

# **ANATOMY OF AN APPRAISAL REPORT – ROUND TABLES**

## **2 HOURS - CEU # SUBMISSION**

### **HOW DO YOU (AND OTHERS) COMPLETE SECTIONS OF AN APPRAISAL REPORT?**

***ALL STUDENTS WILL BE ASKED TO BRING SAMPLES OF HOW THEY COMPLETE SPECIFIC REPORT SECTIONS DEPENDENT ON SECTIONS CHOSEN FOR THE ROUNDTABLES AS THESE CAN VARY DEPENDING ON CHOICE OF PRESENTERS – THE 4 SHOWN ARE THE BASIC AREAS SUGGESTED FOR DISCUSSION***

### **INTRODUCING THE SECTIONS FOR THE ROUNDTABLES (10 MINUTES)**

1. NEIGHBORHOOD – WHAT WE WILL LOOK AT:
  - a. CHOOSING BOUNDARIES
  - b. BOILER PLATE VS. SPECIFICS
  - c. WHAT IS IMPORTANT?
  - d. WHY IS IT IMPORTANT?
2. SUBJECT – HOW WE DESCRIBE A PROPERTY
  - a. QUALITY AND CONDITION RATINGS
  - b. ADDITIONAL NARRATIVE
  - c. WHAT IS IMPORTANT?
  - d. WHY IS IT IMPORTANT?
3. SALES COMPARISON APPROACH
  - a. HOW DO YOU CHOOSE THE COMPS?
  - b. IDENTIFYING ELEMENTS OF COMPARISON
  - c. WHAT IS IMPORTANT?
  - d. CHANGING GUIDELINES AND THE FNMA/FREDDIE % RULES – ARE THEY USEFUL AND IF SO, FOR WHAT?
4. RECONCILIATION
  - a. HOW DO YOU WEIGH THE APPROACHES TO VALUE?
  - b. BOILER PLATE VS. SPECIFICS
  - c. WHAT IS IMPORTANT? WHY IS IT IMPORTANT?

**ROUND TABLE BREAK OUT SESSIONS – 25 MINUTES EACH – TOTAL 1 HR. 40 MIN.**

**ALL PARTICIPANTS WILL VISIT EACH OF THE ROUNDTABLES**

**FOR ALL 4 SECTIONS, THE PROCESS IS THE SAME:**

**THE BASIC PROCESS OF HOW THE ROUNDTABLES WILL WORK**

- 1. THE FACILLATATOR (OR PARTICIPANTS) WILL READ A FEW SAMPLES THAT ARE EITHER PROVIDED BY THE FACILLATATOR OR PROVIDED BY THE PARTICIPANTS (OR BOTH)**
- 2. DISCUSSIONS WILL FOLLOW ADDRESSING THE QUESTIONS IDENTIFIED ABOVE**
- 3. ADDITIONAL DISCUSSION WILL FOCUS ON WHAT IS IMPORTANT IN THE NARRATIVE DESCRIPTIONS VS. THE CHECK BOXES – WHEN IS ADDITIONAL EXPLANATION NEEDED?**
- 4. DISCUSSION ABOUT THE SAMPLES PRESENTED IN TERMS OF HOW EFFECTIVELY EACH CONVEYED THE NECESSARY (AND IMPORTANT) INFORMATION ABOUT A PROPERTY**
- 5. DISCUSSION ABOUT THE APPROPRIATENESS OF BOILER PLATE COMMENTS AND WAYS THESE CAN BE CUSTOMIZED TO A PROPERTY**

**SUMMARY OF EACH ROUNDTABLE’S CONCLUSIONS AT END  
OF WORKSHOP GIVEN BY EACH FACILLATATOR – (10 MINUTES)**