

Property Consultancy & Report Writing Module



Friday 30 July

This module is essential for those valuers who wish to value add to their property consultancy area as well as enhancing their valuation report writing techniques.

This will expand your horizons beyond the standard valuation report. Many clients expect comments on the local property market, what impacts and what is liable to impact upon their property. This module will give you the chance to understand the new sources of electronic data, (property and demographic etc) its analysis and its application.

The module will cover areas such as:

- Dealing with the client's brief - what exactly is required in a consultancy & valuation report?
- Preparation of a letter of engagement.
- Types of reports: investment, market analysis, property consultancy and valuation.
- Mortgage credit check list.
- Office procedures and quality control systems.
- Reporting to receivers and bank recovery areas in hard times.
- Use of digital imagery in reports (Digital cameras, scanners, web-downloads)
- Constructing and writing a consultancy report.
- Using referencing systems in reports - how to acknowledge information
- Website data - local council, government and private providers
- API professional practice standards, consultancy reports and latest updates on GST;
- How all this impacts on the 'standard valuation report' this decade and for the future.

Presenters:

Peter Wills, *Lecturer - Property Academic*

Tony Mangioni FAPI, *Director Valuations, DTZ Sydney*

Venue: API Training Room

Level 3, 60 York St, Sydney

Reception Open: 8.30am

Member Registration: \$275.00 (GST Inc)

Student / Retired Member Registration: \$110.00 (GST inc)

CPD Points: 6

OFT CPD Points: 12 Learning Category 2 Topics 8, 9 & 10

Time: 9.00am - 5.00pm

Non Member Registration: \$385.00 (GST Inc)

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REGISTRATION FORM AND TAX INVOICE

Registration Details

First Name

Last Name

Position

Organisation

Business Address

Post Code

Email Address

Business Phone Number

Business Fax Number

OFT Property Stock & Business Agents Act CPD: for recognition please complete

Licence Number

Certificate Number

Registration Fee (All prices are GST Inclusive)

API Member: \$275.00

API Student Member: \$110.00

Non-Member: \$385.00

Payment Details

MasterCard

VISA

AMEX

Money Order or Cheque (Payable to API)

Card Number

Expiry Date

Card Holder's Name

Card Holder's Signature

Amount

Date

Conditions of Registration

Substitutions of participants may be made at any time without additional cost. No refund will be made for cancellations received less than 7 days prior to the event date. **Cancellation of a registration must be received in writing. Only individual members of the API will be charged the Member rate.**

I have read and commit to API's Conditions of Registration above and assume liability for payment of the above registration/s (Registrations will not proceed unless below section is completed)

Name (Please print clearly)

Signature

Please tick for email confirmation (confirmation will only be forwarded if email address is provided)

I wish to have my name, company & business telephone number printed on delegate list for distribution to other delegates to other delegates at the event

Please return completed registration with payment to Fax (02) 9299 1490 OR register online at www.nsw.api.org.au

This form constitutes a Tax Invoice for the purposes of billing. You should retain a copy for your records.
All prices are GST Inclusive. ABN: 49 007 505 866