



**Appraisal  
Institute®**

*Professionals Providing  
Real Estate Solutions*

# BASIC APPRAISAL PROCEDURES

**The Northern Ohio Chapter of the Appraisal Institute presents “Basic Appraisal Procedures”**

**DATES:** November 2-5, 2009

**TIME:** November 2 – registration is at 8:00 a.m. with class from 8:30 a.m. – 5:00 p.m.  
November 3-5, 2009 – class from 8:30 a.m.–5:00 p.m. (exam is the last two hours on November 5)

**LOCATION:** University of Phoenix, 5005 Rockside Road, Independence, Ohio 44131, phone number 216-447-8807.

***Basic Appraisal Procedures:*** In this 4-day course, you will apply the principles and concepts you learned in Basic Appraisal Principles. The course will take you step-by-step through the valuation process including defining the problem, collecting and analyzing data, reaching a final opinion of value and communicating the appraisal. You will learn about the three approaches to reaching an opinion of value—income capitalization, cost and sales comparison—and apply them in true-to-life case studies and problems. After examining income capitalization methods and formulas, you will learn how rates and multipliers are derived. Through case studies you will discover the steps and concepts involved in the cost approach—how appraisers estimate the cost of constructing a reproduction of or replacement for an existing structure; the three major components of depreciation and methods for estimating and allocating depreciation; and land and site valuation. The course will guide you through the sales comparison approach including researching the market, verifying information, selecting units of comparison, conducting a comparative analysis, making adjustments, and reconciliation. You also will complete key sections of an appraisal report. In addition, the course provides an introduction to property description and construction and design basics.

### ***General Information:***

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

### ***Recommended Texts***

- *The Appraisal of Real Estate*, 12<sup>th</sup> edition
- *The Dictionary of Real Estate Appraisal*, 4th edition
- *Appraising Residential Properties*, 3<sup>rd</sup> edition

Books may be purchased online at [www.appraisalinstitute.org](http://www.appraisalinstitute.org)

***INSTRUCTORS:***

- Robert Kendall, MAI, SRA
- Charles Cather, SRA

***ENROLLMENT:*** Enrollment is on a first-come, first-served basis. The Northern Ohio Chapter reserves the right to cancel this course if the minimum enrollment level is not reached.

***COURSE CREDITS:*** This course is good for 30 hours of pre-licensure in real estate appraisal. This course is approved for 28 hours of continuing education in the State of Ohio in both appraisal and real estate.

***ATTENDANCE:*** Attendance requirements mandated by the state of Ohio will be strictly enforced. Certificates will be issued to those in attendance for 100% of the course hours.

***COURSE FEE:*** \$650.00  
\$625.00 for AI members who register prior to October 20, 2009.

***CANCELLATIONS/REFUNDS:*** a \$50.00 cancellation/refund fee will be applied to all requests for cancellation received within two weeks of the class. No refunds will be given for cancellations received less than one week prior to the start date of the course.

***REGISTRATION:*** You may register online at [www.aiohio.org](http://www.aiohio.org), or print the application form and mail the form to the chapter with either a check or credit card information. A confirmation email will be sent out upon receipt of the registration. **Registration and payment should be received by October 22, 2009.**

**Registration form on next page.**

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**ENROLLMENT APPLICATION**  
**BASIC APPRAISAL PROCEDURES—November 2-5, 2009**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ AI Member: \_\_\_\_ Yes \_\_\_\_ No

Appraisal License Number: \_\_\_\_\_ Real Estate License Number: \_\_\_\_\_

Circle all that apply: Certified General   Certified Residential   Licensed Residential  
Registered Appraiser Assistant   Real Estate Sales Person   Real Estate Broker

Seminar/Course Title: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Enclosed: \_\_\_\_\_

Or Charge Card Information:

Exact name on card: \_\_\_\_\_

Card Type (circle one)      Visa                      MasterCard                      American Express

Card No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If paying by check, please make check out to "Appraisal Institute". Mail check along with this registration form to:  
Appraisal Institute, Northern Ohio Chapter, P O Box 31665, Independence, OH 44131. If paying by credit card, either fax  
to 216-274-9289 or mail to the above address.

**PAYMENT DUE AT TIME OF REGISTRATION**

DETAILS OF ALL COURSES & SEMINARS ARE ON OUR WEBSITE AT [WWW.AIOHIO.ORG](http://WWW.AIOHIO.ORG)