



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 Admission Team by email to membership@api.org.au as soon as possible (including electronic signature).

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.

Reference	Referee Report for Associate Membership
Effective	September 2024
Review	December 2026
Owner	Head of Membership

Applicant Details

Full Name:
Company:
Address:
Email:

Referee Details

Name of Referee:
Company:
Address:
Email:
Contact Number:

Report Questions

Please complete the following questions:

1. How long have you known the applicant?

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

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3. 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?

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

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Referee Details

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 Admissions Team as soon as possible by email (including electronic signature) or post.

To Admissions Team

Email membership@api.org.au

Post Level 3/60 York St, SYDNEY NSW 2000