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Case Study Packet

Separate packet to be used with the Handbook

Overview

Course Description

Residential Report Writing and Case Studies exposes the professional appraiser to practical writing skills necessary to produce convincing appraisal reports in daily practice. Course objectives are achieved through the discussion and review of residential valuation procedures, a study of writing techniques, and specific writing assignments based on a residential case study. The writing and analytical techniques in the course are applicable to real-world appraisal assignments in order to make your reports concise, clear, and convincing.

Participants will:

- Be exposed to and practice writing skills that will help them explain valuation procedures and conclusions to the intended user of their appraisal reports.
- Practice writing effective narrative comments¹ for form appraisal reports.
- Review appraisal techniques and professional appraisal standards from a practical standpoint.
- Critique and complete an appraisal assignment of a single-family property.

This course involves a very hands-on approach to appraisal analysis and reporting. The activities give you a chance to apply what you have learned in your previous courses. The Table of Contents provides an overview of the topics covered in the four sessions. Much of the class time involves group work to analyze a case study of a single-unit property. You will review a partially completed Uniform Residential Appraisal Report for that property. As homework for Day Two, you will write two commentary sections to complete that form report. The classroom writing activities revolve around numerous writing practice exercises. Each session ends with a practice test, which should help to prepare you for the 30-question, multiple-choice examination at the end of the course.

Learning Enhancements

The course has been designed with a variety of elements to enhance your learning experience.

- **Preview.** To give you a taste of what is to come, you will find a *Preview* page that begins each Part. Included on the *Preview* page is a brief overview of the content, learning objectives to consider as you move through the content, and learning tips that will assist you in understanding the information you're about to learn.

1. **Note.** Narrative comments, explanatory note(s), comments, commentary, and addenda are used interchangeably.

- **Learning Objectives.** Each learning objective covers essential information you need to know to fully understand the concepts in the course. Look them over before the Part begins so that you have a frame of reference as you move through the material. At the end of each Part, reread the objectives. Are you able to do what is stated? If not, this is the time to ask your instructor for help. Or, review the concepts that you do not understand.
- **Examples & Problems.** Supplementing the discussions, we've included examples and problems to help you visualize and practice what you are learning.
- **Review.** Each Part concludes with a review. Included in the review are the learning objectives and key terms and concepts that have been covered. Also, we've provided recommended readings from textbooks that will reinforce what you have learned in class.
- **Practice Quizzes and Section Tests.** Short practice quizzes are included at the end of most Parts, and Section Tests are included at the end of each Section in the "Review." The questions are similar to the types of questions you might find on the exam. By answering the true/false questions, fill-in-the-blanks, or multiple-choice questions, etc., you will know whether or not you really know the information that was covered in that Part.

Classroom Guidelines

To make the classroom environment a positive experience for everyone attending, we have some guidelines for your consideration:

- 100% attendance is required. No exceptions.
- Limit use of laptops to classroom projects.
- Communicate with business associates during break time instead of class time.
- Put away reading materials such as newspapers and books that are not used in class.
- Silence cell phones and other communication devices.
- Use recording devices only if prior permission has been granted.
- Refrain from ongoing conversations with those seated near you and other distracting behavior.

General Information

- **Calculators.** A financial calculator is required. The accepted model used in the course is the HP-12C.
- **Breaks.** There will be two 10-minute breaks during the morning session and two 10-minute breaks during the afternoon session unless noted otherwise by the course sponsor. The lunch break is one hour.
- **Attendance sheets** will be distributed during class to verify your attendance during the morning and afternoon sessions.
- **Certificates of completion** will be mailed after completion of the course, and attendance during the entire course is required.

Recommended Texts

- *The Appraisal of Real Estate*, 13th ed.
- *Appraising Residential Properties*, 4th ed.
- *The Appraisal Writing Handbook*
- *Using Residential Appraisal Report Forms: URAR 2005 (Form 1004) and Exterior Inspection (Form 2055)*