

# APPLICATION FORM FOR REGISTRATION AND EXAMINATION

REGISTRATION NO.

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## SOUTH AFRICAN COUNCIL FOR THE PROPERTY VALUERS PROFESSION

ESTABLISHED BY SECTION 2 OF THE PROPERTY VALUERS PROFESSION ACT, 2000 (ACT NO. 47 OF 2000)

PHYSICAL ADDRESS: 77 KARIBA STREET, LYNNWOOD GLEN  
POSTAL ADDRESS: P O BOX 114, MENLYN, 0063TELEPHONE NUMBERS : ( 012) 348-8643  
FAX NUMBER: (012) 348-7528  
E-MAIL: info@sacpvp.co.za  
WEBSITE: [www.sacpvp.co.za](http://www.sacpvp.co.za)

- ALL QUESTIONS APPLICABLE TO YOUR APPLICATION MUST BE ANSWERED.
- COMPLETE THIS FORM WITH A BLACK PEN AND IN BLOCK LETTERS AND, WHERE APPLICABLE, MAKE A CROSS(X) IN THE APPROPRIATE BLOCK. USE POSTAL ADDRESS FOR ALL POSTAL CORRESPONDENCE, NOT PHYSICAL ADDRESS UNLESS IS PRIORITY MAIL.
- FAXED AND EMAILED APPLICATIONS WILL NOT BE CONSIDERED.

**THIS FORM MUST BE ACCOMPANIED BY THE FOLLOWING: NB: All copies must be certified**

1. Proof of payment of the application fee, except when applying for the examination- **Non- refundable** (No cash payments at SACPVP Office)
2. Proof of enrolment for property valuation qualification (**at least 3 subjects**)
3. Copy of academic certificates and transcripts
4. Copy of ID or Passport & Visa for non-SA citizens
5. Supervisor's letter when applying as a Candidate Valuer or Pr Aval registered with conditions/ restrictions. This letter should confirm willingness to mentor the applicant. NB: The letter should be dated and have the original signature- **electronic signatures will not be accepted**)
6. Record of **ALL** your experience in valuation work when applying to sit for the admission examination to be completed under item 11.1 of this form
7. Curriculum vitae ( CV)

**Note that all Council correspondence should be in English****1. APPLICATION TO REGISTER IN TERMS OF THE PROPERTY VALUERS PROFESSION ACT, 2000, AS:**1.1 CANDIDATE VALUER  PROFESSIONAL ASSOCIATED VALUER  PROFESSIONAL VALUER CANDIDATE SINGLE RESIDENTIAL PROPERTY ASSESSOR  SPECIFIED CATEGORY **1.2 APPLICATION TO WRITE ADMISSION EXAMINATION: (Note that all examinations will be conducted in English)**1.3 PROFESSIONAL ASSOCIATED VALUER  PROFESSIONAL VALUER  SINGLE RESIDENTIAL PROPERTY ASSESSOR 

1.4 OTHER: (specify): \_\_\_\_\_

**2. PERSONAL PARTICULARS:**2.1 SURNAME \_\_\_\_\_ 

PROF	DR	MR	MRS	MISS	MS
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2.2 FIRST NAMES: \_\_\_\_\_

2.3 ID NO.: 

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 DATE OF BIRTH: 

Y	Y	Y	Y	M	M	D	D
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2.4 PLACE OF BIRTH: \_\_\_\_\_

2.5 NATIONALITY AND RACE: \_\_\_\_\_

2.6 RESIDENTIAL ADDRESS: \_\_\_\_\_ 2.7 POSTAL ADDRESS: \_\_\_\_\_ 2.8 FULL BUSINESS ADDRESS: \_\_\_\_\_  
(if not same as Residential) (Not P O Box number)\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(POSTAL CODE) (POSTAL CODE) (POSTAL CODE)

2.9 TEL NO: \_\_\_\_\_ 2.10 TEL NO: \_\_\_\_\_ 2.11 FAX NO: \_\_\_\_\_

2.12 MAGISTERIAL DISTRICT: \_\_\_\_\_ 2.13 CELL NO: \_\_\_\_\_

2.14 E-MAIL: \_\_\_\_\_

**3. ARE YOU ORDINARILY RESIDENT IN THE REPUBLIC OF SOUTH AFRICA**

YES

NO

**4. CANDIDATE VALUER (STILL STUDYING), GIVE PARTICULARS OF:**

4.1 TYPE OF QUALIFICATION/ PROGRAMME WHICH YOU ARE CURRENTLY ENROLLED FOR:

DIPLOMA |  DEGREE |  OTHER

4.2 NAME OF THE QUALIFICATION/ PROGRAMME: \_\_\_\_\_

4.3 ACADEMIC INSTITUTION AT WHICH YOU ARE CURRENTLY ENROLLED AT:  
\_\_\_\_\_

**5. QUALIFICATIONS:**

5.1 PARTICULARS OF YOUR ACADEMIC QUALIFICATIONS:

QUALIFICATION	ACADEMIC INSTITUTION	YEAR

**6. MEMBERSHIP OF VALUERS RELATED VOLUNTARY ASSOCIATION/ ORGANISATION:**

ORGANISATION	YEAR OF ADMISSION

**7. EMPLOYMENT DETAILS:**

7.1 NAME OF PRESENT EMPLOYER: \_\_\_\_\_

7.2 ADDRESS OF PRESENT EMPLOYER: \_\_\_\_\_

7.3 POSITION : \_\_\_\_\_ (FROM/ DATE) \_\_\_\_\_

7.4 YOUR ENGAGEMENT IN PROPERTY VALUATION: PART TIME  FULL TIME

7.5 IF PART TIME, STATE YOUR MAIN OCCUPATION: \_\_\_\_\_

**8. PROPERTY VALUATION HISTORY:**

- 8.1 DO YOU PRESENTLY SPECIALISE IN THE VALUATION OF ANY PARTICULAR TYPE OF PROPERTY: Yes  No
- 8.2 IF YES, SPECIFY: \_\_\_\_\_
- 8.3 WERE YOUR VALUATIONS SUBJECT TO DISPUTE IN ANY COURT/ VALUATION BOARD/ ARBITRATION BOARD: Y  No
- 8.4 IF YES, IN HOW MANY CASES HAVE YOU BEEN CALLED UPON TO GIVE EVIDENCE?  
HIGH COURT  OTHER COURTS

- 8.5 ARE YOU AN APPRAISER APPOINTED IN TERMS OF THE ADMINISTRATION OF ESTATES ACT, 1965 Yes  NO
- 8.6 IF YES, FOR WHICH MAGISTERIAL DISTRICT(S): (ATTACH LETTER OF APPOINTMENT)
- 8.7 YEAR OF APPOINTMENT:
- 8.8 HAVE YOU AT ANY TIME BY REASON OF IMPROPER CONDUCT BEEN DISMISSED FROM A POSITION OF TRUST: Y  N
- 8.9 HAVE YOU EVER BEEN CONVICTED OF ANY OFFENCE INVOLVING AN ELEMENT OF DISHONESTY: Y  N
- 8.10 IF YES, GIVE DETAILS: \_\_\_\_\_

**9. DECLARATION BY APPLICANT:**

I \_\_\_\_\_ SOLEMNLY DECLARE THAT THE ABOVE PARTICULARS ARE TRUE AND CORRECT:  
SIGNED AT: \_\_\_\_\_ ON THIS: \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

**10. COMMISSIONER OF OATH:**

SIGNED AND SWORN/ DECLARED BEFORE ME, ON THIS: \_\_\_\_\_ DAY OF: \_\_\_\_\_ 20 \_\_\_\_\_  
THE DEPONENT ACKNOWLEDGES THAT HE/ SHE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION.

**STAMP OF THE  
COMMISSIONER OF OATHS  
AND  
DATE**

NAME OF COMMISSIONER OF OATH: \_\_\_\_\_  
DESIGNATION/ AUTHORITY: \_\_\_\_\_  
SIGNATURE OF COMMISSIONER: \_\_\_\_\_

**11. Applications for registration as Professional Valuer, Professional Associated Valuer and Single Residential Property Assessor**

**A record of ALL your work in valuation** (showing the date of valuation, property description, and type of property, purpose of valuation and value / amount) must accompany this application. The numbers in the record must correspond with the numbers in the summary of item 11.1 of this form. Your application must be accompanied by a letter from your supervisor/mentor stating that the work submitted was done under his/her supervision and s/he must initial each page of your record.

**Summary of the variety and nature of ALL experience in property valuation. Indicate the number of property valuations performed for each type of property:**

**11.1 EXPERIENCE MATRIC (Indicate the number of ALL valuations performed in each cell)**

Weights for different types of properties valued for different purposes of property valuation										
Purposes of Valuation		Expropriation	Insurance	Investments & Financial statements	Land reform	Mortgage bonds & Security	Municipal Rating and Endowments	Purchase, Sale, Estates and Municipal Objections	Rental determination	
Types of Valuation										
Single residential land	01									
General residential land (flats)	02									
Single dwellings	03									
Blocks of flats	04									
Individual single residential units (sectional title & share block)	05									
Sectional title schemes & share block schemes	06									
Timeshare schemes	07									
Leasehold	08									
Commercial & Office land	09									
Commercial & Office buildings	10									
Industrial land	11									
Industrial buildings	12									
Potential township land	13									
Partially developed townships	14									
Small holdings (Agricultural, Commercial, retail & residential)	15									
Servitudes	16									
Land on which mines are situated	17									
Farms (including forest land)	18									
Special type properties	19									

11.2 Specify

11.2.1 Servitudes:

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11.2.2 Farms:

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11.2.3 Special type properties:

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