



**San Diego
Chapter**

Presents

BASIC APPRAISAL PROCEDURES

DATES/TIMES: Saturday June 8, 2019 8:00 am Check in / 8:30 am to 5:00 pm Course
Monday June 10, 2019 8:30 am to 5:00 pm Course
Tuesday June 11, 2019 8:30 am to 5:00 pm Course
Wednesday June 12, 2019 8:30 am to 3:00 pm Course / 3:00 pm to 5:00 pm Exam

LOCATION: University of San Diego, 5998 Alcalá Park, Classroom TBD, San Diego, CA 92110

COURSE SCOPE: In this four-day course, participants will apply the principles and concepts learned in *Basic Appraisal Principles*. The course will take you step-by-step through the valuation process including defining the problem, collecting and analyzing data, reaching a final opinion of value, and communicating the appraisal. You will learn about the three approaches to reaching an opinion of value – income capitalization, cost, and sales comparison – and apply them in true-to-life case studies and problems. After examining income capitalization methods and formulas, you will learn how rates and multipliers are derived. Through case studies, you will discover the steps and concepts involved in the cost approach – how appraisers estimate the cost of constructing a reproduction or replacement for an existing structure; the three major components of depreciation and methods for estimating and allocating depreciation; and land and site valuation. The course will guide you through the sales comparison approach including researching the market, verifying information, selecting units of comparison, conducting a comparative analysis, making adjustments, and reconciliation. You also will complete key sections of an appraisal report. In addition, the course provides an introduction to property description and construction and design basics.

PREREQUISITES: Successful completion of *Basic Appraisal Principles*, or an equivalent course is required.

REQUIRED EQUIPMENT: A financial calculator is required. The accepted model used in the course is the HP-12C. **Note:** Cellular phones, tablets, iPads, and other devices that connect to the Internet are NOT permitted during the exam. You must be familiar with calculator operation when the course begins. Answers to problems in course material are shown using the HP-12C. ***Do not come to class expecting to be taught how to use a financial calculator.***

RECOMMENDED TEXTBOOKS: *The Appraisal of Real Estate*, 14th Edition, *The Dictionary of Real Estate Appraisal*, 6th Edition, and *Appraising Residential Properties*, 4th Edition. Textbooks can be ordered on-line at [Textbooks](#). ***No textbooks will be available at the course.***

INSTRUCTORS: Lance Dore, MAI and Jeff Warren, MAI, SRA

ENROLLMENT: Enrollment is on a first-come, first served basis. If the event is filled, a waiting list will be retained. The San Diego 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 non-refundable airline reservations.

ADA COMPLIANCE: It is the policy of the Appraisal Institute to provide reasonable accommodations for qualified persons with disabilities who are participating in Appraisal Institute educational programs. If you need accommodations to participate because of a disability, please notify us in writing at least two weeks in advance of the program and we will arrange for reasonable accommodation. Without two weeks' notice, accommodation may not be available.

EDUCATION CREDIT: This course is approved for 200 points of Appraisal Institute education credit (attend and pass exam), or for 150 points of Appraisal Institute education credit (attendance only). This course is also approved in most states for basic and/or continuing education credit (in California, 28 hours of BREA

continuing education credit, or 30 basic education hours, including the 2-hour exam, Approval No. 08754125). For more information about approval in other states, see [State Approvals](#).

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%, with your grade notification letter for courses, or at the conclusion of seminars. One hundred percent (100%) attendance is required for all Appraisal Institute education programs. This follows AQB minimum criteria requirements.

COURSE FEE (on or before 5/24/19): Appraisal Institute Designated Members, Candidates for Designation, Practicing Affiliates, and Affiliates \$585 / All Others \$635
Course fees will increase \$50 on May 25, 2019.

CANCELLATIONS/REFUNDS: Up to 15 days prior to program start date, a \$50.00 cancellation fee will be applied to all requests for cancellation. Between two and 14 days prior to program start date, a \$225.00 cancellation fee will be applied to all requests for cancellation. Less than two days prior to program start date, no refunds will be given.

CONFIRMATION: A confirmation email will be sent within ten (10) business days of receipt of the completed enrollment application and full tuition, or immediately after registering online.

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ENROLLMENT APPLICATION
“BASIC APPRAISAL PROCEDURES”

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

COURSE FEE (on or before 5/24/19): Appraisal Institute Designated Members, Candidates for Designation, Practicing Affiliates, and Affiliates \$585 / All Others \$635
Course fees will increase \$50 on May 25, 2019.

APPRAISAL INSTITUTE DESIGNATED MEMBERS, CANDIDATES FOR DESIGNATION, PRACTICING AFFILIATES, AND AFFILIATES MUST INDICATE CHAPTER: _____

FEE ENCLOSED: \$ _____ CHECK NO. _____

OR CHARGE CREDIT CARD: NAME ON CARD _____

BILLING ADDRESS _____

CARD TYPE (Please circle) Visa MasterCard American Express

CARD NO.: _____ EXP. DATE: _____ CCV: _____

- ✓ If paying by check, please make your check payable to “San Diego Chapter of the Appraisal Institute”. Mail your check along with this completed application to San Diego Chapter of the Appraisal Institute, 4849 Ronson Court, Suite 102, San Diego, California 92111
- ✓ If paying by credit card, mail this completed application to the above address, or FAX to (858) 292-7333, or email to patti@sdcai.org.
- ✓ Questions? E-mail patti@sdcai.org, or call (858) 292-7324

Register online at <http://www.myappraisalinstitute.org/education/SanDiego/>