

Graduate Education Programme 2007



Australian Property Institute

Leading the Property Profession

The nature of this workshop is such that the following registration process will be implemented:

- First preference will be given to GAPI Member registrants who will apply for elevation to Associate prior to June 2008.
- Registration and payment must be received by 12 noon Monday 3 September 2007.
- From 3 to 10 September 2007 preference will then be given to other GAPI Members.
- After 10 September 2007 non-GAPI Members may apply.
- All registrations close 12 noon Friday 14 September 2007.
- You will be advised by email of the outcome of your registration.
- This workshop may be conducted again if there is sufficient demand.

AUSTRALIAN PROPERTY INSTITUTE—WA DIVISION

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Workshop Seven

This workshop is primarily designed for API Graduate Members. Please note special registration requirements.

Inspection of a Non-Residential Property and Report Writing

Presented by: Ian Sanderson, LFAPI

Task and expected outcomes

This workshop requires Graduates to inspect and prepare a valuation report of a near city non-residential building.

Registrants will develop skills in inspection methodology, research, analysis, valuation techniques and preparation of valuation reports in accordance with the 5th Edition API/PINZ Professional Practice and the Code of Conduct of the WA Land Valuers Licensing Act.

Workshop format

Participants who can comply with the following timetable should apply:

- Registrants will simultaneously receive email instructions to prepare a valuation of the nominated property on **Tuesday 18 September 2007**.
- Registrants must inspect the nominated property between 3PM and 5PM on **Friday 21 September 2007**. A copy of the title, but no other information about the property, will be provided at the time of inspection. Registrants must bring their own clipboards, tape measures and other essential material to the inspection.
- A review of all aspects of the site inspection, enquiries, research, analysis, valuation techniques and valuation reports will be held in the API Boardroom on **Friday 26 October 2007** (1PM to 5PM)

Only those registrants who complete the valuation report, and bring it with them, will be eligible to attend the review workshop.

Benefits of attendance

- 10 CPD points will be awarded to registrants who complete the valuation report and attend the review workshop.
- Interaction with other workshop colleagues
- Non-judgemental comparisons of reports and valuation assessments

10 CPD POINTS

www.propertyinstitute-wa.com

Graduate Education Programme—Workshop Seven

Inspection of Non Residential Property & Report Writing

A U S T R A L I A N P R O P E R T Y I N S T I T U T E — W A D I V I S I O N

REGISTRATION FORM

This document will be a Tax Invoice/Receipt for GST when you make payment (issuing of a separate invoice/receipt will incur a \$15 administration fee). No refunds will be given although a substitute delegate may be nominated. All prices are GST inclusive—ABN 49 007 505 866

API Member \$44

Non Member \$144

TITLE: MR/MRS/MS/MISS

SURNAME.....GIVEN NAME.....PREFERRED NAME.....

ORGANISATION.....EMAIL.....

(Registrations close 12 noon — 14 September 2007 — workshop limited to 15 registrations)

Send Registrations to:

API (WA Division), PO Box 502, SOUTH PERTH WA 6951 or fax to (08) 9474 1157 or email memb@propertyinstitute-wa.com

Payment:

Cheque enclosed for \$..... (Please make cheques payable to the Australian Property Institute)

I authorise the API to charge my: Bankcard / Mastercard / Visa (sorry, we do not accept Amex or Diners Club)

Cardholder's Account NumberExpiry Date...../.....

Amount \$..... Signature

Please confirm my registration (Registrations are only confirmed by email)

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Registration and Cancellation Policy—Registrations will be accepted in order of receipt to the maximum number of delegates, (including unpaid registrations—a registration form without payment is confirmation of attendance and will incur a cancellation fee in accordance with the cancellation policy.) A full refund will be issued for cancellations no less than seven days prior to the event. Cancellations less than seven days prior to the event are non-refundable. Registrations are fully transferable to another person. Where possible, delegates should advise the Institute prior to the event of a transfer of registration.

Privacy Policy—The Australian Property Institute requires the information provided by you in this form in order to administer and manage your registration and provide the Continuing Professional Development event to you. If you do not provide all the relevant information, the form may not be processed. Please also note that the Institute may provide your personal information to third party service providers or with selected events, sponsors, in order to conduct the event. Generally speaking, you can access your personal information by contacting the API. If you wish to access your information or have any queries in relation to the manner in which the API handles your personal information, please see the API's privacy policy on our website www.propertyinstitute-wa.com