



Bill Ritter, Jr.
Governor

Colorado Department of Local Affairs
Susan E. Kirkpatrick
Executive Director

DIVISION OF PROPERTY TAXATION
JoAnn Groff
Property Tax Administrator

BULLETIN NO. 32

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
DATE: September 17, 2008

THE BULLETIN IS AVAILABLE ON OUR WEBSITE
New website address: <http://dola.colorado.gov>

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
9/17/08	48 th Annual Law Seminar Continuing Education	Review with staff and other interested county personnel. File in Education File.
9/17/08	Updated ASA Course and Registration Information	Review with interested personnel. File in the Education File.
9/17/08	ASC Audit of Colorado Appraisal Licensing Procedures	Review with interested personnel. File in the Education File.





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: 48th Annual Law Seminar Continuing Education

DATE: September 17, 2008

DISTRIBUTION: Review with staff and other interested county personnel.
File in Education File.

MEMORANDUM

This is a final reminder regarding the one-day continuing education workshops scheduled for presentation at the 48th Annual Law Seminar on October 23, 2008 at the Double Tree Hotel in Westminster, Colorado.

A minimum of 12 registrants is required to hold a workshop. To date, we show the following registration counts for each workshop. **It is critical that we receive your registration by Friday, September 19.** If enrollment does not increase to the required number of students, the Hotel/Motel Valuation and the USPAP Update workshops will be cancelled. If you have any questions, please contact Evelyn Hernandez at (303) 866-2376.

Workshop	Number Registered
Presenting Your Best Case, ADM 939	15
Hotel/Motel Valuation, APR 215	10
USPAP Update, APR 607	6

We are waiving the \$10 registration fee for the above workshops; however, we will assess a no-show penalty of \$25 for each student who registers and does not attend.

There is a \$72 materials fee for the USPAP Update workshop; **we must receive the fee by Friday, September 19** to meet materials ordering and shipping deadlines. If the fee is not received by the deadline, the student will not be allowed to attend. **Please make checks payable to the Colorado Assessors' Association.**

Also, please note our attendance policy for Division courses. We require 100% attendance in order to receive credit for the workshops.



REGISTRATION FORM

48th ANNUAL LAW SEMINAR CONTINUING EDUCATION

FAX YOUR REGISTRATION FORMS BY SEPTEMBER 19, 2008.

Division of Property Taxation
Attn: Evelyn Hernandez
Fax number: (303) 866-4000

Please submit one copy for each person attending each class.

NAME _____

COUNTY _____

THURSDAY, OCTOBER 23, 2008

_____ **USPAP Update Course, APR 607**

This 7-hour course focuses on the changes to the 2006 edition of the Uniform Standards of Professional Appraisal Practice (USPAP). It is intended to fulfill the 7-hour requirement as established by the Appraisal Qualifications Board (AQB) of The Appraisal Foundation.

_____ **Hotel/Motel Valuation, APR 215**

This Hotel/Motel Workshop will give appraisers an overview of appraising lodging properties. Participants will discuss the state of the industry, determine how it relates to a specific appraisal problem and become familiar with hotel terminology. Students will gain confidence in identifying data sources and recognize special valuation issues, such as allocating the personal property.

_____ **Presenting Your Best Case, ADM 939**

This workshop is designed to enhance the preparation, presentation, and preservation of the assessor's office data submitted to CBOE, BAA, Arbitration, or District Court. The workshop will include a presentation by a county attorney on "what to do" and "what not to do," at the Board of Assessment Appeals.



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: ALL COUNTY ASSESSORS AND STAFF

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Updated ASA Course and Registration Information

DATE: September 17, 2008

DISTRIBUTION: Review with Interested Personnel
File in the Education File

MEMORANDUM

The Division received the required registrations to hold the three-day ASA course. The ASA: ME201: Introduction to Machinery and Equipment Valuation course will be held at 1313 Sherman Street, Room 318, Denver, Colorado 80203 during October 28 – 30, 2008.

There are still a few openings for late registrations. If you would like to enroll in the ME201 course, simply complete the attached registration form and mail it with a check (\$500 per participant) payable to "American Society of Appraisers" to the Colorado Division of Property Taxation at 1313 Sherman Street, Room 419, Denver, Colorado 80203, c/o: Ken Beazer. This late registration opportunity will end when the class is full or by Monday, October 6, 2008, whichever comes first.

Please contact Ken Beazer at (303) 866-2790 or via e-mail at ken.beazer@state.co.us with any questions.

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ME201 — Introduction to Machinery and Equipment Valuation

Learning Objective: The objective of this course is to introduce appraisal terminology and concepts and provide students with a solid foundation for a career in appraisal of machinery and equipment. This course covers ME appraisal terminology; functions and purposes of appraisals; introduction of the three approaches to value; depreciation and factors affecting depreciation; field inspection techniques and safety; introduction to the issues of indexes in machinery and equipment appraising; basic pricing exercises for current and obsolete assets; ethics and professional standards.

Level: Basic

Use the following link for additional American Society of Appraiser (ASA) organization and education information:

<http://www.appraisers.org/education>



STATE OF COLORADO
DIVISION OF PROPERTY TAXATION
1313 Sherman Street, Room 419
Denver, Colorado 80203
(303) 866-2371 Telephone
(303) 866-4000 Fax

Please print this form and send completed form with payment to:

Colorado Division of Property Taxation
c/o: Ken Beazer
1313 Sherman Street, Room 419
Denver, Colorado 80203
(Due at the Division Office by no later than October 6, 2008)

Course Offering Information:

ME 201 Introduction to Machinery and Equipment Valuation

10/28/2008 to 10/30/2008
From 8:30 A.M. – 5:00 P.M. (each day)
* Tested in the afternoon of the third day

State of Colorado Centennial Building
1313 Sherman Street, Room 318
Denver, CO 80203

Tuition:

\$500.00 per Participant
(Please make checks payable to: American Society of Appraisers)
(Due at the Division Office by no later than October 6, 2008)

Participant Information:

Student Name: _____
Address: _____
City: _____
State: _____
ZIP/Postal Code: _____
Phone Number: (_____) _____
E-mail Address: _____



American Society of Appraisers
The International Society of Professional Valuers



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Governor

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Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: Colorado County Assessment Appraisers
FROM: Frank Beltran/Curt Settle
SUBJECT: ASC Audit of Colorado Appraisal Licensing Procedures
DATE: September 17, 2008
DISTRIBUTION: Review with interested personnel.
File in the Education File.

MEMORANDUM

The Appraisal Subcommittee (ASC) completed their annual audit of Colorado's Appraisal Licensing procedures last week. Their exit report was provided to the Colorado Board of Real Estate Appraisers (CBREA) at their monthly meeting on Friday, September 12th.

We are happy to report that the ASC auditors will recommend in their report to the ASC that Colorado has satisfactorily resolved all concerns related to mass appraisers. (Please keep in mind that the ASC still must accept this recommendation and issue a final letter. This process may take two to three months.)

The ASC will continue to review Colorado annually. The two areas they will continue to watch are: 1) the complaint backlog which remains too long with 25 percent being more than one year (their goal is 10 percent), and 2) the continuing education audit showed a compliance problem with the USPAP update class.

Those assessment appraisers that were required to comply with the special mass appraiser audit deserve special recognition and thanks from everyone. Because of their extra work, all other mass appraisers had to do less work to satisfy the ASC concerns.

