

RESIDENTIAL REPORT WRITING

□ Course Description

This basic appraisal course introduces theories, techniques, and procedures to help you understand the appraisal process and how to use various residential forms and reports for appraisal. Through theory and hands-on examples of appraisal processes, the course will provide practical application of real estate appraisal procedures. A calculator is suggested.

□ Timed Course Outline

Class includes two ten-minute breaks per day.

Day One:

- 8:30am - 10:00am** Introduction and Overview
Chapter 1 – Reporting Appraisal Conclusions
- 10:00am – 12:00pm** Chapter 1 – Reporting Appraisal Conclusions (cont'd)
The Uniform Residential Appraisal Report (URAR)
- 12:00pm – 1:00pm** Lunch Break
- 1:00pm – 2:30pm** Chapter 2 – Sales Comparison for the URAR
- 2:30pm – 5:00pm** Chapter 2 – Sales Comparison for the URAR (cont'd)
The Sales Comparison Approach

Day Two:

- 8:30am – 10:00am** Chapter 3 – Cost and Income Approaches for the URAR
- 10:00am – 12:00pm** Chapter 4 – Reconciliation, Certification, and Addenda
- 12:00pm – 1:00pm** Lunch Break
- 1:00pm – 2:30pm** Chapter 5 – Drive-by Appraisals
Chapter 6 – Update Appraisals
- 2:30pm – 4:00pm** Chapter 7 – Review Appraisals
Chapter 8 – Other Appraisal Reports

4:00pm – 5:00pm Final Examination/Student Surveys

□ **Learning Objectives**

- Demonstrate a basic knowledge of data usage and appraisal procedures.
- Demonstrate a basic understanding of how to select and perform sales comparisons.
- Gain working knowledge of how to properly fill out various forms.
- Gain a general understanding of USPAP rules and other guidelines.

□ **Course Text**

Residential Report Writing; Greensward Publications, Copyright 2005.