

# FAQs: The AI Reports® Form 100 & Laptops

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**Q. Am I required to bring a laptop to *Advanced Residential Applications & Case Studies/Part 1* and *Advanced Residential Report Writing/Part 2*?**

A. Only to *Advanced Residential Report Writing/Part 2*. In order to complete the writing assignments for the course, you must bring and will use your laptop.

**Q. Am I required to purchase the AI Reports® Form 100, Summary Appraisal Report - Residential, software for *Advanced Residential Report Writing/Part 2*?**

A. No. You may use Word and Excel, or equivalent software, to prepare your writing assignments for the course.

**Q. How much experience must I have in using Word and Excel?**

A. You should have at least average skills using Word and Excel.

Those with limited proficiency in Word or Excel may use the AI Reports® Form 100, which is provided with most residential forms programs. The form includes adjustment grids to use in site valuation, the sales comparison approach for improved properties, rental analysis, etc. This alternative allows students to focus on writing rather than becoming familiar with Word and/or Excel.

Whichever option is chosen, Adobe software is needed for transmitting data.

In addition, all software must be correctly installed on the student's computer before class begins.

**Note.** The following Web site provides training information on Word and Excel:  
<http://www.pchelps.com/etraining/classinfo/default.asp>.

**Q. Am I permitted to use the URAR form to present data for the writing assignments in *Advanced Residential Report Writing/Part 2*?**

A. No.

**Q. Where can I get the AI Reports® Forms?**

A. The form is available from the software vendors listed below. (If you use another vendor, please check with your own provider.)

ACI: <http://www.appraiserschoice.com/>

Ala mode: <http://www.alamode.com/>

Appraisal.com: <http://www.day1.com/support/downloads.htm>

Bradford: <http://www.bradfordsoftware.com/>

Software for Real Estate Professionals:  
<http://www.sfrep.com/products/?product=1>

United Systems: [http://www.unitedsystems.com/news\\_archive\\_2006.html](http://www.unitedsystems.com/news_archive_2006.html)

**Q. Do I need a financial (HP-12C) calculator?**

A. No, but you will need a calculator.

**Note.** You may not use a cell phone calculator for taking the exam.