

General Appraiser Report Writing and Case Studies

Date: **December 6, 2010** Location: **St. Paul, MN**

Course		Location		Sponsor / Contact	
Category	General [Gen]	Name	Continuing Education and Conference Center - U of M	Chapter	North Star
Attendance Hours	28.0	Address	1890 Buford Ave	Website	www.northstarai.org
Exam Hours	2.0	City	St. Paul	Contact Name	Maribelle Cushman
Current Price	\$ 470.00 Member \$ 620.00 Regular	State	MN	Email	maribellec@aol.com
Note	After Nov 22, 2010 Please register early \$ 50.00 Late Fee	Zip	55108	Phone	(651) 633-0676
		Phone	(612) 624-3275	Fax	(651) 633-5956

Instructor
Richard C. DuBay, SRPA, SRA
Instructor Pending

[Click Here](#) to check state approvals

Description
<p><i>General Appraiser Report Writing & Case Studies</i> 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.</p> <p>Note. This course can also be used for MAI education requirements. Click here for details.</p> <p>Downloads</p> <ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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, \$10.00 cancellation fee.
- 7 - 14 days prior to program start date, \$50.00 cancellation fee.
- Less than 7 days prior to program start date, forfeit of payment.

Transfer Policy

- Up To 15 days prior to program start date, no transfer fee.
- 7 - 14 days prior to program start date, \$25.00 transfer fee.
- Less than 7 days prior to program start date, no transfer allowed.

Cancellations/Refunds: Requests for cancellation must be received at the Chapter Office. 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.

Event Cancellation: Although it is not the policy of the North Star Chapter to cancel an event, be it a course or a seminar, the North Star Chapter does reserve the right to cancel a course or seminar if the minimum enrollment level is not reached.

Attendance: The Appraisal Institute enforces attendance requirements mandated by state licensing and certification regulatory agencies. The Appraisal Institute issues certificates for State Certification/Licensing or State Continuing Education credit that verify successful completion and attendance of 100% at the completion of the course or seminar. If Appraisal Institute records indicate attendance of less than 100%, the student's certificate will reflect this, and state agencies may refuse to award credit. The North Star Chapter enforces the attendance requirements as mandated by the State of Minnesota.

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.

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, a call tag will be issued for the return of this material. A registration refund will not be issued until the material has been returned. A few seminars allow for the purchase of program material. Contact the offering sponsor.

- 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.
- IF YOUR COURSE MATERIAL WAS SENT DIRECTLY TO YOU, PLEASE MAKE SURE YOU BRING IT WITH YOU TO CLASS EACH DAY. ADDITIONAL COURSE MATERIAL WILL NOT BE AVAILABLE TO YOU AT THE CLASS.

Program materials will be picked up at the site.

Additional Information

Course Schedule:

Dec. 6 - 8:00 am – 8:30 am - Registration; 8:30 am – 5:00 pm Lecture;

Dec. 7-8 - 8:30 am - 5:00 pm Lecture;

Dec. 9 - 8:30 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.

All courses and seminars will be held at the Continuing Education and Conference Center, 1890 Buford Ave., St. Paul, MN 55108

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

- [Map](#)

- [Directions](#)

North Star Chapter – Appraisal Institute

Presents:

General Appraiser Report Writing....

Continuing Education and Conference Center
University of MN – St. Paul Campus
1890 Buford Ave., St. Paul, MN 55104
612-624-3275

December 6-9, 2010

30 PL Hours -Full attendance at Course
with Exam – 30 CE Hours with Exam
28 CE Hours without 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/Case Studies

(fees include- Course materials, Instruction, Lunch and breaks)

Dec. 6 Registration – 8:00 am; Orientation - 8:30 am – 9:00 am; Lecture 9:00 am – 5:00 pm
Dec. 7-8 8:30 am – 5:00 pm Lecture
Dec. 9 8:30 am – 3:00 pm – Lecture; 3:00 – 5:00 pm Examination

Member Appraisal Institute	\$ 470.00	\$ _____
Non-Member	\$ 620.00	\$ _____
Late Fee	\$ 50.00 (after Dec. 29)	\$ _____
		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 faxed to 651-633-5956 or

register online: www.northstarai.org/education

