



# APPLICATION FORM NZIV ADVANCEMENT TO ASSOCIATE

1. Personal Details

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_  
 Preferred Name: \_\_\_\_\_ Title (circle one): Mr Mrs Ms Miss Dr \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

2. Contact Details

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_  
 Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Name of employer: \_\_\_\_\_

3. Summary of Work Experience

*(Details may be set out on supplementary Pages)*

The applicant must provide a selection of not less than 6 valuation reports prepared within the 12 months immediately preceding application for Associate and providing evidence of the range of the applicant’s experience.

Note: Rule 11 of the NZIV rules provides that an Associate shall have:

- A. Been employed in the profession to the satisfaction of the Council for not less than 4 years out of the previous 6 years. The applicant must have been employed within New Zealand for the 6 months immediately prior to application.
- B. Shall be registered as a Valuer under the Valuers Act 1948, and have obtained at least 12 months post-registration experience.

i) Summary of Post Registration Experience

Name of Current Employer: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Length of time in role: \_\_\_\_\_  
 Please give details of the nature of valuations you carry out in your role within the above mentioned company:  
 \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
 Length of time in role: \_\_\_\_\_  
 Nature of valuation work carried out: \_\_\_\_\_  
 \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
 Length of time in role: \_\_\_\_\_  
 Nature of valuation work carried out: \_\_\_\_\_  
 \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
 Length of time in role: \_\_\_\_\_  
 Nature of valuation work carried out: \_\_\_\_\_  
 \_\_\_\_\_

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ii) Summary of Post-  
Qualification Experience

Name of Employer: \_\_\_\_\_

Length of time in role: \_\_\_\_\_

Nature of Valuation work carried out: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Length of time in role: \_\_\_\_\_

Nature of Valuation work carried out: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Length of time in role: \_\_\_\_\_

Nature of Valuation work carried out: \_\_\_\_\_

4. Qualifications

Please provide details of qualifications held in the spaces provided below. Further details may be set out on supplementary pages.

Name of Qualification: \_\_\_\_\_

Name of Teaching Establishment: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Name of Qualification: \_\_\_\_\_

Name of Teaching Establishment: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Date of Admission to the New Zealand Institute of Valuers: \_\_\_\_\_

Date of Registration as a Valuer (under The Valuers Act 1948): \_\_\_\_\_

5. Referees and Sponsors

For evidence that I am of good character and reputation, reference may be made to the following persons:

\*Note: At least one of the following referees must not be employed within the same company (or associated company/firm) that the applicant is currently employed.

Referees must not be relatives of the applicant. The referees must have consented to provide a written report if required by the Valuers Council.

One of the Applicant's referees should also be prepared to sponsor the application. The role of your sponsor is to coach you in any deficiencies identified by the Council or Branch committee. Your sponsor should be invited to attend your interview as an observer and your mentor and must hold a minimum membership status of Associate and be a financial member of the New Zealand Institute of Valuers.

Name of Referee/Sponsor: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Referee/Sponsor: \_\_\_\_\_

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Name of Referee: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature of Referee: \_\_\_\_\_

Name of Referee: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature of Referee: \_\_\_\_\_

6. Disclosure

Please advise if you are currently or ever have been the subject of a professional institute or other regulatory authority disciplinary hearing either in New Zealand or an overseas jurisdiction: Yes  No

If yes, please provide details: \_\_\_\_\_

7. Important notes for Candidates **Please read carefully before submitting application for consideration.**

**Summary of Work Experience**

A summary of post-qualification and post-registration work experience should set out dates, nature of valuations and volume of work in sufficient detail to enable the adequacy of the applicant's work experience to be determined.

**Sample Valuation Reports**

You are required to provide, with your application, a selection of not less than 6 valuation reports which have been prepared by you within the 12 months immediately preceding the lodgment of your application. Please note that all reports must comply with Valuation Standards applicable at the effective date of the report.

**Professional Interview**

Professional interviews for advancement to Associate status are undertaken by a panel of peers, which is appointed by the local Branch. The interview is to determine that the applicant has sufficient professional knowledge and understanding to warrant their advancement to Associate. It is on the basis of Associate status that the NZIV has reciprocal rights with the Australian Property Institute, the Appraisal Institute of Canada, the Royal Institution of Chartered Surveyors and the Singapore Institute of Surveyors and Valuers.

**Composition of Interview Panel**

The Branch will notify you of the date, time and venue of the interview. They will also advise you of the personnel involved. The panel will normally comprise of 3 members, at least one of whom undertakes the same kind of work as the applicant:

- A. The Branch Chairperson or Regional Councillor (or other senior member of the profession in the Chairperson's absence)
- B. Two other Registered Valuers with ANZIV or FNZIV status.

The Branch will also advise you who your contact person is.

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### Scope of the Interview

A Marking Matrix (approved by NZIV Council) will form the basis of the scope of the interview. The Marking Matrix is available to all applicants.

### NZIV Rule 11 Associates

Every applicant for admission as or advancement to an Associate must satisfy the following conditions:

- a) They shall have been employed in the profession to the satisfaction of the council for not less than 4 years out of the previous 6 years, the last 6 months within New Zealand; and
- b) They shall be registered as a valuer under The Valuers Act 1948 and have obtained a minimum of 12 months post registration experience and display to the satisfaction of the Council that they have achieved a level of skill, knowledge competency and understanding for the efficient practice of the profession; and
- c) The applicant shall conform to such other conditions as the Council may in any case require to be observed.
- d) Provided also for sufficient cause the Council may review, suspend or cancel such status.

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### Standards Expected

Background information and experience requirements are stated in section 3 of the application form. Applicants should ensure that they fulfill these criteria.

Up to 12 months of any overseas experience may be considered as part of your cumulative 4 years experience.

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### Overseas Resident Members

Enquiries for advancement from overseas resident NZIV members should be made to National Office.

8. Conditions for  
Non-Practising  
Valuers

\* Note: this section is to be completed by New Zealand Resident Member candidates who fall under one of the following 2 categories. Each case will be considered on merits. If you do not fall under one of the following 2 categories, please proceed to section 9.

#### A) Senior members following an academic career

Academics teaching valuation may be considered for advancement to Associate status on the following grounds:

- They have been actively engaged in valuation activity (e.g. teaching) to meet the 4 year criteria In lieu of valuation reports they are permitted to produce evidence of academic attainment e.g. papers authored, articles published within the past 4 years (4 such articles).
- Attend a mandatory professional interview.
- Fulfill all other current criteria (registration etc)

#### B) Other Senior intermediate members

Each case will be considered on merits, but within the following criteria, having regard to seniority and reputation of the applicant:

- Have been and currently engaged in the 'property' industry for at least 10 years continuously
- Attend a mandatory professional interview
- Otherwise meet all other criteria apart from the production of valuation reports (i.e. registration etc)

I make my application under category (please tick one)

A     B

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9. Checklist

- All information has been completed
- You have provided 6 valuation reports which have been carried out in the 12 months immediately preceding the submission of this application
- Your sponsor and referees have signed where required
- You have attached evidence of CPD for the past 4 years (to incl. Ethics module)
- You have accurately detailed your work experience for the past 4 years
- You have signed the application form in the correct place

I declare that to the best of my knowledge the information supplied in this form is true and correct.

Under the terms of the Privacy Act 2020, I acknowledge that this information is required for the processing of my application for advancement to Associate status within the New Zealand Institute of Valuers (NZIV) and that it will be held by NZIV and the Property Institute of New Zealand (PINZ), including its applicable regional branch, as part of NZIV's records of my membership. I further understand that this information will be used from time to time for purposes related to my membership, including mailing NZIV [and PINZ] publications, newsletters and advice of educational and other matters to me.

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10. Submit application

Email:  
membership@property.org.nz

Post:  
PO Box 5304, Wellington 6145, New Zealand

Courier:  
NZIV Membership  
Gleneagles Building, Level 3 69-71 The Terrace  
Wellington 6011, New Zealand

Website:  
www.propertyinstitute.nz

Telephone:  
64 4 471 5543 or 0800 698 258

11. Cost

Applicants will be invoiced \$230

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