

## COURSE SCHEDULE

### Day 1

8:30–9:00	Orientation
9:00–10:00	Principles of Effective Report Writing
10:00–10:15	Break
10:15–12:00	Overview of the Case Study and Applicable Valuation Procedures
12:00–1:00	Lunch
1:00–1:30	Overview of the Case Study and Applicable Valuation Procedures (cont.)
1:30–3:00	Writing Exercise: Neighborhood Analysis
3:00–3:15	Break
3:15–3:30	Distribution of Participants' Work Sample Writing Assignments for the Week
	Discussion of Valuation Assignment (Evening of Day 1)
3:30–3:45	Overview of Writing Assignment 1: Neighborhood Analysis
3:45–5:00	Preparation of Homework Assignments

## Day 2

8:30–9:00	Discussion of Site Value Opinion for the Case Study Property
9:00–9:30	Discussion of Cost Approach for the Case Study Property
9:30–10:00	Discussion of Sales Comparison Approach for the Case Study Property
10:00–10:15	Break
10:15–10:30	Discussion of Sales Comparison Approach for the Case Study Property (cont.)
10:30–11:15	Discussion of Income Capitalization Approach for the Case Study Property
11:15–12:45	Presentation and Critique of Work Samples on Writing Assignment 1
12:45–1:00	Overview of Writing Assignments 2: Site Value Opinion, 3: Cost Approach, and 4: Sales Comparison Approach

## Day 3

8:30–10:00	Presentation and Critique of Work Samples on Writing Assignments 2, 3, and 4
10:00–10:15	Break
10:15–11:45	Presentation and Critique of Work Samples on Writing Assignments 2, 3, and 4
11:45–12:00	Overview of Writing Assignment 5: Income Capitalization Approach
12:00–1:00	Lunch
1:00–3:00	Writing Exercises: Common Writing Problems

## Day 4

8:30–10:00	Presentation and Critique of Work Samples on Writing Assignment 5
10:00–10:15	Break
10:15–12:00	Writing Example: Highest and Best Use Analysis
12:00–1:00	Lunch
1:00–2:00	Writing a Reconciliation and Final Value Opinion
2:00–2:30	Overview of Writing Assignments 6: Highest and Best Use Analysis and 7: Reconciliation and Final Value Opinion

## Day 5

8:30–10:00	Presentation and Critique of Work Samples on Writing Assignments 6 and 7
10:00–10:15	Break
10:15–12:00	Continuation of Presentations of Work Samples, If Needed
	Completion and Collection of Evaluation Forms
	Presentation of Final Instructions on Examination
Noon Day 5 to Noon Day 6	Submission of Completed Examination

## HOMEWORK ASSIGNMENT SCHEDULE

### Before Class Begins

#### Homework to be Prepared for Day 1 (morning)

Read the case study sent with registration materials and prepare questions on the case study data and/or the valuation problem.

### Evening of Day 1—

#### Homework to be Prepared for Day 2 (morning)

A. *Complete Writing Assignment 1: Neighborhood Analysis*

Writing Assignment 1 is to write two specific components of a Neighborhood Analysis section and a conclusion for the neighborhood in the case study. Specific instructions for Writing Assignment 1 are on pages 51 and 52 of the Course Handbook.

B. *Appraise the property using all three approaches to value.*

The following worksheets, grids, and summaries are to be completed by and handed in at the beginning of class on Day 2. Put your name on each page. Other than these items, this assignment does not require writing to be submitted on the valuation approaches.

1. Site Sales Adjustment Grid
2. Market-Extracted Depreciation Worksheet
3. Cost Approach Summary
4. Comparable Improved Sales Adjustment Grid
5. Reconstructed Operating Statement

## **Evening of Day 2— Homework to be Prepared for Day 3 (morning)**

### **A. *Complete Writing Assignment 2: Site Value Opinion***

Writing Assignment 2 is to complete the Site Value Opinion section of the appraisal report for the subject property in the case study. Specific instructions for Writing Assignment 2 are on pages 53 and 54 of the Course Handbook.

### **B. *Complete Writing Assignment 3: Cost Approach***

Writing Assignment 3 is to complete the Cost Approach section of the appraisal report for the subject property in the case study. Specific instructions for Writing Assignment 3 are on pages 55 and 56 of the Course Handbook.

### **C. *Complete Writing Assignment 4: Sales Comparison Approach***

Writing Assignment 4 is to complete the Sales Comparison Approach section of the appraisal report for the subject property in the case study. Specific instructions for Writing Assignment 4 are on pages 57 and 58 of the Course Handbook.

## **Evening of Day 3— Homework to be Prepared for Day 4 (morning)**

### **A. *Complete Writing Assignment 5: Income Capitalization Approach***

Writing Assignment 5 is to complete the Income Capitalization Approach section of the appraisal report for the subject property in the case study. Specific instructions for Writing Assignment 5 are on pages 59 and 60 of the Course Handbook.

## **Evening of Day 4— Homework to be Prepared for Day 5 (morning)**

### **A. *Complete Writing Assignment 6: Highest and Best Use Analysis***

Writing Assignment 6 is to develop a complete highest and best use analysis for the subject property in the case study. Specific instructions for Writing Assignment 6 are on pages 93–95 of the Course Handbook.

B. ***Complete Writing Assignment 7: Reconciliation and Final Value Opinion***

Writing Assignment 7 is to develop an original and complete reconciliation and final value opinion for the subject property. Specific instructions for Writing Assignment 7 are on pages 96 and 97 of the Course Handbook.

**Evening of Day 5**

***Proofread writing assignments, complete the examination, and complete the Examination Certification.***