

Listers Education Program



Courses and Seminars **2010**

Vermont Department of Taxes

Property Valuation and Review

Richard Westman, Commissioner
William E. Johnson, Director

IAAO

The International Association of Assessing Officers is a nonprofit, educational and research association. It is a professional membership organization of government assessment officials and others interested in the administration of the property tax. The IAAO was founded in 1934, and now has a membership of more than 8,000 members worldwide from governmental, business and academic communities.

Marshall & Swift

As the authority on the cost approach, Marshall & Swift recognizes the importance of proper training in using their products. The cost approach is a detailed process that requires calculations and adjustments, and can be intimidating to both appraisers just entering the field and seasoned professionals.

Microsolve and NEMRC CAMA Computer Lab Courses

The demand for computer courses has increased considerably over the past few years. Presently there are 186 towns using the Microsolve Assessment program and 242 towns using the NEMRC Grand List program.

Basic – This session is for Listers who are either planning to purchase the CAMA system, have just had the system installed or are new listers just beginning to use the system. Limited computer skills are acceptable. Limit 14/class

Advanced – Listers who are regular users of the program will increase their skills in working with sales files to develop the market approach to value, writing more complex reports, determining commercial values and valuing exceptional homes. Prerequisite: Basic CAMA. Limit 14/class



*****REGISTRATION** can be done via the web at <http://www.state.vt.us/tax/pvrlistereducation.shtml>

This is a fillable form you can email or print then mail or fax to: Tax Department/PVR/Lister Education, 133 State Street, Montpelier, VT 05068 FAX# 802-828-2824

The State of Vermont assists towns with tuition costs through payments to the towns in August and February of each year. The August payment is specifically for PVR sponsored education only. The February payment is for anything related to maintaining the Grand List and can also be used for education.

*****TUITION ASSISTANCE:** Both VALA (Vermont Association of Listers and Assessors) and the IAAO have scholarship programs to assist in tuition payments. More information can be found on their respective web sites.

<http://www.iaao.org/education/index.cfm>

<http://www.vtala.org>

Basic Lister Courses

New Lister Orientation

Instructor: Property Valuation and Review (PVR)

Tuesday, March 9, 2010 – North Danville School, 4215 Bruce Badger Memorial Highway, Danville

Wednesday, March 10, 2010 – Royalton Academy, 4266 Route 14, Royalton

Thursday, March 11, 2010 – Manchester Town Hall, 6039 Main Street, Manchester Center

Friday, March 12, 2010 – South Burlington Town Garage, 104 Landfill Road, South Burlington

9:00 AM – 1:00 PM

Tuition: Free

Calling all **NEW** listers, as of June 2009. You are cordially invited to attend an orientation meeting to acquaint you in your new job as Lister. New Lister Orientation provides an overview of the job description, responsibilities to town and state, and other tools that will help you in your new venture. Lunch will be provided. Please pre-register

New Lister Training

Instructor: PVR District Advisors (DAs)

Wednesday, March 17, 2010 – Danville Town Hall, 36 Route 2 West, Danville

Thursday, March 18, 2010 – Manchester Town Hall, 6039 Main Street, Manchester Center

Friday, March 19, 2010 – South Burlington Town Garage, 104 Landfill Road, South Burlington

Wednesday, March 24, 2010 – Royalton Academy, 4266 Route 14, Royalton

9:00 AM – 4:00 PM

**Tuition: \$ 75.00 – VT Town officers
 \$ 100.00 – Firms and others**

These sessions are for newly elected listers or those who have never been through an entire year of listing activities. You will learn about the various responsibilities of the office including lodging a grand list, downloading homestead declarations, and the obligations of the office. Attention will be given to schedules, exemptions, current use calculation and property valuation.

NEMRC Basic Computer Lab

Instructor: David Tanner IT Help Desk and DAs

Tuesday, April 6, 2010 – Londonderry Town Hall, 100 Main Street, South Londonderry

Thursday, April 15, 2010 – TEGU Municipal Building, 43 Portland Street, Morrisville

Wednesday, April 21, 2010 – West Rutland Town Hall, 35 Marble Street, West Rutland

Wednesday, September 15, 2010 – Vermont Association of Realtors, 148 State Street, Montpelier

Wednesday, September 22, 2010 – Ludlow Police Department, 19 West Hill Street, Ludlow

9:00 AM – 4:00 PM

**Tuition: \$ 50.00 – VT Town officers
 \$ 75.00 – Firms and others**

Students will learn basic data entry skills and have the opportunity to enter a property into the system. Minimal computer skills required. Maximum enrollment – 14/session

Apex Sketching Basic Computer Lab

Instructor: David Tanner IT Help Desk and DAs

Tuesday, May 4, 2010 – Londonderry Town Hall, 100 Main Street, South Londonderry

Thursday, May 13, 2010 – TEGU Municipal Building, 43 Portland Street, Morrisville

Wednesday, May 19, 2010 – West Rutland Town Hall, 35 Marble Street, West Rutland

Wednesday, October 13, 2010 – Vermont Association of Realtors, 148 State Street, Montpelier

Wednesday, October 20, 2010 – Ludlow Police Department, 19 West Hill Street, Ludlow

9:00 AM – 4:00 PM

Tuition: \$ 50.00 – VT Town officers

\$ 75.00 – Firms and others

This training will cover efficient use of the desktop sketching software, standard drawing procedures, short-cut drawing techniques and problem solving tools. Limited computer skills are acceptable.

Maximum enrollment – 14/session

Microsolve CAMA Basic Computer Lab

Instructor: David Tanner IT Help Desk and DAs

Tuesday, June 8, 2010 – Londonderry Town Hall, 100 Main Street, South Londonderry

Tuesday, June 15, 2010 – TEGU Municipal Building, 43 Portland Street, Morrisville

Wednesday, June 23, 2010 – West Rutland Town Hall, 35 Marble Street, West Rutland

Wednesday, November 10, 2010 – Vermont Association of Realtors, 148 State Street, Montpelier

Wednesday, November 17, 2010 – Ludlow Police Department, 19 West Hill Street, Ludlow

9:00 AM – 4:00 PM

Tuition: \$ 50.00 – VT Town officers

\$ 75.00 – Firms and others

This session is for Listers who are new to their position, are planning to purchase the Microsolve CAMA system or have just had the system installed. Students will learn how to enter a new property into the system and acquire tools available to assist them in assessing. A Marshall and Swift introduction will precede the computer lab. Limited computer skills are acceptable. Maximum enrollment – 14/session

Basic Residential Construction – The Process and Terminology

Instructor: PVR District Advisors (DAs)

Tuesday, June 22, 2010 – West Rutland Town Hall, 35 Marble Street, West Rutland

Thursday, June 24, 2010 – TEGU Municipal Building, 43 Portland Street, Morrisville

9:00 AM – 4:00 PM

Tuition: \$ 25.00 – VT Town officers

\$ 30.00 – Firms and others

This is a basic introduction to the process of building a single family dwelling. If you are a new lister or if you simply want to increase your knowledge of the various methods of construction and building terminology this session will help you.

Advanced Lister Courses

Advanced Lister Training

Instructor: PVR District Advisors (DAs)

Thursday, April 15, 2010 – Londonderry Town Hall, 100 Main Street, South Londonderry

Wednesday, April 21, 2010 – South Burlington Town Garage, 104 Landfill Road, South Burlington

Thursday, April 22, 2010 – Danville Town Hall, 36 Route 2 West, Danville

Wednesday, May 5, 2010 – West Rutland Town Hall, 35 Marble Street, West Rutland

9:00 AM – 4:00 PM

Tuition: \$ 75.00 – VT Town officers

\$ 100.00 – Firms and others

This class is designed for listers who have had three or more years of experience in their office. It will cover the equalization study and a brief introduction to the various statistics, tracking the market, reappraisal requirements, and utility valuation. Prerequisite: Basic CAMA. Limit 14/class

Microsolve CAMA Advanced Computer Lab

Instructor: David Tanner, IT Help Desk and DAs

Thursday, July 15, 2010 – Jamaica Town Office Building, 28 Town Office Road, Jamaica

Wednesday, August 4, 2010 – Vermont Association of Realtors, 148 State Street, Montpelier

Wednesday, August 11, 2010 – Royalton Academy, 4266 Route 14, Royalton

9:00 AM – 4:00 PM

Tuition: \$ 50.00 – VT Town officers

\$ 75.00 – Firms and others

This session is for listers who have taken the Basic course and/or have a working knowledge of the system and of computers. The session will work on sales files, outbuildings, report writing and valuing more complex properties. Maximum enrollment 14/session

Preparing For a Town Wide Reappraisal

Instructor: PVR District Advisors (DAs)

Wednesday, June 9, 2010 – Summit Center, Osgood Building, 103 South Main Street, Waterbury

Thursday, June 10, 2010 – Ludlow Town Hall, 37 Depot Street, Ludlow

9:00 AM – 4:00 PM

Tuition: \$ 75.00 – VT Town officers

\$ 100.00 – Firms and others

Whether your town is considering contracting with a firm or feels confident to take on the task in-house, this session will prepare you for the intricacies of the reappraisal process. You will learn about the certification process established by PVR, and how to budget, plan, supervise and review the work. You'll be provided with tools to monitor sales, conduct ratio studies to gauge your progress as well as develop a request for proposals and evaluate contractors' bids.

Developing a Land Schedule

Instructor: PVR District Advisors (DAs)

Tuesday, July 13, 2010 – Ludlow Town Hall, 37 Depot Street, Ludlow

Wednesday, July 14, 2010 – Summit Center, Osgood Building, 103 South Main Street, Waterbury

9:00 AM – 4:00 PM

Tuition: \$ 75.00 – VT Town officers

\$ 100.00 – Firms and others

The basis of a good reappraisal is a land schedule that reflects a town's values. This session will show you how to gather and quantify your sales data, determine influencing factors and deal with sales outside your community. The morning session will cover the theory of land valuation and data gathering while the afternoon session will focus on developing the sales grid. Issues more specific to neighborhoods and lakefront properties will be discussed in the afternoon session. *Recommended:* Preparing for a Town Wide Reappraisal Course

Residential Data Collection

Instructor: PVR District Advisors (DAs)

Monday – Wednesday, June 28-30, 2010 – St. Albans Town Hall, 579 Lake Road, St. Albans

Monday – Wednesday, June 28-30, 2010 – West Rutland Town Hall, 35 Marble Street, West Rutland

Wednesday – Friday, July 7-9, 2010 – Danville Town Hall, 36 Route 2 West, Danville

Wednesday – Friday, July 7-9, 2010 – Hartford Town Hall, 171 Bridge Street, Hartford

9:00 AM – 4:00 PM

Tuition: \$ 100.00 – VT Town officers

\$ 150.00 – Firms and others

This course is designed to train listers and persons interested in the fine art of data collection and property inspection. The course covers the type of information a data collector needs to gather to complete the data collection sheet in a manner that will generate a value using the Microsolve CAMA program as well as providing background for other systems. Topics included are grading factors, determining quality and condition and the data collector's role in reappraisal. This course will be of interest to listers, assessors, and mass appraisal firms as well as individuals interested in becoming listers.

IAAO COURSE OFFERINGS

All IAAO courses & workshops are developed under the guidance of the IAAO Education Subcommittee as part of a curriculum on appraisal procedures and assessment administration offered throughout the world. These are professional level courses taught by IAAO certified instructors.

Depreciation Analysis – IAAO Workshop 155

Instructor: TBD

Wednesday – Friday, August 18-20, 2010 – Comfort Inn and Suites, 213 Paine Turnpike North, Berlin

8:00 AM – 5:00 PM

Tuition: **\$ 250.00 – VT Town officers**
 \$ 300.00 – Firms and others

Depreciation Analysis provides a comprehensive, advanced treatment of the techniques of estimating depreciation of residential property. Through a series of market oriented case studies and demonstration problems, types of depreciation and generally recognized methods for measuring depreciation are covered, with emphasis on the observed condition method. Depreciation measurements are applied to a single subject property, providing experience in analyzing the advantages and limitations of each method. This workshop includes an exam. Not recommended for first year lister unless you have previous experience. **Recommended: Course 101 IAAO recertification credit: 15 hours-2 days**

Income Approach to Valuation – IAAO Course 102

Instructor: Marion Johnson

Monday – Friday, September 13-17, 2010 – Holiday Inn, 476 US Route 7 South, Rutland

8:00 AM – 5:00 PM

Tuition: **\$ 400.00 – VT Town officers**
 \$ 450.00 – Firms and others

The Income Approach to Valuation is designed to provide the student with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant or improved properties by the income approach. The material covers real estate finance and investment, capitalization methods and techniques, analysis of income and expenses to estimate operating income, selection of capitalization rates, and application of the approach. The Income Approach to Valuation utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course. **Recommended: Course 101, Property Assessment Valuation (PAV) textbook - AQB Approved: 33.50 QE, 33.50 CE with exam / 30 CE no exam**

Residential Modeling Concepts – IAAO Course 311

Instructor: Bob Estey

Monday – Friday, October 4-8, 2010 – Comfort Inn and Suites, 102 Ballardvale Drive, White River Junction

8:00 AM – 5:00 PM

Tuition: **\$ 400.00 – VT Town officers**
 \$ 450.00 – Firms and others

Course 311 presents a detailed study of the mass appraisal process as applied to residential property. Topics covered include a comparison of single-property appraisal and mass appraisal, the major steps in the mass appraisal process, data requirements, market analysis, application of the approaches to value, use of sales ratio studies, and valuation review techniques. **Recommended: Course 300, Mass Appraisal of Real Property textbook (MARP)**