

## To Whom It May Concern,

### Australian Property Institute – Instructions for Preparation of Valuation Reports

In accordance with the Australian Property Institute's Member guideline we hereby request that you carry out a valuation report in accordance with the following instructions:

#### Address of Property:

#### Purpose of the Valuation:

Professional interview purposes.

#### Report to be addressed as follows:

Australian Property Institute (API)  
Level 3, 60 York Street  
SYDNEY, NSW 2000

#### Basis of the valuation:

#### Supporting documents:

The supporting documentation should include:

- i. A copy of this instructing letter
- ii. A Copy of the API Letter of Certification
- iii. Certificate of Title (including extract of Strata, Community, Deposited or Filed Plans)
- iv. Field Notes, types including but not limited to: notes taken on inspection, compliant floor plan (to include room layouts) with on-site measurements, copy of sales evidence and analysis, any calculation sheets, photographs, location and maps. Not required for PropertyPro reports.

We require the report to be signed either by the applicant for professional interview and their supervising valuer or solely by the supervising valuer whom is also signing the letter of certification - confirming applicants role in the report writing. All signatories to the valuation report must have inspected the subject property and all relevant material including data on comparable properties.

You must not reveal the contents and purpose of the report and the value estimate without prior consent.

If you have any queries, please do not hesitate to contact us.

Yours sincerely,

**Australian Property Institute**

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