



**San Diego  
Chapter**

*Presents*

## **RESIDENTIAL REPORT WRITING AND CASE STUDIES**

**DATES/TIMES:** Tuesday June 25, 2019 8:00 am Check In / 8:30 am – 5:00 pm Course  
Wednesday June 26, 2019 8:30 am – 4:00 pm Course / 4:00 pm – 5:00 pm Exam

**LOCATION:** University of San Diego, 5998 Alcalá Park, Classroom Avila B-100, San Diego, CA 92110

**COURSE SCOPE:** This course engages appraisers in practical writing exercises necessary to produce convincing appraisal reports in daily practice. Course objectives are achieved through the discussion and application of residential valuation procedures, grammar rules and writing techniques, and specific writing assignments based on a residential case study. Participants will practice writing effective narrative comments for form appraisal reports and learn how to explain valuation procedures and conclusions to users of reports. The techniques applied in this course are useful in real-life situations that complicate routine assignments.

**PREREQUISITES:** Successful completion of *Basic Appraisal Principles*, *Basic Appraisal Procedures*, *Residential Site Valuation and Cost Approach*, *Residential Sales Comparison and Income Approaches*, and *National USPAP 15-Hour Course*, or equivalent courses is required.

**REQUIRED EQUIPMENT:** An HP12C calculator is required for this course. **NOTE:** Cellular phones, tablets, iPads, and other devices that connect to the Internet are NOT permitted during the exam. Attendees must be familiar with calculator operation before 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*, 14<sup>th</sup> Edition, *The Appraisal Writing Handbook*, *Appraising Residential Properties*, 4<sup>th</sup> Edition, *Valuation by Comparison: Residential Analysis and Logic*, and *Using Residential Appraisal Report Forms: URAR, Form 2055, and the Market Conditions Form*, 2<sup>nd</sup> Edition. Textbooks can be ordered on-line at [Textbooks](#). ***No textbooks will be available at the course.***

**INSTRUCTOR:** Dan L. Swango, PhD, 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 140 points of Appraisal Institute education credit (attend and pass exam), or for 70 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, 14 hours of BREA continuing education credit, or 15 hours of BREA basic education credit, including the exam, BREA Approval No. 05754100). For 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 Appraiser Qualification Board minimum criteria requirements.

**COURSE FEE (on or before 6/10/19):** Appraisal Institute Designated Members, Candidates for Designation, Practicing Affiliates, and Affiliates \$390 / All Others \$440  
*Course fees will increase \$50 on June 11, 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 \$150.00 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.

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**ENROLLMENT APPLICATION**  
**“RESIDENTIAL REPORT WRITING AND CASE STUDIES”**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

COURSE FEE (on or before 6/10/19): Appraisal Institute Designated Members, Candidates for Designation, Practicing Affiliates, and Affiliates \$390 / All Others \$440  
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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](mailto:patti@sdcai.org).
- ✓ Questions? E-mail [patti@sdcai.org](mailto:patti@sdcai.org), or call (858) 292-7324

*Or, register online at [www.myappraisalinstitute.org/education/SanDiego/](http://www.myappraisalinstitute.org/education/SanDiego/)*