



Appraisal Institute®

Professionals Providing Real Estate Solutions

Fast-Track Audit Seminar Training

Instructor Seminar Audit Blitz

October 17 – 18, 2008

The Fast-Track Audit Seminar Training (FAST) program is designed as an expeditious way of approving instructors for multiple seminars over two days of presentations, where abbreviated versions of seminars will be offered. These sessions are designed to cover the timing of the program materials, and the handling of rough spots in the classroom. A total of 12 different seminars will be represented, with two seminars offered during each two-hour time slot in concurrent rooms. This program is available for all currently approved Appraisal Institute instructors who have attended at least one Instructor Leadership and Development Conference prior to the event or have an established rating of 4.0 or higher. The program is designed to give instructors the possibility of gaining approval to teach of up to seven seminars, provided the criteria specific to the seminars in which they are interested are met.

Seminars Offered

You must supply a cover letter for each seminar you are interested in attending that explains your experience in relation to each seminar. Please note that you must choose only one of the seminars in each session. Switching mid-session is not permitted.

Office Building Valuation: A Contemporary Perspective

Specific criteria required for this seminar are as follows:

- The auditor must be an approved Appraisal Institute instructor with a 4.0 overall rating.
- The auditor must hold the MAI or SRPA designation.
- The auditor must have experience in appraising multi-tenant office projects, which must be outlined in an attached cover letter or resume.

Condominiums, Co-ops, and PUDs

Specific criteria required for this seminar are as follows:

- The auditor must be an approved Appraisal Institute instructor with a 4.0 overall rating.
- The auditor must hold the SRA designation.
- The auditor must be approved to teach *The Professional's Guide to the Uniform Residential Appraisal Report*.
- The auditor must have experience in appraising condos, PUDs, and co-ops, which must be outlined in an attached cover letter or resume.

Reviewing & Underwriting Residential Appraisal Reports

Specific criteria required for this seminar are as follows:

- The auditor must be an approved Appraisal Institute instructor with a 4.0 overall rating.
- The auditor must hold the SRA designation.
- The auditor must have taught residential seminars within the past two years.

REO Appraisal: Appraisal of Residential Property Foreclosure and Preforeclosure

Specific criteria required for this seminar are as follows:

- The auditor must be an approved Appraisal Institute instructor with a 4.0 overall rating.
- The auditor must be an approved USPAP instructor.
- The auditor must have experience in appraising property for foreclosure and preforeclosure, which must be outlined in an attached cover letter or resume.
- The auditor must have experience in residential appraising, which must be outlined in an attached cover letter or resume.

Subdivision Valuation: A Comprehensive Guide to Valuing Improved Subdivisions*

Specific criteria required for this seminar are as follows:

- The auditor must be an approved Appraisal Institute instructor with a 4.0 overall rating.
- The auditor must hold the MAI designation.
- The auditor must have experience in subdivision valuation, which must be outlined in an attached cover letter or resume.

* Approval of past *Subdivision Analysis* seminar does not guarantee approval.

Forecasting Revenue

Specific criteria required for this seminar are as follows:

- The auditor must be an approved Appraisal Institute instructor with a 4.0 overall rating.
- The auditor must hold the MAI designation.
- The auditor must be approved to teach *Basic Income Capitalization* or *Advanced Income Capitalization*, or equivalent.

Analytics with the Site to Do Business

Specific criteria required for this seminar are as follows:

- The auditor must be an approved Appraisal Institute instructor with a 4.0 overall rating.
- The auditor must have attended previous *Site to Do Business* training **or** be approved to each Course 520.

Scope of Work: Expanding Your Range of Services

Specific criteria required for this seminar are as follows:

- The auditor must be an approved Appraisal Institute instructor with a 4.0 overall rating.
- The auditor must be an approved USPAP instructor.
- The auditor must have taken and passed the *AQB USPAP Instructor Certification* course.

Appraisal Challenges:

Declining Markets and Sales Concessions

Specific criteria required for this seminar are as follows:

- The auditor must be an approved Appraisal Institute instructor with a 4.0 overall rating.
- The auditor must be approved to teach *Residential Sales Comparison and Income Approaches*.

Introduction to FHA Appraising: What Appraisers Need to Know About HUD Policies, Procedures, and 2008 Roster Eligibility

Specific criteria required for this seminar are as follows:

- The auditor must be an approved Appraisal Institute instructor with a 4.0 overall rating.
- The auditor must have a rating of 4.0 or better and must be thoroughly familiar with the FHA 4150.2 manual and *all* FHA policies.

Appraisal of Local Retail Properties

Specific criteria required for this seminar are as follows:

- The auditor must be an approved Appraisal Institute instructor with a 4.0 overall rating.
- The auditor must hold a nonresidential designation.
- The auditor must have experience in valuing local retail properties, which must be outlined in an attached cover letter or resume.

Quality Assurance in Residential Appraisals: Risky Appraisals = Risky Loans

Specific criteria required for this seminar are as follows:

- The auditor must be an approved Appraisal Institute instructor with a 4.0 overall rating.
- The auditor must be a practicing appraiser and have experience in residential review, which must be outlined in an attached cover letter or resume.

Itinerary

Friday, October 17th

Registration 8:00 – 9:00

General Session 9:00 – 10:00

Session One 10:15 – 12:00

- *Appraisal Challenges*
Facilitator: Mark Rattermann MAI, SRA
- *Appraisal of Local Retail Properties*
Facilitator: Joseph Magdziarz, MAI, SRA

Session Two 1:15 – 3:00

- *REO Appraisal*
Facilitator: Mark Smeltzer, SRA
- *Subdivision Valuation*
Facilitator: Kenneth Foltz, MAI, SRA

Session Three 3:15 – 5:00

- *Analytics with the Site to Do Business*
Facilitator: M. Ralph Griffin, MAI
- *Scope of Work*
Facilitator: Charles Crider, MAI

Saturday, October 18th

Session Four 8:00 – 9:45

- *Condos, Co-ops, and PUDs*
Facilitator: Mark Smeltzer, SRA
- *Quality Assurance*
Facilitator: Mark Rattermann MAI, SRA

Session Five 10:00 – 11:45

- *Forecasting Revenue*
Facilitator: Kenneth Foltz, MAI, SRA
- *Introduction to FHA Appraising*
Facilitator: Craig Harrington, SRA

Session Six 1:00 – 2:45

- *Reviewing & Underwriting Residential Appraisal Reports*
Facilitator: Alan Hummel, SRA
- *Appraisal Challenges*
Facilitator: Mark Rattermann MAI, SRA

Session Seven 3:00 – 4:45

- *Office Building Valuation*
Facilitator: Joseph Magdziarz, MAI, SRA
- *REO Appraisal*
Facilitator: Mark Smeltzer, SRA

Seminar Materials

All materials used for the program will be included in the registration fee. Laptops are required.

Credit Hours

You will receive two hours of Appraisal Institute continuing education (CE) credit for every session that you attend. Individual state CE credit will not be applied for.

Registration Deadline

Registration form and payment must be received by October 7th, 2008. Confirmation will be sent upon receipt of payment. Total enrollment is limited, and participants will be registered on a first-come, first-served basis.

Registration Cancellation Policy

No refunds will be given for cancellations received after October 3rd, 2008.

Enrollment Fee

A fee of \$600 must be submitted with your registration. This includes instruction, registration, and materials, as well as daily continental breakfast and breaks (lunches are not provided). Appraisal Institute accepts Visa, MasterCard, American Express, and checks (payable in U.S. funds to the Appraisal Institute).

Lodging

The program will be held at the Courtyard by Marriott Downtown/River North in Chicago. Limited amounts of sleeping rooms have been blocked off for those attending the event. To make reservations, please call the hotel directly at 312-329-2500. You must state that you are with the Appraisal Institute to guarantee the special room rate of \$219. The cut-off date for reservations is September 19th, 2008.

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Registration

Payment (\$600) must accompany registration to reserve a spot. Payment includes instruction, registration, and materials, as well as daily continental breakfast and breaks (lunches are not provided). Registration form and payment must be received by October 7th, 2008.

Name: _____ **Member #:** _____ **Designation:** MAI
 SRPA
 SRA

Company Name: _____

Mailing Address: Business or Home _____
(City) (State) (Zip Code)

Office Phone: _____ **Office Fax:** _____ **E-mail:** _____

Specific seminar criteria must be met to attend this program. Before approval is granted, a cover letter that explains your experience in relation to each seminar that you are interested in attending must be supplied with the application.

Session One

- Appraisal Challenges
- Appraisal of Local Retail Properties

Session Three

- Analytics with the Site to Do Business
- Scope of Work

Session Five

- Forecasting Revenue
- Introduction to FHA Appraising

Session Seven

- Office Building Valuation
- REO Appraisal

Session Two

- REO Appraisal
- Subdivision Valuation

Session Four

- Condos, Co-ops, and PUDs
- Quality Assurance

Session Six

- Reviewing & Underwriting
- Appraisal Challenges

Material: Receive materials via CD ROM or Receive hard set of materials*

Method of Payment: Visa MasterCard American Express Check (payable in U.S. funds to the Appraisal Institute)

Card Number: _____ Expiration Date: _____

Signature: _____

Mail form and payment to: Appraisal Institute
Attn: Tony Mendoza
550 W. Van Buren St., Suite 1000
Chicago, IL 60607

Fax or e-mail form and payment to: 312-335-4482
tmendoza@appraisalinstitute.org

* Materials will not be available on site.