

General Appraiser Report Writing and Case Studies

Date: **December 3 - 6, 2012** Location: **St. Paul, MN**

Course

Category	General [Gen]
Attendance Hours	28.0
Exam Hours	2.0
Current Price	\$ 525.00 Member \$ 675.00 Regular
Note Please register early	After Nov 21, 2012 \$ 50.00 Late Fee

Location

Name	Continuing Education & Conference Center, University of MN
Address	1890 Buford Ave.
City	St. Paul
State	MN
Zip	55108

[Click Here](#) to check state approvals

Sponsor

Contact	
Chapter	North Star
Website	www.northstarai.org
Contact Name	Maribelle Cushman
Email	maribellec@aol.com
Phone	(651) 633-0676

Instructor

Richard C. DuBay, SRPA, SRA

Description

General Appraiser Report Writing & Case Studies provides instruction in effectively communicating a sound analysis of selected parts of a valuation. The course addresses USPAP requirements and the three types of writing most often used in appraisal reports: descriptive, numerical, and analytical. Lectures on writing principles, discussions of various sections of the appraisal report, and in-class writing exercises and presentations provide guidance and practice in effective communication of a valuation analysis. Specific assignments include writing a thesis statement, summarizing data, creating effective tables, writing a conclusion, communicating highest and best use, communicating an analysis, writing a letter of transmittal, and writing a reconciliation and opinion of value. During this four-day course, participants will use data provided in case studies as the basis for writing assignments that will help them recognize and produce effective reports. A two-hour multiple-choice examination that focuses on components of good writing concludes the course.

Note. This course can also be used for MAI education requirements. [Click here](#) for details.

Downloads

- [Table of Contents and Overview](#) [PDF]
- [Course Schedule](#) [PDF]

Audience

Those seeking general Appraiser Certification and appraisers who want to improve their writing skills

Equipment

- **Laptops REQUIRED**
- HP12C calculator
- HP12C calculator user's manual
- You must be familiar with calculator operation when the course begins. Answers to problems in course material are shown using the HP12C. Do not come to class expecting to be taught how to use a financial calculator.
- Free Review—[Using a Financial Calculator; Symbols and Formulas, Capitalization Selection Tree, and Sample Problems](#); and [Financial Calculator Practice Exercises](#)
- For additional help with the HP12C calculator, take our online seminar, [Using Your HP12C Financial Calculator](#).

Prerequisites

Required:

- [Basic Appraisal Principles](#)
- [Basic Appraisal Procedures](#)
- [National Uniform Standards of Professional Appraisal Practice \(USPAP\) Course, 15-Hour](#)
- [General Market Analysis and Highest & Best Use](#)
- [General Appraiser Site Valuation and Cost Approach](#)
- [General Appraiser Sales Comparison Approach](#)
- [General Appraiser Income Approach/Part 1](#)
- [General Appraiser Income Approach/Part 2](#)
- [Real Estate Finance, Statistics, and Valuation Modeling](#)

Students must sign a waiver at the beginning of the course stating that they have the prerequisites. If they do not, they will not hold the Appraisal Institute responsible and will not expect to receive special attention during the course.

For Further Reading

- [The Appraisal of Real Estate, 13th ed.](#)
- [The Appraisal Writing Handbook](#)

Disclaimer

Cancellation Policy

- Up To 15 days prior to program start date, refund in full.
- 2 - 14 days prior to program start date, \$50.00 cancellation fee.
- Less than 2 days prior to program start date, forfeit of payment.

Program Material Policy

Beginning 4 weeks before the offering start date, program material will be shipped directly to the student. If this material has been shipped and you request a registration cancellation, you will automatically be charged a \$25.00 fee and you may keep the material. Once the fee is charged, your refund will be processed. Material returns are no longer accepted. Contact the offering sponsor for more information.

- Cancel Offering, \$25.00 material fee.

ENROLLMENT: Enrollment is on a first-come, first served basis. If the event is filled, a waiting list will be retained. The North Star Chapter reserves the rights to cancel, limit, or reschedule this event if the minimum enrollment level is not reached, and to change faculty assignments and facility locations at any time. Prospective students should confirm their registration with the Chapter office before making any nonrefundable airline reservations.

ATTENDANCE: The North Star Chapter and the Appraisal Institute enforce attendance requirements mandated by state licensing and certification regulatory agencies. One hundred percent (100%) attendance is required for all Appraisal Institute education programs. The Appraisal Institute issues certificates for State Certification/Licensing or State Continuing Education credit that verify successful completion and attendance of 100%. Students should not be late or leave early; if they are late or leave early, they will not receive credit. This follows Appraiser Qualification Board minimum requirements.

PROGRAM MATERIAL POLICY: Beginning four weeks before the course start date, program materials will be shipped to the student. If you do not receive your materials within five business days of the start date, PLEASE NOTIFY the North Star Chapter office immediately. All students must bring their materials with them to class; there will be NO EXTRA's available.

ADA POLICY: If you have a disability and may require some accommodation at any event, please notify us in writing at least 2 weeks in advance and we will arrange for reasonable accommodations.

CANCELLATION: PLEASE READ CAREFULLY.

The North Star Chapter charges a \$50 cancellation fee.

If you cancel less than 48 hours before the start of the course or seminar you will receive NO REFUND. All cancellations must be submitted in writing to the Chapter Office in order to receive a refund. Confirmed students should not assume that cancellation has been granted until a confirmation has been received. Direct your e-mail requests to: maribellec@aol.com or fax: 651.633.5956.

If you cancel there is an additional \$25 material charge from the national office. You do not return course materials any longer.

Program materials will be shipped directly to the student. If you do not receive your materials within 5 days before the offering start date, please call the sponsor to inform them.

Additional Information

Course Schedule:

Dec. 3 - 8:00 am – 8:30 am - Registration; 8:30 am – 5:00 pm Lecture;

Dec. 4-5 - 8:00 am - 5:00 pm Lecture;

Dec. 6 - 8:00 am - 3:00 pm Lecture; 3:00 pm - 5:00 pm – Exam

The Fees include Instruction, Course Materials, Coffee Breaks and Lunch.

Credit: Appraisal Institute Continuing Education Credit/QE: full attendance at the Course and completion of the exam: 30 Hours.

State of Minnesota: 30 Hours of PreLicensing Credit (QE)with Exam, 30 Hours of Continuing Education with exam approved; 28 Hours of CE without exam approved. Assessor CEUs

All courses and seminars will be held at the Continuing Education and Conference Center, 1890 Buford Ave., St. Paul, MN 5510

Hotel Information: Contact any of the following hotels and indicate you are attending a University of Minnesota course to receive a discounted rate.

- Radisson Hotel – Roseville: 651.636.4567 or toll free: 800.333.3333 www.radisson.com/rosevillemn (The Radisson has complimentary shuttle service available to the Continuing Education and Conference Center, if you request the shuttle service when you make your reservation.)

<http://marriott.com/property/propertypage/SACFR>

- Holiday Inn Express – 651.636.5800 - Shuttle service is available - please request when you make your reservation. 800-456-4000

- Ramada Plaza, 1330 Industrial Blvd., Mpls., MN 55413, 612-331-1900 – Shuttle service is available - please request when you make your reservation.

- Fairfield Inn – 651.636.7869 (or 1-800-228-2800 telling them you would like reservations at the Roseville, MN Fairfield Inn) <http://marriott.com/property/propertypage/SACFR>

- St. Paul-Days Inn Roseville – 651.636.5966

- Radisson Hotel Metrodome – 612.379.8888

Hotel Information can be found on the website at www.northstarai.org under the education link, pull down menu, “where can I stay”.

Please contact Maribelle: maribellec@aol.com 651.633-0676 if you have any questions or need assistance.

North Star Chapter office: 651.633.0676 FX: 651.633.5956

- [Map](#)

- [Directions](#)

North Star Chapter – Appraisal Institute

Presents:

General Appraiser Report Writing and Case Studies

December 3-6, 2012

Continuing Education and Conference Center
University of MN – St. Paul Campus
1890 Buford Avenue, St. Paul, MN 55108
612-624-3275

30 PL Hours -Full attendance at Course
with Exam – 30 CE Hours with Exam

Please check you Appraisal Institute Membership status, or check Non-Member

_____ MAI _____ SRPA _____ SRA _____ Associate _____ Affiliate _____ Non-Member

Name _____

Company Name: _____

Company Address: _____

City _____ State: _____ Zip _____

Business Telephone: _____ Fax: _____

E-Mail: _____ State Lic. #: _____

Fees: General Appraiser Report Writing and Case Studies (fees include- Course materials, Instruction, Lunch and breaks)

December 3 Registration: 8:00 a.m. – Class Lecture: 8:30 a.m. – 5:00 p.m.
December 4-5 Class Lecture: 8:00 a.m. – 5:00 p.m.
December 6 Class Lecture: 8:00 a.m. – 3:00 p.m. Exam: 3:00 p.m. – 5:00 p.m.

Member Appraisal Institute	\$ 525.00	\$ _____
Non-Member	\$ 675.00	\$ _____
Late Fee	\$ 50.00 (after November 21)	\$ _____
	Total Due	\$ _____

Method of Payment: Check payable to Appraisal Institute _____ Visa _____ MasterCard _____

Credit Card # _____ Expiration Date _____

Billing Address _____

Name on Card: _____

Signature: _____

*** Register Early as Seating is Limited ***

Please complete and return with payment to: North Star Chapter – Appraisal Institute
1265 Josephine Road, Roseville, MN 55113

Credit card payments may be called in to 651.633.0676 or faxed to 651-633-5956 or

register online: www.northstarai.org/education