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## APPENDIX

Appraisal Institute Guide Note 4

# Overview

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## Course Description

The much anticipated update to the Uniform Appraisal Standards for Federal Land Acquisitions was released by the Interagency Land Acquisition Conference in December 2016. This is the first update to the standards since 2000. The Appraisal Institute's two-day course not only provides a comprehensive review of the 6th edition of the Uniform Appraisal Standards for Federal Land Acquisitions, it also includes critical instruction to those involved in federal land acquisition valuation assignments. The course walks you through cases studies that demonstrate practical procedures and solutions. Whether you are an experienced appraiser who writes or reviews federal land acquisition appraisals or you are an appraiser interested in expanding your client base to include federal and state agencies and organizations, this course will show you how to apply the 6th edition of the Uniform Appraisal Standards for Federal Land Acquisitions in practice. An optional one-hour exam is included.

## Learning Objectives

At the conclusion of the course, participants will be able to

- Apply the Uniform Appraisal Standards for Federal Land Acquisitions when appraising for federal land acquisitions.
- Describe the purpose and scope of federal appraisals.
- Employ the valuation rules related to federal land acquisitions.
- Apply and document the approaches to value.
- Employ the special rules applicable to partial acquisition appraisals.

## Classroom Guidelines

To make the course a positive experience for everyone attending, please follow these guidelines when class is in session:

- 100% attendance is required. No exceptions.
- Limit use of computers and wireless devices 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.
- Please do not record the lectures. Recordings are not permitted.
- Refrain from ongoing conversations with those seated near you and other distracting behavior.

## General Information

- **Calculator.** A financial calculator is required. The accepted model used in the course is the HP-12C.

**Important Note.** Laptops, cellular phones, tablets, iPads, wearable technology (smart watch, Apple Watch, Google Glass, etc.) and other devices that can store data or connect to the Internet are **NOT** permitted during the exam. In addition, all watches, wallets, bags, and purses must be removed and stored out of reach prior to taking the exam.

- **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 or instructor. The lunch break is one hour.
- **Attendance sheets** will be distributed during class to verify your attendance during the morning and afternoon sessions. Attendance for the entire course is required.
- **Certificates of completion** will be e-mailed after completion of the course.

## USPAP References in this Course

All references in this course to the Uniform Standards of Professional Appraisal Practice (USPAP) are taken from the 2018–2019 edition (Washington, D.C.: The Appraisal Foundation).

## Required Text

- *Uniform Appraisal Standards for Federal Land Acquisitions*, 6<sup>th</sup> edition. Interagency Land Acquisition Conference, 2016.

**Free electronic copy.** Download the 6<sup>th</sup> edition of the *Uniform Appraisal Standards for Federal Land Acquisitions* at <https://www.justice.gov/file/408306/download>

## Recommended Textbook

- *Real Estate Valuation in Litigation*, 2<sup>nd</sup> edition. Chicago: Appraisal Institute, 1995.

## **Recommended Webinar**

While this course shows you how to comply with the latest edition of the *Uniform Appraisal Standards for Federal Land Acquisitions*, the Appraisal Institute webinar, *Yellow Book Changes—Overview for Appraisers*, details the changes between the 2000 and 2016 versions of the Uniform Appraisal Standards for Federal Land Acquisitions. For more information on the webinar, visit: [www.appraisalinstitute.org/yellow-book-changes-overview-for-appraisers](http://www.appraisalinstitute.org/yellow-book-changes-overview-for-appraisers).

## **Recommended Education**

The following Appraisal Institute courses in the Litigation Professional Development Program are recommended:

- *Condemnation Appraising: Principles and Applications*
- *Litigation Appraising: Specialized Topics and applications*
- *The Appraiser as an Expert Witness: Preparation and Testimony*