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## **SECTION 1**

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## **APPENDIX**

Residential Green and Energy Efficient Addendum

# Overview

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## Seminar Description

*Residential Applications Part 2: Using Microsoft Excel to Analyze and Support Appraisal Assignment Results* builds on the skills and techniques highlighted in *Residential Applications Part 1* by providing residential appraisers with an additional set of technological tools to measure and support work results that will increase client satisfaction. The handbook provides visual step-by-step instructions, demonstrating how to implement these tools in day-to-day appraisal practice. Participants will learn how to create charts, graphs, and tables to provide market-derived support for appraisal issues.

Participants will use their laptops and Excel worksheets to solve two case study assignments. The seminar consists of six parts, which are divided into two sections. Parts 1-3 will be completed in the morning session. Part 1 begins with a review of Excel, including the features of the Excel ribbon, pivot tables, column charts and templates, and trendlines. Part 2 discusses supporting neighborhood conclusions and covers exposure time versus marketing time, percentage histograms, neighborhood age range, and neighborhood predominant age. This leads to Part 3, which covers supporting gross living area adjustments by analyzing and filtering the data. The class will begin Parts 4-6 following lunch. Case Study 1 is introduced in Part 4, and participants use Excel to support site value and site adjustments. Part 5 introduces stigma, external obsolescence, and liquidation value. The seminar concludes with Case Study 2 in Part 6 where the class will find and support data to complete the 1004MC.

This interactive seminar provides a short summary of how to solve difficult assignments using easy-to-learn tools, and the Seminar Handbook will provide a valuable reference source in your appraisal library.

## Learning Enhancements

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

- **Preview.** To give you a taste of what is to come, you will find a Preview page, which begins each Part. Included on the Preview page is a brief overview of the content and learning objectives to consider as you move through the Part.
- **Learning Objectives.** Each learning objective covers essential information you need to know to fully understand the concepts in the seminar. Look them over before the Part begins so that you have a frame of reference as you move through the material. At the end of each Part, reread the objectives. Are you able to do what is stated? If not, this is the time to ask your instructor for help. Or review the concepts that you do not understand.

- **Case Studies.** The case studies contain real-world exercises that provide practice in applying the methodologies presented in the seminar.
- **In-Class Exercises.** These exercises provide you with additional hands-on practice as you absorb what you are learning. In this course, you will use the files that you downloaded before class. They provide practice using the Excel skills you have learned.
- **Review.** Each Part concludes with a review. Included in the review are the learning objectives and key terms and concepts that have been covered.
- **Solutions.** Answers to the in-class exercises and case study exercises are provided behind the Solutions tab at the back of this handbook.

## Classroom Guidelines

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

- 100% attendance is required. No exceptions.
- 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 and other communication devices.
- 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

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

## Recommended Equipment and Downloads

- It is recommended that all participants bring a laptop computer with Microsoft Excel 2007, 2010, or 2013 loaded and operating. No version prior to Excel 2007 will be taught in the seminar. If you are taking the seminar and plan to use an Apple laptop, you will need to have Excel 2011 in order to perform some of the exercises.
- Participants with laptops must download the Excel files used for in-class exercises. These are on a secure link connected to the registration process. These files should be on your hard drive in an easy to locate folder.

## Prerequisites

Basic level of knowledge of spreadsheets, particularly Excel, such as that obtained from

- *Using Spreadsheet Programs in Real Estate Appraisals – The Basics*
- *Thinking Outside the Form: Tools, Techniques, and Opportunities for Residential Appraisers*

## Recommended Texts

- *An Introduction to Statistics for Appraisers*
- *Appraising Residential Properties*, 4th ed.
- *Practical Applications in Appraisal Valuation Modeling*
- *The Appraisal of Real Estate*, 14th ed.