# **Seminar: Simple Tools For Credible Results**

Course Description: This course is designed to provide useful tools to help students support important conclusions in their appraisal reports. The students will accomplish the following objectives:

Learning Objectives

1. To identify several of the most frequent USPAP violations that appraisers commit.
2. To identify and define appropriate terms related to credible assignment results
3. To review and remind participants of the requirements related to the scope of work rule, and the development and reporting of appraisal results.
4. To introduce and provide hands-on training for several Excel tools that can be utilized in supporting market conditions.
5. To discuss the sales comparison approach to value within the context of comparable sales selection and the definition of market value.
6. To discuss and provide hands-on training for several tools that can be utilized for supporting adjustments within the sales comparison approach.
7. To remind participants of the usefulness of analyzing units of comparison.
8. To apply extraction techniques for supporting land value, depreciation in the cost approach, a possible age adjustment, and support for economic life.
9. To promote the use of qualitative analysis and proper reconciliation.
10. To recommend and show support for using the subject’s own sales and listing history as additional comparable information in the sales comparison approach.
11. To demonstrate the versatility of pivot tables to support results in advanced appraisal assignments.

**Estimated Timing**

Introduction (15 minutes)

Part 1: Standards (65 minutes)

Part 2: Market Analysis (65 minutes)

Part 3: Sales Comparison Approach (80 minutes)

Lunch (60 minutes)

Part 3: Sales Comparison Approach Continued (80 minutes)

Part 4: Advanced Use of Pivot Tables (65 minutes)

# **Seminar Outline**

# USPAP: It’s the Law

## Top USPAP violations

## Definitions and terms (assignment results, due diligence, credible, verification,

## Scope of work

## Development requirements (Standard 1)

## Reporting requirements (Standard 2)

# Supporting Market Conditions

## Advisory Opinion 37

## Scatter graphs

## Pivot tables and histograms

## Sale and resale of the same property

# Sales Comparison Approach

## Support for comparable selection

## Ranking Analysis

## Definition of market value

## Scatter graphs

## Sensitivity Analysis

## Paired Data Analysis

## Depreciated costs

## Units of comparison

## Land Value

## Extraction

## Other

# Versatility of Pivot Tables

## Exposure Time

## Location Adjustment

## Quick Sale Value

## Diminution of Value

## External Obsolescence