

Australian Property Institute Limited

REFEREE REPORT FOR ASSOCIATE MEMBERSHIP

Reference Referee Report for Associate Membership
Effective 23 October 2017
Review 23 October 2018
Owner National Manager – Membership Services and Advocacy

Referee Report for Associate 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 email (including electronic signature), fax or post.

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.
- Referee Reports must be dated within the three months prior to the date of application.
- applicants applying for Associate Membership - three referee reports required. These may include one from your immediate supervisor and two from elsewhere within the property industry. At least two of the nominated referees are to be members of the API.

Details of the Applicant

Name	
Company	
Address	
Email Address	

Details of the Referee

Name	
Company	
Address	
Contact Number	
Email Address	

Questions

- How long have you known the applicant

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- Are you related to the applicant in any way? (If yes, please state the relationship)

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- Are you associated with the applicant in business? If so, please indicate in what capacity and to what extent

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4. Give details of the applicant's employment and duties during the past two years
5. Please indicate the type, scope and extent of applicant's property experience in the last two years
6. Do you consider the applicant to be capable of rendering professional advice to the general public without assistance?
7. Do you consider the applicant to be a person of good character and repute?
8. What is your occupation?
9. Are you aware of any reason why the applicant would not be eligible or should not be granted advancement to the Institute?

10. Are you a member of the Australian Property Institute?
11. If you are not a member of the Australian Property Institute, briefly describe your knowledge of / experience in the property industry

I declare that to the best of my knowledge and belief, the above answers to be correct	
Name of Referee	
Signature of Referee	
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 email (including electronic signature) or post.

To National Membership Admissions Manager
 Email membership@api.org.au
 Post Level 3
 60 York St SYDNEY
 NSW 2000