



Association of Professional Property Investors Code of Conduct

1. General
 - 1.1 Members shall adhere to the highest standards of honesty and professional integrity both in their dealings with the public and in their dealings with each other.
 - 1.2 Members shall conduct their themselves within any training environment with authenticity and care.
2. Rules, regulations and legislation
 - 2.1 Members shall comply with government and council rules, regulations and legislation in so far as it is possible in their own property business and share best practice in their training.
 - 2.2 Members shall accept responsibility for all acts of their staff.
3. Relations with APPI
 - 3.1 Members shall comply with this Code of Conduct and with all rules made by APPI.
 - 3.2 Members shall use best efforts to respond within 7 days to correspondence from APPI.
 - 3.3 Members shall, upon request, provide APPI with copies of any document relating to their dealings with any other person or their business practices which, in the opinion of APPI, may be necessary in order to establish the Member's compliance with his obligations under this code or in connection with the Dispute Resolution Procedure.



4. Dispute Resolution

- 4.1 All Members shall refer any disputes arising between Members to the Dispute Resolution Procedure.
- 4.2 If any dispute arises between a Member and any educational establishment, coach, educator or mentor, the Member shall draw their attention to the existence of the Dispute Resolution Procedure and supply them with a copy of it.
- 4.3 Member shall agree to invoke and be bound by the Dispute Resolution Procedure, if the educator, trainer, coach, or mentor agreed to comply with our process.

5. Applicability

- 5.1 This Code of Conduct, unless the context otherwise requires, shall apply to all aspects of the Members' activities in connection with property, education mentoring and coaching.
- 5.2 This Code of Conduct shall not limit any greater rights that a non-Member might enjoy under local law or otherwise.



Association of Professional Property Investors Rules of Membership

General

1. Interpretation

- 1.1 Member shall mean any person or corporate entity admitted to any category of membership permitted under these Rules.
- 1.2 Sale shall include purchase and vice versa.
- 1.3 Staff means any person working for or under the control of a business, including employed persons, self-employed contractors and any other person whom the business has the right to control.
- 1.4 The singular shall include the plural and the male the female.



Members

2. Categories of Membership

There shall be the following categories of membership:

- 2.1 APPI Fellow
- 2.2 APPI Master
- 2.3 APPI Senior Member
- 2.4 APPI Associate Member
- 2.5 APPI Member

Membership shall, at the entire discretion of the Directors, be open upon application to such persons as meet the following membership criteria: -

2.1 APPI (F) Fellow

You qualify for membership providing: -

- i. Board Member Invitation only.
- ii. Will be peer Interviewed.
- iii. Are required to write and submit a 2000-word property paper or a 30-minute video on one's property niche/specialty.
- iv. Minimum of 5 years as a property investor and landlord.

2.2 APPI (M) Master

You qualify for membership providing: -

- i. Automatic qualification by submission of a special application.
- ii. Has completed and can show proof of 100 hours of property related CPD.
- iii. Minimum of 3 years as a property investor and landlord. (PI&L)



2.3 APPI (SM) Senior Member

You qualify for membership providing: -

- i. Has attended 72 hours of property courses conducted by an approved property educator.
- ii. Has purchased at least one investment property.
- iii. Is interested in ethics, following a code of conduct, continuing professional development, and personal development.

2.4 APPI (A) Associate Member

You qualify for membership providing: -

- i. Has been a property investor or a landlord for at least one year.
- ii. Must have owned at least one buy to let property for one year.
- iii. Is interested in ethics, following a code of conduct, continuing professional development (CPD), and personal development.

2.5 APPI (M) Member

You qualify for membership providing: -

- i. Is new to property investing.
- ii. Has started property education with an approved property educator.
- iii. Is interested in ethics, following a code of conduct, continuing professional development (CPD), and personal development.



3. Duties of Members

3.1 All Members shall:

3.1.1 Ensure that all of their staff abide by the Code of Conduct.

3.1.2 Ensure their staff receive appropriate training.

3.1.3 Notify APPI of any material change in their structure, management or ownership.

4. Rights of Members

4.1 Members shall have the following rights:

4.1.1 Subject to the payment of any relevant charge, to use the Dispute Resolution Procedure arranged by APPI.

4.1.2 All rights shall be suspended if the membership is suspended.

4.1.3 All rights shall end at the same time as the membership ends.



5. Disciplinary

- 5.1 Members, by accepting membership, agree to submit themselves to APPI's Disciplinary Procedure.
- 5.2 The APPI Advisory & Compliance Board may discipline any Member who is adjudged to be in breach of the provisions of these Rules, the Code of Conduct or whose conduct is adjudged inconsistent with continued membership of APPI.
- 5.3 The disciplinary procedure shall be conducted in accordance with APPI's disciplinary code as revised from time to time.
- 5.4 The sanctions available to the Advisory & Compliance Board shall, in all cases, include:-
 - A. A reprimand
 - B. Suspension of membership
 - C. Expulsion from membership
 - D. In addition to any sanction permitted under these Rules, a Member may be required to give written assurances that the conduct will not be repeated or to agree in writing the steps to be taken to avoid a repetition of the conduct complained of.
- 5.5 In addition to any sanction permitted under these Rules, a Member may be required to pay all or part of the costs associated with the disciplinary proceedings.
- 5.6 No Member shall be permitted to resign from Membership once notified of the commencement of any disciplinary proceedings unless those proceedings have been concluded.



6. Sales & Purchase

- 6.1 Partners shall, if they are purchasing property, make it clear who they represent to the Seller of the property.
- 6.2 Partners shall always recommend that the vendor uses an independent lawyer for all property transactions.
- 6.3 Partners shall not require potential buyers to sign binding preliminary purchase contracts without giving them reasonable opportunity to reflect on the contract and to obtain legal advice. Nothing in this rule shall prevent a Partner securing the immediate signature of a reservation contract or similar under which a property is removed from the market for a defined period upon payment of a modest deposit and which does not irrevocably commit the buyer to the purchase of the property.

7. Legal

- 7.1 Partners shall comply with all applicable laws associated with their business, including tax laws.
- 7.2 Partners shall accept responsibility for all acts of their staff.



8. General

- 8.1 Partners shall adhere to the highest standards of honesty and professional integrity both in their dealings with the public and in their dealings with each other.
- 8.2 Partners shall conduct their affairs with integrity and dignity.
- 8.3 Partners shall, in particular, refrain from misleading statements and exaggerated claims in their dealings with sellers, buyers and potential buyers.
- 8.4 Partners shall take all possible steps to avoid conflicts of interests and shall decline to deal with any transaction where such conflicts arise.
- 8.5 In a purchase & rent back situation the Partner shall inform both the A.P.P.I. Board & the rent back tenant if they are experiencing financial difficulties which may affect the mortgage on the tenants' property.
- 8.6 Partners will structure deals with vendors in order to be fair, balanced AND sympathetic to the vendor's needs.
- 8.7 Partners will take all necessary steps to ensure that the vendor has fully understood & accepts all aspects and implications of the purchase deal being made.

9. Dispute Resolution

- 9.1 All Partners shall refer any disputes arising between Partners to the A.P.P.I. Board of Directors who will action any dispute resolution procedure needed to resolve the problem.
- 9.2 All Business Partners shall at the outset of their relationship with a seller, buyer or other customer notify them of the existence of this Code of Conduct.
- 9.3 If any dispute arises between a Partner and any seller, buyer or other customer the Partner shall again draw their attention to the existence of this code of conduct and supply them with a copy of it.



9.4 If the seller, buyer or other customer wishes to do so the Partner shall agree to invoke and be bound by the A.P.P.I. Resolution Procedure.

Declaration

I agree to abide by the above code of conduct when conducting business

Signed: _____

Name: _____

Date: _____

Witnessed by

Signed: _____

Name: _____

Date: _____