dwelling; and / or
- c. cannot be demolished or removed from the site without development approval

When determining whether the built improvements are permanent it is important to also have regard to the relevant local planning schemes and approvals as different planning schemes have different definitions of relocatable and permanent dwellings.

With these types of homes, the Valuer should:

- d. comment on the prevalence and market acceptance of similar dwellings in the locality and market
- e. provide a full description of any such improvements in the (Section 5) of the report; and
- f. provide detailed comments on the degree of attachment of the improvements to the land and any relevant approvals; and
- g. Trigger VRA 1 and provide explanatory comments in the Additional Comments section of the Report.

If permanency cannot be confirmed the Valuer should exclude the improvements from the assessment as per the ‘Not Permanently Affixed to the Site’ section below.

11.9.2. Dwellings Not Permanently Affixed to the Site

The value of such dwelling improvements should be excluded from the assessment on the basis that the lack of permanent affixing to the land means that they are a chattel rather than real property. (i.e. the property should be assessed as vacant land), where the improvements:

- a. are not permanently affixed to the site (e.g. mobile or relocatable homes); and / or
- b. are not approved as a permanent habitable dwelling; and / or
- c. are designed to be relocated; and / or
- d. can be demolished or removed from the site without development approval

When determining whether the building improvements are permanent, it is important to also have regard to the relevant local planning schemes and approvals as different planning schemes have different definitions of relocatable and permanent dwellings. If permanency cannot be confirmed then it should not be assumed and the Valuer should exclude the improvements from the assessment.

The Valuer should:

- a. provide a description of any such improvements in the Additional Comments section of the report including detailed comments on the degree of attachment of the improvements to the land and any relevant approvals; and
- b. Trigger VRA 1 and provide explanatory comments in the Additional Comments section of the Report.

11.10. A Single Unit / Apartment in a Company Title Building

If instructed to value a single unit / apartment in a Company Title Building, the Valuer must:

- a. Sight a copy of the Certificate of Title and provide a comment to confirm ownership of the building by the company to which the shares relate; and
- b. Sight a copy of the Company's Constitution (memorandum & articles of association) noting any adverse restrictions, such as; the right to lease, restrictions on disposal etc.; and
- c. Sight a copy of the Share Certificate and confirm in conjunction with the Company's Constitution, that those shares provide exclusive occupation of the subject unit; and
- d. If the valuation pertains to a sale scenario, sight the "Share Transfer Form" where possible and confirm that it correlates to the shares listed in the Share Certificate.

If the Valuer is unable to sight the Company's Constitution (memorandum & articles of association) and Share Certificate do not proceed with the valuation. The valuation request should be referred back to the instructing party.

When valuing properties held under Company Title, the Valuer should:

- e. ensure that the interest valued is "Shares in a Company Title Building"; and
- f. include sales evidence that are clearly identified as company share transactions where possible

11.11. Property Subject to an NRAS Agreement

If the Valuer is advised or is aware that the subject property is the subject of an NRAS Agreement, the Valuer should:

- a. Note that the property is subject to an NRAS Agreement; and
- b. Assess the market value on a vacant possession basis; and
- c. Note in the Additional Comments section the passing rent and expiry date of the lease (if known).

11.12. Rural Lifestyle and Hobby Farms

If instructed to value a rural lifestyle property/hobby farm the Valuer should determine whether or not the property is suitable for a PropertyPRO report.

Vacant lifestyle land will typically be incapable of generating a self-sustaining income and will have a primary purpose of being a single residential dwelling-site.

The property must have all of the following characteristics to be suitable / in scope for PropertyPRO:

- a. The highest and best use of the property is residential; and
- b. A dwelling entitlement; and
- c. The most likely purchaser would focus on the property's suitability as a place to live rather than its suitability for any agricultural use; and
- d. Any income producing capacity of the property is considered incidental by comparison to residential use.

Where any of the following characteristics are present, the property is unsuitable / out of scope for PropertyPRO:

- e. The highest and best use of the property is not residential; or
- f. If land value is linked to productive / income capacity and the property would trade based on these units; or
- g. If the farming enterprise is of a scale that requires full-time management; or
- h. If the property is used for any other non-residential use

The value of water licence(s) that may be sold independently from the property must not be included in the assessed market value. This does not include 'stock and domestic' water allocation which is tied to the land to enable it to be used as a rural lifestyle / hobby farm property.

12. PROGRESS INSPECTION REPORTS

12.1. Progress Inspections – General Requirements

The Valuer should:

- a. Inspect the subject property both internally and externally.
- b. Confirm that construction to date is in accordance with the approved building plans.
- c. Confirm the stage claimed on the builder's invoice has been affixed/completed (as per the contract between the builder and the borrower).
- d. Comment if work has progressed beyond the stage being claimed
- e. Indicate the Balance to Contract (otherwise known as Cost to Complete) in accordance with the progress payment schedule set out in the building contract.
- f. Confirm whether 'out of contract items' included in the Construction Valuation have been completed and itemise in the comments section of the report.
- g. Refer the instruction back to the instructing party, recommending a new Construction Valuation will need to be undertaken, where there are variations to the building contract that were not taken into account in the original construction valuation.

Note	The Valuer must (where applicable): <ul style="list-style-type: none">• Highlight any variance from industry/legislative parameters in the additional comments.• Highlight any builder's claim that does not align with the progress payment schedule.
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12.2. Issuing the First Progress Inspection Report

The Valuer should not issue the first progress payment inspection report before having received and reviewed:

- a. The executed building contract.
- b. The agreed schedule of finishes and specifications.
- c. Council Approved/Private Certified plans with dimensions and measurements, including site plan, floor plans and elevations.

If any of the above documents were provided after the Construction – "As If Complete" valuation, the Valuer should confirm that they are in accordance with the draft construction documents supplied and relied upon in the Construction – "As If Complete" valuation.

12.3. Issuing Final Progress Payment Inspection Reports

When issuing final progress payment reports, the Valuer should:

- a. Confirm whether final certification has been sighted by the Valuer (for example, the Occupation Certificate, Final Inspection Certificate or equivalent).
- b. Note any unfinished works that result in the Valuer not recommending a portion or all of the invoiced final payment to the builder.

13. RESTRICTED ASSESSMENTS

13.1. Preamble

Restricted Assessments (kerbside inspection) must be completed in accordance with the Restricted Assessment Supporting Memorandum as contained in Section 16.3 of the ANZVPS and as amended. In the event of any inconsistency, the provisions of the API Restricted Assessment Supporting Memorandum shall prevail.

If the Valuer is unable to complete the Restricted Assessment, the Valuer should recommend whether a PropertyPRO report (or other appropriate report type) be prepared. Where such a recommendation is made, the Valuer should also note the main reason for the recommendation.

As part of the restricted assessment, the Valuer should:

- a. Provide an indicative Market Value Range.
- b. Provide an indicative Market Rental Range.
- c. Provide general comments on location and amenity.
- d. Provide general comments on condition and presentation.
- e. Provide Risk Ratings (as per the PropertyPRO supporting memorandum methodology).
- f. Include a time and date stamped photograph of the front of the property as at the date of assessment.
- g. Take relevant notations on the property being valued.

13.2. Suitable / In Scope

- a. A single house or dwelling.
- b. A single home unit, villa or townhouse in a Strata or Community Plan.
- c. A dual occupancy property (e.g. two units on one title).
- d. A vacant allotment on which the construction of a single residential dwelling is permissible.
- e. A property less than two (2) hectares in size
- f. A non-income producing rural residential property where a single residential use is permissible and / or the property is less than two hectares in size.

13.3. Unsuitable / Out of Scope

If instructed to value a property belonging to one of these types, refer the instruction to the instructing party:

- a. Where the Value Component is "As If Complete".
- b. A residential dwelling that appears to be in poor / uninhabitable condition.
- c. A residential dwelling that is not permanently fixed to the site.
- d. A property for which a residential use is not permissible under the current planning controls.
- e. New developments (including new land subdivisions).
- f. A property two (2) hectares or greater in size
- g. Property with development application or approval for subdivision
- h. Property where the highest and best use appears to be for subdivision
- i. Student accommodation.

- j. Retirement villages, hostels and aged care units.
- k. Hotel / motel style apartments.
- l. Serviced apartments subject to a management agreement or planning control that restricts its use for permanent occupation.
- m. Serviced apartments subject to a leaseback agreement.
- n. Boarding houses.
- o. Bed and breakfasts.
- p. Properties with three or more dwellings (houses, flats, units and villas) over one title.
- q. Properties subject to moiety title (SA), purple title (WA), stratum titles, limited title or life tenancy and (Residential flat building subject to tenants in common, excluding single home units).
- r. Rural property that is income-producing.
- s. Water licences with rural property.
- t. Properties used for non-residential purposes.
- u. Display homes.
- v. Unique residential properties or those falling within upper market levels.

13.4. Photographs for Restricted Assessments

The report should include a colour photograph of the subject property taken by the Valuer without entering the property, from a point or points near the property's legal frontage.

Photographs should be date and time stamped. If this function is not available on the camera, the Valuer should provide comments in the Additional Comments section of the report setting out the date and time the photographs were taken.

Photographs taken by third parties or from third party websites are not acceptable.