



PRINCIPLES OF VALUATION PP203

Communication of a Personal Property Appraisal: Report Writing

COURSE OVERVIEW

This course provides participants with the basics of communicating an appraisal as a written report. The instructor reviews the required parts of an appraisal report and provides guidance on organizing a document that presents a logical argument for value. Participants use the terms they acquired in PP 201 and the methodology they learned in PP 202 in class exercises to complete their appraisal and prepare the appraisal report for review by the instructor.

CLASSROOM REQUIREMENTS

While not essential, students are encouraged to bring their own tablets or laptops for completion of assignments and for use after class to complete online research.

REQUIRED READING PRIOR TO CLASS

ASA Monographs

Prior to class, students should purchase, download and read Monographs #1 - #8 and #13 from "The Appraisal of Personal Property" Monograph Series.

USPAP

The current edition of the *Uniform Standards of Professional Appraisal Practice (USPAP)* must be purchased and brought to class. Prior to class, students should read:

- The Ethics Rule
- The Competency Rule
- Scope of Work Rule
- Standard 8
- Advisory Opinions 28, 31, 36, and 38

Turbian, Kate L., *A Manual for Writers of Research Papers, Theses, and Dissertations* (Ninth Edition preferable, available as an ebook) Read/review the following sections:

- 5.1 What a Research Argument Is and Is Not
- 5.4 Assemble the Elements of Your Argument
- 6.2 Create a Plan That Meets Your Reader's Needs
- 6.2.4 Use Key Terms to Create Subheads That Uniquely Identify Each Section
- 6.2.5 Order Your Paper
- 7 Drafting your Paper
- 8. Presenting Evidence in Tables and Figures (*Table 8.7)
- 9 Revising Your Draft
- Figure A.2. Title Page for a dissertation
- Figures A.3 and 1.4 Table of Contents



Barnet, S., *A Short Guide to Writing About Art* (current or recent edition). Please read the following chapter topic:

Writing a Comparison

Where to Purchase

The ASA Monographs and a current version of USPAP may be purchased on the ASA website. To access the ASA Marketplace, click on this link (www.appraisers.org/marketplace#) and choose “books” from the pull down menu or type “monograph” or “USPAP” in the search field. If this is your first time purchasing from ASA, you will need to set up an account.

IRS Publications

Please download and review the following IRS documents:

- Publication 526
- Publication 561
- Form 8283 and its corresponding instructions

For current ASA course offerings and information, visit:

www.appraisers.org/education