



**COLORADO CHAPTER
APPRAISAL
NEWS**

Volume 10, No. 2— March, 2000



Editor: Steven E. Miller, SRA

www.colorado-ai.org

Publisher: Carol Brooks

FRIDAY, MARCH 10, 2000

The Colorado Chapter of the Appraisal Institute

presents

**USPAP UPDATE AND ROLE OF THE APPRAISER
IN MORTGAGE LENDING IN THE NEW MILLENNIUM**

LOCATION: Wynkoop Brewing Company
1634 – 18th St.
Denver, CO

SCHEDULE: Registration: Noon – 1:00 P.M.
USPAP Update: 1:00 P.M. – 5:00 P.M.
Cocktails (Cash bar): 5:00 P.M.
Dinner: 6:00 P.M.

FEE (includes, handouts, and breaks):

USPAP Update & Dinner:

Members (Appraisal Institute): \$50.00
Non-members: \$75.00

USPAP Only:

Members: \$35.00
Non-Members: \$50.00

***Dinner only:** \$25.00

**CONTINUING
EDUCATION:**

USPAP Update – 4 hours
Appraisal Institute – 4 hours
*Role of the Appraiser in Mortgage Lending
the New Millennium

in

****State of Colorado**

USPAP Update – 4 hours
Role of the Appraiser in Mortgage
Lending in the New Millennium – 1 hour

* NO continuing education from the Appraisal Institute.

** Attendance at dinner meeting only will provide NO continuing education for the State of Colorado. If you attend both seminars and lunch, you will receive 5 hours of continuing education from the State of Colorado. NO continuing education for the dinner meeting from the Appraisal Institute.

(The Appraisal Institute is approved and regulated by the Division of Private Occupational Schools, Department of Higher Education)

Please note: These are Chapter sponsored seminars. The Chapter is responsible for the contents.

REGISTRATION: See Page 8 for Registration Form or go to our web site: www.colorado-ai.org

**FOR MORE
INFORMATION:**

Call 303.691.0487
Outside Denver – 1.800.571.0086
www.colorado-ai.org

**ROLE OF THE APPRAISER IN MORTGAGE LENDING
IN THE NEW MILLENNIUM**

Colorado Chapter is pleased to have Bruce Hernandez, President of the Colorado Mortgage Lenders Association (CMLA) as the Chapter Dinner Meeting speaker. He will present an update concerning the position of appraisers in the process of mortgage lending. Further, he will address how changes in the 21st Century will impact appraisers in connection with the mortgage lending profession.

4-HOUR USPAP UPDATE

Instructor: Louis J. Garone, SRA

See enclosed brochure for complete details.

Board of Directors Meeting:

Friday, March 10, 2000 at 9:30 A.M.
Wynkoop Brewing Company
All members welcome!

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**2000 OFFICERS AND DIRECTORS
Colorado Chapter
of the Appraisal Institute**

PRESIDENT:

Marcus B. Scott, MAI
Littleton.....303.779.8867

VICE PRESIDENT:

Rebecca A. Hawkins, SRA
Littleton.....303.730.7522

SECRETARY/TREASURER:

John A. Schwartz, MAI
Aurora303.671.7511

DIRECTORS:

Karen L. Cavender, SRA
Ft. Collins970.223.8227
Sue Anne Foster, MAI, SRA
Greeley970.352.1117
Matthew E. George, SRA
Littleton.....303.721.7007
Claudia D. Klein, SRA
Colorado Springs.....719.282.3355
Harold S. McCloud, MAI
Denver303.757.5725
Gregg A. Near, MAI, SRA
Englewood.....303.761.5113
John (Jack) W. Nisley, MAI
Grand Junction970.242.8076
Richard Stahl, MAI, SRA
Littleton.....303.730.8118
Timothy L. Walters, MAI, SRA
Alamosa719.589.5146

PAST PRESIDENT:

Brooke B. Leer, MAI
Denver303.297.0400

**COLORADO CHAPTER'S
2000 REGION II REPRESENTATIVES**

ONE YEAR TERM

Jonathan S. Lengel, MAI – Eagle
Marcus B. Scott, MAI – Littleton
Richard G. Stahl, MAI, SRA – Littleton

TWO YEAR TERM

Terry K. Hartlieb, SRA – Ft. Collins
Claudia D. Klein, SRA – Colorado Springs
Robin L. Kunze, SRA – Colorado Springs
Harold S. McCloud, MAI – Denver

NATIONAL BOARD MEMBER

Thomas J. Power, MAI, SRA – Aurora

1999 Public Relations Activities

by MaryKay Kelley, SRA
Chair, Public Relations Committee

Hats off to members from around the state, who have been actively promoting our Chapter in the following ways:

- Colorado Springs presented a seminar titled “Realtors Are From Venus — Appraisers Are From Mars,” offered free of charge to area Realtors and included a panel of representatives from VA, FHA, Mortgage Lenders Association, Real Estate Commission, CAR, and our Chapter. The seminar was overwhelmingly successful and has launched joint meetings between Colorado Springs appraisers and Realtors. Thanks to Robin Kunze, SRA and Bob Spaete, SRA.
- Chapter members staffed a booth at the Pikes Peak Association of Realtors’ Homeward Bound Expo focusing on relocating families to the area. Thanks to Bob Spaete, SRA.
- Northern Colorado appraisers met in brainstorming sessions and created their own PR agenda, which included local newspaper advertising, newspaper and journal articles, and client-distributed AI coffee cups and rosters. Thanks to Carol Hayden, SRA and committee.
- Over \$10,000 was donated to Make-A-Wish Foundation of Colorado following our Chapter’s sponsorship of the Ninth Annual Golfing Event. Thanks to Claudia Klein, SRA and committee.
- John Bohling, MAI and Bob Stevens, MAI, SRA received special recognition for many years of presenting USPAP — without charge to the membership.

Available in our Chapter office for member use are the following resource books: *Apartment Association of Metro Denver's Quarterly Report*, *IREM Conventional Apartments*, *Urban Land Institute's Dollar & Cents of Shopping Centers*, *2000 USPAP*, and *BOMA Experience Exchange Report*.

The Chapter advertises in the following publications: Colorado Trial Lawyers Association Convention and Directory, Douglas County Fair Book, and the *Colorado Real Estate Journal*.

Corrections to Chapter Membership Directory

Inadvertently the following errors were in the 2000 Chapter Membership Directory. Please make these corrections to your directory. I apologize for any inconvenience this may have caused.

Alan M. Katchur, MAI, SRA
Phone: 303.271.9909

Carol B. Wolfe, SRA
Phone: 720.870.3234

Maureen L. Russ, SRA
e-mail: tmruss@cre8v.com

Fax: 720.870.4348

ADVERTISING POLICY

1. Advertisements must be camera-ready.
2. Advertisements must represent closely related businesses or services to the real estate appraisal field.
3. All advertisements submitted for publications are subject to the Editor and Publisher’s approval.
4. Appeals for rejections will be submitted to the Board of Directors and their decisions are final.
5. Fees are as follows:

		Member	Non-Member
Full Page	7" x 10"	\$165	\$175
Half Page	7" x 5" or 3 3/4" x 10"	\$ 90	\$100
Quarter Page	3 1/2" x 4 1/2"	\$ 50	\$ 60
1/8 Page	(Bus. Card size) 3 1/2" x 2"	\$ 30	\$ 40

Colorado Chapter does not endorse any product or service advertised in this newsletter. Send camera-ready copy and check to:

Appraisal Institute
1540 So. Holly, #5
Denver, CO 80222

**If you have questions, please call 303.691.0487
Outside Denver metro area 1.800.571.0086
www.colorado-ai.org**



PRESIDENT'S CORNER

by Marcus B. Scott, MAI

Updates . . . etc.

Nominating Committee. We need your input and participation at the next Chapter meeting on March 10th. Not only will you have an opportunity to enjoy the fare of the Wynkoop

Brewing Company, but we are pleased to have Mr. Bruce Hernandez as our dinner speaker. Bruce is President of the Colorado Mortgage Lenders Association. Also during that meeting we will be staffing the Nominating Committee. Each year this important committee nominates a slate of officers and directors to serve the following year. The Nominating Committee is chaired by Brooke Leer, MAI as Past President and staffed by one member appointed by the current President, one member appointed by the current Board of Directors and two members selected by the general membership. Those final two members of this committee will be chosen at the March meeting. If you or someone you know would like to serve on the Nominating Committee, please plan to attend and be prepared to make those nominations from the floor. Service on this committee, however, does exclude you from being nominated for the Board of Directors.

Web Page Update. Improvements continue to be made to our Chapter home page at www.coloradoai.org. In addition to direct links to a dozen county assessors' offices and other valuable research sources, we have now added e-mail addresses as part of the member roster. Blue names on the roster are direct e-mail links to that member and those wishing to e-mail a member can now just click on the name. The next time you are on-line, please check your name and let Carol know (via e-mail) if any changes need to be made. The next logical step will be links from the Chapter home page to individual member home pages. National already offers that connection and we anticipate that ours will be operational within the year. E-mail Richard Stahl, MAI, SRA with any specific suggestions for improving the web page.

On-Line Appraisal. The On-Line Appraisal program is described by its developer, Donald Moore, as a revolutionary new appraisal program exclusive to Appraisal Institute members. This program is being supported by National and involves residential form appraisals being uploaded and published on the internet as part of the pre-sale marketing package. For those interested in this program, we have a new 15-minute videotape entitled *Welcome to the On-Line Appraisal*.

Contact Carol to make arrangements to borrow the video. If there is sufficient interest we will plan to view the videotape at an upcoming Chapter meeting. You can also find the video streamed in RealPlayer format, on the [ola.com](http://www.ola.com) website. (<http://www.ola.com>).

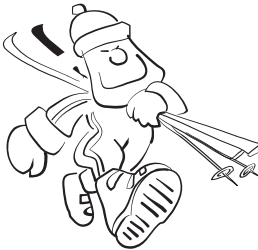
University of Denver (DU) Educational Offerings. This year begins with a notable change in the delivery of National Courses. Briefly, National will no longer be presenting the traditional slate of summer courses at CU in Boulder. Instead, the Colorado Chapter will be hosting a similar series of full courses at Denver University. There is much more to follow on this major shift in the delivery of educational offerings, including a potential Chapter Scholarship at DU. However, there is one immediate drawback in that Carol can no longer *squeeze* in another student at the last minute. New deadlines are in place that limit our ability to receive course materials. Bottom line — register early! The initial educational offering at DU is the March 17th and 18th Course 430.

We look forward to hearing from you.

An Opportunity to Teach for the Institute

Have you been wanting to teach courses or seminars for the Appraisal Institute? From now on the **Chapter** (not National) will be offering Courses in Colorado each year, so there will be a need for instructors for all courses.

If you are interested in teaching courses or seminars for the Appraisal Institute, please contact Jim Meurer, MAI, SRA, Chair of the Education Committee for the Colorado Chapter at 303.278.3066 or e-mail: jmeurer@home.com for complete details concerning the process necessary to become a qualified instructor.



Appraisal Institute Ski Day

Its been a while since we had our last ski outing. So, on Wednesday March 22, 2000 we will meet at 7:30 AM at the I-70 Morrison Parking Lot Exit to carpool to Copper Mountain. We are working on a group discount and additional information is available from Mike or MaryKay Kelly at 303.422.7071.

The snow should be excellent by that time and we are hoping for a good turnout.

Help Wanted

Chapter office needs part time help. Hours and days flexible. For job description, see page 4. If interested, phone 303.691.0487.

Situation: Carol Has Been With Us 20 Years!

by Richard C. Mosier, MAI

What better occasion than an installation banquet at the Denver Country Club to celebrate the 20th Anniversary of Carol Brooks as our executive director! 20 years of service translates into:

- 168 Chapter Meetings
- 168+ Board of Director Meetings
- 31 Installation Banquets
- 5 Regional conferences
- 215 Seminars and classes, or 10,750 students
- 18 Golf tournaments, or 1,440 "Goodie Bags" or 360 foursomes to assemble

Lest you be unimpressed so far, a typical chapter meeting or seminar requires:

- Negotiating and arranging for the room
- Negotiating and arranging for the meal or caterer
- Select Menu
- Negotiate refreshments at breaks
- Negotiate and arrange for audio/visual equipment
- Monitor room temperature and audio/visual performance
- Staff registration table
- Collect money
- Keep records
- Set out handouts, brochures, announcements, directories
- Set out the banner
- Get pre-approval for course offering
- Distribute, collect sign-in forms
- Collect meal tickets
- Compose and print Continuing Education Credit forms
- Distribute Continuing Education Credit forms
- Create and keep record of attendance (for 10,750 students and counting!)
- Procure, assemble, reproduce and distribute seminar materials
- Draft, print, mail and fax announcements
- Collect banner
- Collect brochures, announcements, directories
- Collect statements and invoices
- Pay bills
- Report on operations

Richard C. Mosier, MAI presented Carol with a momento of appreciation from the chapter. She assured him she would always have room for this special gift on her cluttered desk. In the background is the sign that John A. Schwartz, MAI and Rebecca A. Hawkins, SRA created for the occasion.



Claudia D. Klein, SRA added the Appraisal Institute logo to a sweat-shirt for Carol to wear when she takes long walks in Washington Park. Obviously, it delighted Carol.



Richard C. Mosier, MAI presents Carol with another surprise – a very generous bonus as a further token of appreciation for the past twenty years she has been working with the Chapter.

All this X 215!!!

Shall I continue?

- 31 Membership rosters
- 124 Chapter newsletters
- 31 Chapter presidents of all temperaments
- 22 Admissions committees (Average of 400 AIREA, 500 SREA candidates and their records)
- 3,600 AI student records

At National she has dealt with:

- 7 National Executive V.P.s
- Numerous Education Departments
- Numerous Finance Departments

Quote from Carol:

“National is not low on paperwork — they excel in that area!”

Over 20 Years, she has seen National at its shining best and its bleakest worst:

“It’s real challenging back there!”

She has been a leader among other chapter executive officers, heading national committees and training sessions. How does she do it? With style and grace. Her performance over the last 20 years literally defines professionalism.

- **Positive attitude:** “We’ll keep moving forward!”
- **Tenacity:** “We’ll just keep on keeping on!”
- **Loyalty:** “We have our own bag of rocks!”
- **Competence:** “I don’t want to get egg on your faces!”

And she always remembers the cardinal rule of executive directors: she does not make policy; members make policy. She executes it.

Does she ever!

Dear Colorado Chapter Members,
I am deeply touched and honored by the recognition that you gave me. Daily I am in awe of your professionalism, and always try to uphold the high standards that you exemplify. I appreciate your support, and look forward to working with you another twenty years!

Carol Brooks.

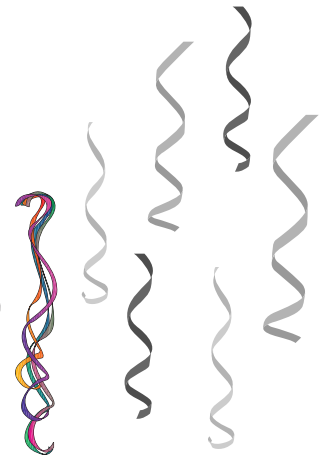
Rebecca A. Hawkins, SRA and Claudia D. Klein, SRA even arranged (without Carol’s knowledge) to have her husband, Hal, share this special evening with her.



Marcus B. Scott, MAI, 2000 President, Installed!



Brooke B. Leer, MAI performs her last duty as 1999 President — presentation of MAI Member Certificates to (left) F. John Batug, Jr., MAI and (right) David H. Daniels, MAI.



Donald E. Boyson, MAI, SRA was a "bloody good" Master of Ceremonies, kept everything running smoothly, and added a great deal to the evenings festivities.



Peter D. Bowes, MAI capably handled the installation ceremony at the Denver Country Club.



Marcus B. Scott, MAI, President addressed the 120 people in attendance and shared with them his hopes for the year. Included in the list of goals he wants to accomplish is, "having fun"!

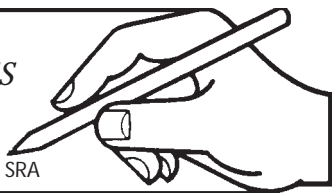


Marcus B. Scott, MAI, 2000 President presents the Past President Plaque to Brooke B. Leer, 1999 President and expresses thanks on behalf of the Chapter for her efforts the past year.



Officers and Directors for 2000 installed: (l to r) President, Marcus B. Scott, MAI; Past President, Brooke B. Leer, MAI, Directors: Sue Anne Foster, MAI, SRA; Matthew E. George, SRA; Claudia D. Klein, SRA; Harold S. McCloud, MAI; Gregg A. Near, MAI, SRA; John (Jack) W. Nisley, MAI; Richard G. Stahl, MAI, SRA; Timothy L. Walters, MAI, SRA; Karen L. Cavender, SRA; Secretary/Treasurer, John A. Schwartz, MAI; Vice President, Rebecca A. Hawkins, SRA.

By
Steven E. Miller, SRA



One of my friends in this office gave me some information that he retrieved from the net. It was a print out from a chat room, and a message from Deane Wilson on the topic of automated valuation models. *Comps.com* has a feature now that estimates the value of commercial properties through multiple regression analysis. This is a topic that residential appraisers have been stewing about for years. It appears that we can now deplore this development as a profession.

The chat room discussion took place on the *e-appraiser* site recently. This is the first time I have ever read a transcript from a chat room. It is a mix of a press conference, deposition/inquisition, and class room. The lag results in answers to questions that don't necessarily relate, much like a political news conference. In this case, the guest "speaker" was Vernon Martin, of *Comps.com*. An example of the dislocation of questions and answers is "Vern, will there be any fees involved?" The reply was "These AVMs are based on multiple regression analysis performed on our extensive comparable sales database." Eventually, the question was asked again, and answered. Industrial AVMs will be \$329, and multi-family reports will be \$179-\$279. The entire chat can be accessed through *e-appraiser*.

Was it Jackie Gleason that used to say "What a revoltin' development this is."

Commercial AVMs?

Deane Wilson had some questions in a subsequent e-mail. They include:

- Why aren't AVMs required to meet USPAP requirements, like appraisers?
- Why are there guidelines for appraisers and not AVMs?
- Who does the consumer call if they get a bad AVM?
- Who's qualified to use an AVM?
- Are AVMs required to be licensed in mandatory states?
- Why are there no agencies and rules like the Appraisal Boards and USPAP to regulate those who design AVMs?
- If an AVM is totally autonomous from any influence or any manipulation whatsoever, and the mathematics are infallible, then would a prospective borrower be allowed to run their own AVM?
- How much continuing education must an AVM take?
- How much does an AVM pay in licensing fees?

These are interesting questions. Sometimes I feel like this technology is getting away from me. Have you checked out the new newsletter site from the Institute? It's pretty cool, except that all of the links from the site could get you caught up surfing for the rest of the day.



James R. Meurer, MAI, SRA, Chair of the Chapters Education Committee watches Donald W. Damron, MAI as he introduces Tucker Hart Adams.

Ya' Shoulda Been There



Tom Martin, Ross Consulting, showed graphs and answered questions on issues covering a broad range of topics of interest to real estate appraisers.



Tucker Hart Adams, Chief Economist, US Bank gave insight into what appraisers can expect to see happen in the economy in 2000 regarding real estate as well as related areas. As always, she was concise, informative and entertaining.



In addition to the education provided by the speakers, there was time to mingle and learn from fellow attendees. The Denver Country Club provided an excellent venue for this educational opportunity.

Mike Rinner, MAI, the Genesis Group, presented a review of the 1999 Housing Market and offered interesting comments regarding the 2000 Housing Forecast.





They Went That-A-Way

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Phone: 303.988.4582

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e-mail: lfg@valuate.net

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brripp@earthlink.net

Norman J. Roberts, SRA
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Robert J. Stamp, MAI
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Russell L. Wehner, Jr., MAI
russwehner@uswest.net

David W. Wilson, MAI
davidwilson@uswest.net

RESIGNED

Thomas E. Alexander
(former SRA)

George L. Mowery (former SRA)

SEMI-RETIRED

Forrest F. Leigh, SRA

NEW COMPANY

Alex K. Kovacs, MAI, SRA
James Real Estate Services, Inc.
FAX: 303.388.8756

Welcome!

NEW MAI

Anthony J. Campbell, MAI
Joseph Farber & Co., Inc.
2000 S. Colorado Blvd., Ste. 250
Denver, CO 80222
Phone: 303.300.1202
FAX: 303.300.3789
e-mail: acampbell@irr.com

Brice W. Hedrick
THK Associates, Inc.
2953 S. Peoria St.
Aurora, CO 80014
Phone: 303.770.7201
FAX: 303.770.7132

NEW AFFILIATE

Mark A. Merchant
Home Appraisals
7500 W. Mississippi Ave., #F.133
Lakewood, CO 80226
Phone: 303.949.7655
FAX: 303.838.1472

NEW GENERAL ASSOCIATES

Rodney G. Clough
H&R Valuation Services
2229 Broadway
Boulder, CO 80302
Phone: 303.443.3933
FAX: 303.443.4186

Visit Your Home
Page on the Net

Colorado Chapter of
the Appraisal
Institute

www.colorado-ai.org

Appraisal Institute (Chicago)
www.appraisalinstitute.org

For more information:

Phone: 303-691-0487 FAX: 303-757-0158
outside Denver area: 1-800-571-0086 e-mail: carol@colorado-ai.org

Let Us Hear From You!



C L A S S I F I E D S

Wanted: A Colorado certified appraiser - 3 year minimum experience in Denver and surrounding areas. Need knowledge in Microsoft and computer based appraisal programs and must have good communication skills. Excellent potential for partnership position for an independent minded individual. Send resume to: wpa14499@aol.com.

Experienced residential appraiser needed immediately for well established office in the Capitol Hill area of Denver. There is also an opportunity for litigation, land and commercial work. Please fax your resume to Debbie at 303.839.1031.

I am a newly registered appraiser seeking part-time employment. I have many qualities to offer. I am hard working, dedicated and loyal. I have my own transportation and as a native I am very familiar with the Denver metropolitan area. I am eager to learn this field. If you are looking for someone with these qualities please contact me at 303.420.2310 or dpddk@msn.com.

Commercial Review Appraiser - Major financial institution, located in upper-midwest community, seeks MAI with at least 5-8 years full narrative commercial appraisal experience, for typical loan submissions in \$5-20 million range. Must possess excellent analytical, communication and computer skills. Salary \$80,000, plus comprehensive relo/benefits/options package. Fax detailed resume, including current compensation, to: 919.319.3183 Christopher Group Executive Search.

Appraiser Position: Denver. Established firm with multiple offices and national clientele seeks extremely quality-oriented commercial appraisers with 2+ years experience for a variety of property types. Position requires strong analytical/writing and computer skills including proficiency with spreadsheets, Pro-Ject, Argus and WordPerfect 8.0. Benefits include vacation, health insurance, education reimbursement and 401(k). Send resume to NVC; 950 S. Cherry St., #415; Denver, CO 80246 or fax resume to 303.753.9339.

Researcher/Appraisal Intern Position: Denver. Established firm with multiple offices and national clientele seeks extremely quality-oriented college grad with interest in the appraisal business. Requires strong analytical/writing skills and proficiency with wordprocessing and spreadsheets. Benefits. No experience necessary. Send resume to NVC; 950 S. Cherry St., #415; Denver, CO 80246 or fax resume to 303.753.9339.

DENVER - Regional appraisal firm seeks MAI or advanced MAI Candidate with minimum of 3 years' experience. Must be able to handle multi-project workload and possess superior analytical/communication skills. Excellent benefits, production support provided. Office systems: MSOffice 97, RealWorks, Project, Argus. Resumes to: Appraiser, 2000 S. Colorado Blvd., Suite 250, Denver, CO 80222 or FAX 303.300.3789.

Real Estate Analyst Experienced real estate analyst responsible for assisting the production staff in underwriting, analysis, negotiation and closing of commercial/multifamily loans. This key team member will conduct financial analysis of a variety of asset types and will have substantial direct customer contact. Must have excellent organizational and communication skills. A bachelor's degree along with working knowledge of Microsoft Excel or equivalent is required. Appraisal or underwriting experience is a definite plus. Qualified applicants please mail or fax resumes with salary history to GMAC Commercial Mortgage, Attn: Stephanie Morris, Operations Manager, 4582 S. Ulster Street Parkway, Suite 400, Denver, CO 80237. EOE M/F/D/V.

Staff Appraiser II Denver Position #137663 Looking For A Challenge? Appraises 1-4 family residential properties and estimates the market value. Also performs other appraisal related functions as requested. Requires minimum of 5 years appraising and 2 years of review work. Must be minimum of state certified residential appraiser. Washington Mutual offers an exciting and professional work environment with comprehensive benefits. Qualified candidates may obtain an application packet from any Washington Mutual location. Please send or fax *Completed Application Packet* and resume to: Human Resources Dept. - STA1HRN, 400 E. Main St., 1st Floor; Stockton, CA 95290; Fax 209.460.2586.

Manager Property Tax - This professional will have at least 8-10 years commercial appraisal experience, with heavy ad valorem exposure, to conduct assessment evaluations, on-site property inspections, participate in appeal presentations/negotiations, etc. Individual should have a BS degree in Accounting, Finance, or Real estate; MBA strongly preferred. Will hold the MAI Designation, or be an advanced candidate, with additional IPT coursework desired. Should possess spreadsheet/data base management computer expertise. Position will be based in Atlanta, and relocation assistance will be provided. Salary will range between \$75,000-\$130,000, depending on experience level. Interested candidates should fax a detailed resume to our Raleigh office: 919.319.3183.

Property Tax Specialist - This professional will have 2-5 years commercial appraisal experience, with some ad valorem exposure, to conduct assessment evaluation, on-site property inspections, participate in appeal presentations/negotiations, etc. Individual should have a BS degree in Accounting, Finance, or Real Estate; MBA preferred. Will have completed some MAI coursework; IPT coursework would be a plus. Should possess spreadsheet/data base management computer expertise. Position will be based in Atlanta, and relocation assistance will be provided. Salary will range between \$40,000-\$65,000 depending on experience level. Interested candidates should fax a detailed resume to our Raleigh office: 919.319.3183.

**NO PHONE RESERVATIONS! PLEASE RETURN THIS SIGNED ENROLLMENT AGREEMENT – REQUIRED
– WITH YOUR CHECK OR CREDIT CARD INFORMATION**



**TO: APPRAISAL INSTITUTE
1540 SOUTH HOLLY STREET, #5
DENVER, CO 80222
FAX#: 303.757.0158
QUESTIONS: 303.691.0487**

**APPRAISAL INSTITUTE
Approved and regulated by the
Division of Private Occupational Schools
of the Colorado Department of Higher Education**

www.colorado-ai.org

ENROLLMENT AGREEMENT

PLEASE NOTE: This agreement pertains only to Appraisal Institute courses or seminars offered in the state of Colorado, and to **no other courses or programs offered in any other state.** The policies stated herein supplement the Appraisal Institute education policies provided elsewhere and **do not** supercede the requirements of the Colorado Appraisal Board for licensure, certification or continuing education. The student is **required** by the State of Colorado to sign and return this agreement as a condition of enrollment.

General Information:

Student's Name: _____
Work Address: _____
City, State, ZIP: _____
Social Security Number: _____
Work Phone: () _____
Fax: () _____

Enrollment Information

Date of Enrollment: _____
Program: USPAP – 4-hour Update AND Role of the Appraiser in Mortgage Lending in the New Millennium
Date: Friday, March 10, 2000
Total Hours: USPAP – 4 Hours **Dinner Speaker:** *1 Hour
Exam Required? None

*NO continuing education from the Appraisal Institute. Attendance at dinner meeting only will provide NO continuing education for the State of Colorado. If you attend both seminars and lunch, you will receive 5 hours of continuing education from the State of Colorado. NO continuing education for the dinner meeting from the Appraisal Institute.

Tuition and Fees

Tuition: Members (Designated, Associate, Affiliate) \$50 (includes dinner)
All others: \$75 (includes dinner) **Fees:** None
Dinner only: \$25 **USPAP only:** Members \$35 **Non-Members:** \$50
Required Texts: None (Handouts will be distributed in class – Included in tuition)
Total Cost of Program: \$ _____

By signing below, the student agrees to pay the Appraisal Institute (hereinafter referred to as "the school") the total stated tuition and fees. The school agrees to provide the occupational training in accordance with the provisions of the (year) Appraisal Institute Catalog of Educational Programs and Publications ("the catalog"). Payment of all monies due shall be a condition of enrollment. Upon satisfactory completion of all academic and skill requirements, and when all financial obligations to the school have been met, the school will award credit for the program to the student. The student and school understand that this enrollment agreement, which includes the refund policy, may not be amended except in writing signed by both parties.

Standards of Student Conduct

Conduct that is disruptive of classes, discourteous, disrespectful toward staff or faculty, willfully damaging to property or equipment, or in any other way detrimental to the Appraisal Institute or to the host facility, to staff or faculty, or to the student body is cause for immediate termination of student status at the discretion of the program staff or faculty. Students may not re-enroll at any time after termination for unacceptable conduct.

**REFUND POLICY FOR PROGRAMS SPONSORED
IN THE STATE OF COLORADO**

Students not accepted by the school and students who cancel the enrollment agreement by notifying the school within three business days as set forth below are entitled to a full refund of all tuition and fees paid. Students who withdraw after three business days as set forth below, but before commencement of classes, are entitled to a full refund of all tuition and fees paid, minus a cancellation fee not greater than \$150.00 or 25% of the contracted tuition and fees (whichever is less). In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee as specified plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

Withdrawal	Refund
Within first 10% of program	90%
After 10%, but within first 25% of program	75%
After 25%, but within first 50% of program	50%
After 50%, but within first 75% of program	25%
After 75% of program	No refund

plus cancellation fees

- The student may cancel this agreement by so notifying the school in writing at any time prior to midnight of the third business day after signing this agreement.
- The school shall refund appropriate monies within 30 days of receipt of written notice of cancellation.
- The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- Complaints which cannot be resolved by direct negotiation between the student and the school may be filed with the Division of Private Occupational schools of the Colorado Department of Higher Education. There is a two-year limitation of the Division taking action on student complaints.
- The policy for granting credit shall not impact the refund policy.

I have received a copy of this enrollment agreement and a current school catalog.

SIGN HERE
↓

Student Signature _____ Date _____
School's Licensed Agent _____ Date _____

Your registration cannot be confirmed until the Enrollment Agreement has been signed and returned.

Placement Disclaimer

The Appraisal Institute does not offer placement assistance or guarantee placement as a result of training. This program was developed by members for the Colorado Chapter which is solely responsible for its content.

PAYMENT

Seminar (includes dinner): Members: \$50 Non-members: \$75 **USPAP Only:** Members: \$35 Non-members: \$50 **Dinner Only:** \$25

Payment: \$ _____ Check # _____ VISA MasterCard Expiration Date: _____

Credit Card Number _____

Name on Card _____ Signature _____

SIGN HERE