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Overview

Seminar Description

This seminar was designed for Associate Members of the Appraisal Institute who are planning to begin their demonstration report. Attendance is mandatory for those Associate Members who have never taken the seminar and need to revise and resubmit their report. Additionally, attendance is mandatory for Associate Members prior to applying to the E-Demo.

The seminar focuses on the mechanics of demonstration appraisal report writing and the presentation of a logical report. In Parts 1 and 2, participants will examine the highest and best use, cost, sales comparison, and income capitalization approaches, and the reconciliation and final value opinion. Parts of sample reports are provided, so participants can ask questions about any parts that are confusing. Information from Regulation No. 1 is also included so that applicants understand the application and grading process.

Parts 3, 4, and 5 cover the E-Demo alternative, the three appraisal reports alternative, and the research project alternative. The final part of the handbook, Part 6, includes frequently asked questions about the demonstration report and the alternatives.

Participation by class members is strongly encouraged, since much can be learned from the collective experiences of the participants.

Learning Enhancements

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

- **Examples.** A number of short examples are scattered throughout the handbook to provide everyday illustrations of what you are learning.

Classroom Guidelines

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

- 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.
- 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 seminar 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 program sponsor. The lunch break is one hour. A meal is not provided unless specified in the sponsor's advertising or in your seminar confirmation materials.
- **Attendance sheets** will be distributed during class to verify your attendance during the morning and afternoon sessions. Attendance for the entire seminar is required.
- **Certificates of completion** will be distributed or mailed after completion of the program.

Recommended Texts

- *The Appraisal Writing Handbook.* (Chicago: Appraisal Institute, 1998).
- *Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute* (current edition)
- *The Appraisal of Real Estate, 13th Ed.* (Chicago: Appraisal Institute, 2008).
- *The Dictionary of Real Estate Appraisal, 5th Ed.* (Chicago: Appraisal Institute, 2010).