

## **All Class Timelines except Valuation of Hotel/Motel Properties**

### **Valuation of Tiny and Unique Homes Timeline**

8:00 – 8:15	Introduction of instructor and workshop	0.25 hours
8:15 – 9:00	Tiny Homes	0.75 hours
9:00 – 9:15	Depreciation	0.25 hours
9:15 – 9:30	Other Weird & Unusual Homes and Conclusion	0.25 hours
	<b>Total Hours</b>	1.50 hours

### **The 3R's of basic legal descriptions (reading, writing and arithmetic)**

8:00 – 8:15	Introduction of instructor and workshop	0.25 hours
8:15 – 9:00	Public Land Survey System and its impact	0.75 hours
9:00 – 9:30	Land surveys – past and present	0.50 hours
9:30 – 10:00	Break	
10:00 – 10:30	Impact of technology on surveys and descriptions	0.50 hours
10:30 – 11:00	Reading and interpreting legal documents	0.50 hours
11:00 – 11:30	Common issues and rules that apply	0.50 hours
	<b>Total Hours</b>	3.00 hours

### **Advantages of Auctions vs. Traditional Real Estate Transactions**

8:00 – 8:15	Introduction of instructor and workshop	0.25 hours
8:15 – 8:45	Explaining key auction terminology	0.50 hours
8:45 – 9:15	Distinctions between auctions and typical sales	0.50 hours
9:15 – 9:30	Frequently asked questions and conclusion	0.25 hours
	<b>Total Hours</b>	1.50 hours

### **Conducting A Cap Rate Study**

8:00 – 8:15	Introduction of instructor and workshop	0.25 hours
8:15 – 8:30	Refresher on what a cap rate is	0.25 hours
8:30 – 9:15	Six steps on developing the study	0.75 hours
9:15 – 9:30	Benchmark analysis and review of cap rate trends	0.25 hours
	<b>Total Hours</b>	1.50 hours

### **Effective Use of Ratio Studies**

8:00 – 8:15	Introduction of instructor and workshop	0.25 hours
8:15 – 8:30	Steps for developing an internal ratio study	0.25 hours
8:30 – 9:15	Importance and use of confidence intervals	0.75 hours
9:15 – 9:30	Why it is important to train staff for calibration and analysis of results	0.25 hours
	<b>Total Hours</b>	1.50 hours

### **Fee Simple Valuation and Property Rights Issues for Commercial Property**

8:00 – 8:15	Introduction of instructor and workshop	0.25 hours
8:15 – 8:30	Distinguishing between fee simple and leased fee	0.25 hours
8:30 – 9:15	Discussion on leased fee sales, long-term leases and other issues involving commercial property rights	0.75 hours
9:15 – 9:30	Group discussion and conclusion	0.25 hours
	<b>Total Hours</b>	1.50 hours

### **Calibrating Your Residential Depreciation Schedule**

8:00 – 8:15	Introduction of instructor and workshop	0.25 hours
8:15 – 8:30	Refresher on the major steps in the mass appraisal process	0.25 hours
8:30 – 9:15	Demonstration of how to extract market depreciation for the three possible forms of depreciation	0.75 hours
9:15 – 9:30	Discussion on current issues and conclusion	0.25 hours
	<b>Total Hours</b>	1.50 hours

### **Promoting Your Office**

8:00 – 8:15	Introduction of instructor and workshop	0.25 hours
8:15 – 8:30	The process of educating the public on property valuation and tax policy	0.25 hours
8:30 – 9:15	Development of public videos and use of social media	0.75 hours
9:15 – 9:30	Results of the videos and use of social media, discussion and conclusion	0.25 hours
	<b>Total Hours</b>	1.50 hours