

# STANDARDS SERIES NO. 4

## DESKTOP PROCESS IS ...

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### Desktop Process is ...

This paper relates to the *desktop process*<sup>1</sup> undertaken by API *Valuers*<sup>2</sup> when providing a *desktop report*<sup>3</sup> of real property assets, but excludes valuations undertaken for rating and taxation purposes. Rating and taxation valuations are completed in accordance with legislation for the jurisdiction in which the property is situated and the “Statutory Valuations” rule in the [API Rules of Professional Conduct](#). (“*Rules*”)

Where an included term is used as defined under the *Rules* it is shown in italics and the meaning for the interpretation and understanding of this paper is included as footnotes. Other defined terms used within, and for the purposes of, this paper are expressed as title case terms and also included as footnotes for reference.

When a Valuer provides their opinion of the *value*<sup>4</sup> of a real property asset, as at a specified date, without any form of physical inspection of the asset by the Valuer this is a *desktop*<sup>5</sup>.

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- <sup>1</sup> “*desktop process*” means an evidence-based process which results in a *desktop report* containing an *indicative value* of a tangible asset as at a specified date, based on the *Valuers* knowledge, research, expertise and experience together with “relevant data and inputs” (information) relating to the asset provided by other parties or sourced by the *Valuer*, but does not include a physical inspection (of any kind) of the asset by the *Valuer*. (API Rules of Professional Conduct)
- <sup>2</sup> “*Valuer*” means a Member who hold API certification of CPV, CPV (Residential) or RPV. (API Rules of Professional Conduct)
- <sup>3</sup> “*desktop report*” means a report that that has been prepared by a *Valuer* following a *desktop process*. (API Rules of Professional Conduct)
- <sup>4</sup> “*value*” means the *Valuer’s* opinion of *value*, in monetary terms, for a tangible asset as a result of a *valuation process* or a *desktop process* as at a specified date. (API Rules of Professional Conduct)
- <sup>5</sup> “*desktop*” means an evidence-based *desktop process* for assessing the *value* of a tangible asset as at a specified date but does not include a physical inspection (of any kind) of the asset by the *Valuer*. (API Rules of Professional Conduct)

An *indicative value*<sup>6</sup> is not and should not be construed to represent the Valuer's opinion as to the market value of the subject property as defined by the International Valuation Standards Council and adopted by the API.

A *desktop* includes enquiries, investigations, procedures and processes, to inform the Valuer of sufficient characteristics and qualities of the subject property, market transactions and market sentiments that are relevant to the *indicative value* of the subject property, as at the relevant assessment date.

A *Valuer* is an individual possessing the necessary qualifications, ability and experience to undertake a *desktop process* in an objective, unbiased, ethical and competent manner.

The *desktop process* involves obtaining and compiling sufficient appropriate facts and data to inform the Valuer's reasoning and analysis to enable the Valuer to provide their qualified opinion of the *value* of the subject asset. The *indicative value* is the Valuer's qualified opinion of the most likely price at which the subject property may transact, in a hypothetical transactions, as at the relevant assessment date.

The *desktop process* requires the Valuer to apply Professional Judgement<sup>7</sup> and Professional Scepticism<sup>8</sup>, and involves the Valuer obtaining, compiling and appropriately verifying relevant facts and data to properly inform the Valuer's reasoning and analysis.

Unlike a *valuation process*<sup>9</sup>, a *desktop process* does not involve any form of physical inspection of the subject property by the Valuer.

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<sup>6</sup> "**indicative value**" means a qualified opinion by the *valuer* of the *value* of a tangible asset where the scope of work is limited or restricted such that the *Valuer* does not undertake all the necessary enquiries, investigations, procedures and processes to fully inform the *Valuer's* reasoning and analysis that is a prerequisite for a *valuation*. (API Rules of Professional Conduct)

<sup>7</sup> "**Professional Judgement**" means the use of accumulated knowledge and experience, as well as critical reasoning to make an informed decision. (IVS 2025 edition)

<sup>8</sup> "**Professional Scepticism**" means the valuer has an attitude that includes a questioning mind and critical assessment of valuation evidence. (IVS 2025 edition)

<sup>9</sup> "**valuation process**" means all the necessary enquiries, investigations, procedures and processes including the physical inspection of the tangible asset by the Primary Valuer, which is a pre-requisite for a *valuation*, required to fully inform the *Valuer's* reasoning and analysis in accordance with the practice accepted as proper by the API. (API Rules of Professional Conduct)

The enquiries, investigations, procedures and processes conducted by the *Valuer* when undertaking a *desktop* include, but are not limited to:

- (a) enquiries relating to the subject property and the market in which it is most likely to transact to enable the *Valuer* to be conversant with all relevant information (facts and data);
- (b) analysis of market transactions and all other relevant information to identify metrics that can be applied by the *Valuer* to inform their qualified opinion;
- (c) computation and calculations which records the *Valuers* reasoning and analysis, to assess the differences between the market transactions and the subject property, to arrive at the *Valuer's* qualified opinion, in the form of an *indicative value*, of the most likely price that the property may transact, in a hypothetical transaction, as at the assessment date; and
- (d) preparation and completion of a *desktop report* appropriate for the subject property and the agreed purpose of the *desktop report*.

Prior to undertaking a *desktop* the *Valuer* must have the appropriate level of skill, knowledge and experience gained from undertaking *valuations*<sup>10</sup> involving physical inspections, on the same or similar assets in the locality and relevant market.

A credible *desktop report* containing the *Valuer's* opinion of the *indicative value* of the subject property and based on relevant facts correctly interpreted and verified by the *Valuer*, is the result of a diligent and competent *desktop process*.

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If there are any comments or feedback in relation to this paper, please contact us at [standards@api.org.au](mailto:standards@api.org.au).

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<sup>10</sup> “*valuation*” means an established evidence based *valuation process* for assessing the *value*, including but not limited to market value and market rent, of a tangible asset as at a specified date following a physical inspection of the asset by the Primary Valuer. (API Rules of Professional Conduct)