

**ISVA Records & Administration Office**

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APPLICATION FOR MEMBERSHIP

Membership of ISVA is open to any independent firm of Chartered Surveyors which:

- deals directly and personally with its clients and accounts invoicing
- is wholly owned by its principals, partners or directors
- has no external financial holding or managerial control
- is not influenced in whole or part by any financial, property or other institution.

Members are required:

- to abide by the Rules and Regulations of ISVA, the RICS and any other professional body of which they are members
- to notify the Association if they cease to meet membership criteria or of any new circumstances which could affect their continuing membership.

Full Membership is available to firms meeting the above criteria and who have a minimum of three years professional standing in independent practice.

Associate Membership is for those firms which have fewer than three years of professional standing in independent practice but who otherwise meet the above criteria. Full membership is awarded automatically following three years in independent practice.

All applications for membership are subject to the approval of ISVA Council.

A payment equivalent to one year's subscription will be requested upon application. However, you will be given a 30 day free trial whilst the council approve your membership.

Where the application is successful, the payment will be retained as the first year's subscription and a receipted invoice issued. Membership will be set as a rolling membership where you will pay annually.

In the event that the application is not successful, the payment will be cancelled and you will not be charged.

Applications should be made by filling in the form online which must be completed in full and be accompanied by the following documents:

- The firm's Complaints Handling Procedure
- A Curriculum Vitae (CV).

USE OF YOUR DATA

The information you provide on this form or at other times in connection with your application will be held electronically on computers and other storage devices and/or in paper form. We take every care to ensure that your data is secure at all times and that it is only accessible by those authorised by ISVA Council. Personal information is handled in a strictly confidential manner and will not be shared with any third party without your consent. In the event of a rejected application, all but basic contact details will be deleted from our records. If

your application is successful, the information provided will form the basis of your ISVA Membership Record.

The information on this application form is used in one of the following ways:

1. “for use by ISVA”

This means that the information provided in that section will not appear on the ISVA Website or otherwise be made available to the public unless you specifically request it. Information “for use by ISVA” is used by ISVA Administration and Webmaster to send you information relating to membership, benefits, subscriptions and professional alerts and briefings

2. “for Publication”

This means that the information provided in that section may be included on the ISVA Website or otherwise made available to the public as well as to other ISVA Members, Administration and Webmaster.

Permissions and Declarations

Successful applicants will be asked to acknowledge that they have been advised that:

- i) the basic contact details of all current ISVA members will be passed to a professional partner for the purposes of organising the ISVA Annual Conference, and that
- ii) statutory notices relating to ISVA Annual General or Special Meetings, Annual Accounts and Resolutions may be sent using electronic methods.