

# Membership Application Form



## **Guidelines for Membership:**

Please read the below carefully before completing this form.

Consider your eligibility for membership and chose from the five categories explained below.

**(1) Full Member: Using the Designatory Letters – MIPAV**

A full member of the Institute shall be practising as an Auctioneer, Valuer, Estate Agent, Property Managing Agent, Letting Agent or Property Professional, and shall hold a current relevant licence from the Property Services Regulatory Authority, and satisfy Council of the Institute of Professional Auctioneers & Valuers as to their general character, experience and suitability.

**(2) Full Member Certified Valuer: Using the Designatory Letters – MIPAV (CV)**

A full member of the Institute Certified Valuer shall be practising as an Auctioneer, Valuer, Estate Agent, Property Managing Agent, Letting Agent or Property Professional, and shall hold a current relevant licence from the Property Services Regulatory Authority. They must satisfy Council of the Institute of Professional Auctioneers & Valuers as to their general character, experience and suitability. They must have at least five years' professional experience in the property business and supply proof of same (five years Auctioneers Licences or a letter from Revenue confirming same), of which one years must include professional experience in property valuation and supply proof of same (a letter of Appointment from a Financial or like Valuation Panel)

**(3) Affiliate Member: Using the Designator Letters – MIPAV (Affiliate)**

An affiliate Member shall be an individual of good standing in an analogous profession who must not be practising as an Auctioneer or Estate Agent, a Property Managing Agent, a Letting Agent or Property Professional and must while remaining an affiliated Member not hold a Property Services Regulatory Authority Licence. They must satisfy Council of the Institute of Professional Auctioneers & Valuers as to their general character, suitability and experience.

**(4) Northern Ireland Member: Using the Designator Letters – MIPAV (NI)**

Northern Ireland members shall be individuals resident within the six counties of Northern Ireland and suitably qualified to become members of the Institute of Professional Auctioneers & Valuers. They must practice solely in Northern Ireland and must be capable of submitting proof of this. They must satisfy Council of the Institute of Professional Auctioneers & Valuers as to their general character, suitability and experience.

**(5) Overseas Membership: Using the Designator Letters – MIPAV (OS)**

Overseas Members shall be individuals resident outside the Republic of Ireland and Northern Ireland and suitably qualified to become a member of the Institute of Professional Auctioneers and Valuers. They must practice solely overseas from Ireland and Northern Ireland and must be capable of submitting proof of this. They must satisfy Council of the Institute of Professional Auctioneers & Valuers as to their general character, suitability and experience.

**1. Documentation that must accompany this application:**

- (a) A copy of your current Property Services Provider Licence.
- (b) A copy of any parchments, certificates or letters you rely on for Education or Experience purposes.
- (c) For Category (2) confirmation of applicant's property services experience and confirmation of applicant's valuation experience.

**2. In the case of references:**

- (a) All applicants must provide two nominations from IPAV members, from the same province as the applicant, (Leinster, Munster, Connaught, Ulster) to endorse this application. These recommendations must be sent to IPAV by the recommending member on the enclosed letter format (Form A). Both members must be in good standing with this Institute for a minimum of 3 years and be independent of the applicant's family and business affairs.
  - (b) Current and/or previous employers may be asked to verify an applicant's relevant experience.
  - (c) Where the applicant is an Insurance Broker/Agent or Agent for any Financial Institution, written confirmation must be supplied that all dealings with these Institutions are satisfactory conducted.
- 3.** All applicants who meet the specific category guidelines must supply all the above information: must fully complete this application form and sign where relevant. They must enclose the non-refundable application fee of €150.00 in order to have their application processed and considered by Council of IPAV. Cheques should be made payable to IPAV.
- 4.** It is the applicant's responsibility to collect and submit all the above information with this application. If all relevant information required is not enclosed the application will be returned in whole.
- 5.** Annual membership subscription must be paid on entry to the Institute and runs from 01 April to 31 March.
- 6.** Where an applicant is offered membership, acceptance of that offer, including receipt of any payment due &/ or necessary documentation requested, must be received strictly within 28 days of the offer. Any offer of membership not accepted within this time-frame is automatically withdrawn and the applicant must reapply for membership.
- 7.** Where an applicant is awarded membership the business contact information provided in this application form will be used for all IPAV correspondence and IPAV published material.

**N.B. Subject to Article 14 of IPAV's Memorandum & Articles of Association, the Council of IPAV shall in their absolute discretion, be entitled to refuse admission to any candidate without assigning any reason therefor.**

If you have any doubt as to your eligibility for membership or require any assistance with this application, please do not hesitate to contact IPAV on 00 353 1 6785685.

**Please return the completed & signed application form to:**

IPAV, 129 Lower Baggot Street Dublin 2

Or by email to [valerie@ipav.ie](mailto:valerie@ipav.ie)

## MEMBERSHIP CATEGORY

(please complete this application in block capital letters)

**Category of Membership being applied for:** (Please tick appropriate box)

Full Member ☐ Affiliate ☐ Overseas ☐ Full Member Certified Valuer (CV) ☐ Northern Ireland (NI) ☐

*IPAV fully respects your right to privacy, and will not collect or publish any personal information about you without a valid legal basis. IPAV collects and publishes your personal data for the purposes of performing our duty to process and advertising your membership of IPAV. Any personal information which you provide to IPAV will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988-2018 and all other applicable laws.*

## APPLICANT'S PERSONAL DETAILS:

Mr / Ms / Miss / Mrs \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Personal Contact No. \_\_\_\_\_ Personal Email \_\_\_\_\_

## APPLICANT'S EMPLOYMENT / COMPANY / BUSINESS / SOLE TRADER / PARTNERSHIP DETAILS:

Company Name \_\_\_\_\_

Company Trading Name (If applicable) \_\_\_\_\_

Address \_\_\_\_\_

Business Contact No. \_\_\_\_\_ Work Email \_\_\_\_\_ Website \_\_\_\_\_

Number of years Company/Partnership is in practice \_\_\_\_\_

Individual licence No. \_\_\_\_\_ Company Licence No. \_\_\_\_\_

## APPLICANT'S POSITION WITHIN THE ABOVE COMPANY / BUSINESS / PARTNERSHIP (Please tick appropriate box)

Sole Trader ☐ Director ☐ Partner ☐ Employee ☐

**If applicable, please state your percentage shareholding within your company/partnership**

Sharehold \_\_\_\_\_ %

**If applicable, please state the name(s), qualification & percentage shareholding of your co-directors / partners**

1. Name _____	Sharehold _____ %	Qualification _____
2. Name _____	Sharehold _____ %	Qualification _____
3. Name _____	Sharehold _____ %	Qualification _____
4. Name _____	Sharehold _____ %	Qualification _____

**APPLICANT'S EMPLOYMENT EXPERIENCE:**

Total number of years working as an Auctioneer, Valuer, Estate Agent, Property Managing Agent, Letting Agent or Property Professional: \_\_\_\_\_ Years \_\_\_\_\_ Months

(1) Current Employer / Company / Partnership Name: \_\_\_\_\_

Job Title: (of Position Held) \_\_\_\_\_

Date Commencement \_\_\_\_\_

Contact Name for reference purposes \_\_\_\_\_

(2) Previous Employer / Company / Partnership Name: \_\_\_\_\_

Job Title: (of Position Held) \_\_\_\_\_

Date Commencement & Termination Dates \_\_\_\_\_

Contact Name & Address for reference purposes \_\_\_\_\_

(3) Previous Employer / Company / Partnership Name: \_\_\_\_\_

Job Title: (of Position Held) \_\_\_\_\_

Date Commencement & Termination Dates \_\_\_\_\_

Contact Name & Address for reference purposes \_\_\_\_\_

**PROPERTY QUALIFICATION:**

*(For the purposes of this application, please only detail property related qualification(s))*

College / Body \_\_\_\_\_

Title of Academic Qualification \_\_\_\_\_

Year Graduated \_\_\_\_\_

College / Body \_\_\_\_\_

Title of Academic Qualification \_\_\_\_\_

Year Graduated \_\_\_\_\_

**Please state the full name and year commenced membership of any Professional Bodies of which you are a member:**

\_\_\_\_\_

### APPLICANT'S DECLARATIONS:

1. Have you as an individual, your company or as a partner, made a claim or had any claim made against you on any compensation or client protection fund, or on any Professional Indemnity Insurance Policy in the past 5 years?

Yes ☐ No ☐

Signature\_\_\_\_\_

Date \_\_\_\_\_

2. Have you or any of your partners been subject to any Judgements or criminal or civil proceedings over the past 5 years?

Yes ☐ No ☐

Signature\_\_\_\_\_

Date \_\_\_\_\_

3. Have you as an individual, company or as a partner ever been the subject of a sanction from the Property Service Regulatory Authority arising from an investigation of improper conduct?

Yes ☐ No ☐

Signature\_\_\_\_\_

Date \_\_\_\_\_

### APPLICANT'S BUSINESS REFEREES:

*(This is applicable to all applicants who are sole traders or who are a shareholder in their place of employment/company/partnership)*

#### **Required information for reference purposes:**

Solicitor's Name \_\_\_\_\_ Solicitor's email address \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

How long in this capacity \_\_\_\_\_

#### **Required information for reference purposes:**

Accountant's Name \_\_\_\_\_ Accountant's email address \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

How long in this capacity \_\_\_\_\_

### **All applicants must be nominated by two IPAV Members (applicable to all applicants)**

(IPAV members nominated as referees must be from the same province as the applicant (Leinster, Munster, Connaught, Ulster) and be in good standing with the Institute for a minimum of 3 years & must be independent of the applicant's family and business affairs)

1. IPAV Member's Name \_\_\_\_\_ Company Name \_\_\_\_\_

2. IPAV Member's Name \_\_\_\_\_ Company Name \_\_\_\_\_

(Both recommendations Form A enclosed/attached for IPAV members to complete. The applicant must ask the member to complete and return the recommendation form to IPAV)

## DOCUMENTATION TO ACCOMPANY THIS APPLICATION FORM

### Checklist:

- |   |                              |
|---|------------------------------|
| Copy of Current Property Services Providers Licence   | <input type="checkbox"/> Yes |
| Copy of Property Qualification(s)   | <input type="checkbox"/> Yes |
| Copy of certificates, parchments, or letters relevant to category application   | <input type="checkbox"/> Yes |
| For Category (2) Full Member Certified Valuer: confirmation of applicant's property services experience and confirmation of Applicant's valuation experience. | <input type="checkbox"/> Yes |
| The non-refundable application fee of €150.00   | <input type="checkbox"/> Yes |

### IPAV Communication:

Unless otherwise requested by the applicant, IPAV will automatically list your Business Contact Details for all published material and correspondence purposes.

### Any Additional Information:

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In the event of your membership application being successful, IPAV intends to announce your membership, together with other successful candidates, in the back pages of the Irish Times or the Irish Independent (subject to the availability of advertising space)

### Please select one of the below statements:

- |   |                          |
|---|--------------------------|
| Yes - I authorise IPAV to advertise my membership of IPAV       | <input type="checkbox"/> |
| No - I do not authorise IPAV to advertise my membership of IPAV | <input type="checkbox"/> |

Signed by The Applicant \_\_\_\_\_ Date \_\_\_\_\_

The Declaration on Membership on the following two pages must also be read carefully and signed for whichever Category you are applying.

**Declaration to be completed by applicants for all Membership except Affiliate Please read carefully:**

To the Council of the Institute of Professional Auctioneers and Valuers Limited (By Guarantee)

- (1)** I offer myself for admission to Membership of the Institute of Professional Auctioneers and Valuers Limited (By Guarantee) and I enclose herewith the non-refundable application fee of €150.00.
- (2)** I attach hereto the information required by the Council which I acknowledge to be the basis of my application and of my election to Membership of the Institute and which I declare contains an accurate summary of the facts in relation to my person, profession and business career which could influence the acceptance or non- acceptance of this application.
- (3)** I hereby undertake that if elected to Membership of the Institute, I will be bound by and observe all the provisions of the Memorandum and Articles of Association, Bye-Laws, Rules & Regulations of the Institute for the time being in force.
- (4)** I undertake to comply with all the CPD requirements the Institute may deem appropriate from time to time.
- (5)** I undertake to abide by and obey the Code of conduct of both the Institute of Professional Auctioneers and Valuers and the Property Services Regulatory Authority at all times. I further undertake to comply with all Compliance and Regulation inspections carried out by IPAV from time to time.
- (6)** I undertake to abide by and obey the Code of conduct of TEGoVA in relation to the category MIPAV (REV) / MIPAV (TRV) at all times.
- (7)** I undertake that I will not use the Professional Style or designation of the Institute of Auctioneers or the designatory letters denoting membership, except the ones I was granted in my Category of membership while I remain a member of the Institute.
- (8)** I further undertake that if elected to Membership, I will not act jointly with, or practice in partnership with one or more persons who are not members of the Institute neither the designation “Certified Auctioneer and Valuer” nor “Certified Auctioneers and Valuers” nor the designatory letters MIPAV nor MIPAV (CV) shall be used in any manner directly or indirectly calculated to lead to the assumption that such persons are all members of the Institute.
- (9)** Finally I undertake, that in such circumstances where I am elected to Membership by way of any Principal holding the required Licence from the Property Services Regulator, I will cease to be a Member of the Institute, should I no longer be a Partner or Employee in the Firm stated on this application.
- (10)** I confirm that I have never been adjudged bankrupt in any jurisdiction nor have I as an individual or as a partner in a firm made or agreed to make an assignment for the benefit of my creditors nor have I made any arrangement or composition with my creditors nor executed any similar deed or agreement nor have I attempted to take the benefit of any statutory provision for arrangements with my creditors. I further confirm that I have never been convicted of an indictable offence (other than an offence under the Road Traffic Act) as an individual or as a Partner.
- (11)** I understand under Article 14 of IPAV’s Memorandum & Articles of Association, the Council of IPAV shall in their absolute discretion, be entitled to refuse admission of membership without assigning any reason therefor.

I consent to the Institute of Professional Auctioneers and Valuers performing any checks or searches they consider appropriate for the purposes of and in relation only to this application for admittance to Membership. For the avoidance of doubt such searches include but are not limited to online or physical searches in public records containing information for judgements and directorships.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Unsigned applications will be returned to applicants.**



**Declaration to be completed by applicants for Affiliate Membership Please read carefully:**

To the Council of the Institute of Professional Auctioneers and Valuers Limited (By Guarantee)

- (1)** I offer myself for admission to Affiliate Membership of the Institute of Professional Auctioneers and Valuers Limited (By Guarantee) and I enclose herewith the non-refundable application fee of €150.00.
- (2)** I confirm I am not the current holder and don't intend to hold a PSR Licence and if I do I will immediately make the Institute aware of this and apply for a different category of membership.
- (3)** I undertake to abide by and obey the Code of Conduct and the Articles of Association of the Institute of Professional Auctioneers and Valuers at all times.
- (4)** I attach hereto the information required by the Council which I acknowledge to be the basis of my application and of my election to Membership of the Institute and which I declare contains an accurate summary of the facts in relation to my person, profession and business career which could influence the acceptance or non- acceptance of this application.
- (5)** I hereby undertake that if elected to Membership of the Institute, I will be bound by and observe all the provisions of the Memorandum and Articles of Association, Bye-Laws, Code of Conduct, Rules & Regulations of the Institute for the time being in force.
- (6)** I also undertake that I will not use only the designatory letters MIPAV (Affiliate) denoting membership, except while I shall remain a member of the Institute.
- (7)** I further undertake that if elected to Membership, but should act jointly with, or practice in partnership with one or more persons who are not members of the Institute the designatory letters shall not be used in any manner directly or indirectly calculated to lead to the assumption that such persons are all members of the Institute.
- (8)** I confirm that I have never been adjudged bankrupt in any jurisdiction nor have I as an individual or as a partner in a firm made or agreed to make an assignment for the benefit of my creditors nor have I made any arrangement or composition with my creditors nor executed any similar deed or agreement nor have I attempted to take the benefit of any statutory provision for arrangements with my creditors. I further confirm that I have never been convicted of an indictable offence (other than an offence under the Road Traffic Act) as an individual or as a Partner.
- (9)** I understand under Article 14 of IPAV's Memorandum & Articles of Association, the Council of IPAV shall in their absolute discretion, be entitled to refuse admission of membership without assigning any reason therefor.

I consent to the Institute of Professional Auctioneers and Valuers performing any checks or searches they consider appropriate for the purposes of and in relation only to this application for admittance to Membership. For the avoidance of doubt such searches include but are not limited to online or physical searches in public records containing information for judgments and directorships.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Unsigned applications will be returned to applicants.**



**IPAV | 129 Lower Baggot Street Dublin 2 |  
D02 HC84**

**00 353 1 678 5685 | [info@ipav.ie](mailto:info@ipav.ie) | [www.ipav.ie](http://www.ipav.ie)**

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