

Appraisal

Data Collection

Valuation support tools, Land/Bldg inspection, Building construction, Classification of Bldgs

Level	Description	Work Examples
1.	Introductory Knowledge <i>Appraiser Trainee</i>	<ul style="list-style-type: none">• Accurately measures residential improvements & calc areas• has good knowledge of res. construction standards• Applies different residential manual classes and adjustments.• Reads and takes dimension from lot plans and blueprints. Can access LTO for lot plans
2.	Basic Knowledge <i>Appraiser I</i>	<ul style="list-style-type: none">• Can switch scales or use a planimeter/digitizer, other to calc. lots sizes• Knows design features of costs manuals. Can identify various qualities of finish and fixtures• Will change manual classes and depreciation where appropriate• Can use air photos or maps to locate remote property or determine farmland usage
3.	Working Knowledge <i>Appraiser II</i>	<ul style="list-style-type: none">• Measures/inventories commercial buildings• identifies all forms of functional or obsolete design in buildings• can measure all forms of depreciation including locational obsolescence• Knows and can apply the scheme of the M&S cost manual on most commercial/ industry buildings and yard improvement costs, incl. Subdivision costs• Uses AGIS to audit land rates or plot sales• Takes inventory from complex architectural plans and electrical power diagrams.
4.	Advanced Knowledge <i>Sr. Appraiser</i>	<ul style="list-style-type: none">▪ Inventories complex commercial or MIP improvements.▪ understands layout or flow of factory or mill operations▪ Knows how to apply the various sections of the MIP manual and legislated tables▪ Takes inventory from complex architectural plans or electrical power drawings▪ Analyses opposition PAAB briefs on complex properties▪ Understands the workings of the MIP manual

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Appraisal – theory

Direct Comparison (Market) Approach (MA)

Cost Approach (CA)

Income Approach (IA)

Level	Description	Work Examples
1	Introductory Knowledge <i>Appraiser Trainee</i>	<ul style="list-style-type: none">• Identifies like property for analysis.• Can accurately determine value of vacant land by a number of methods.• Identifies appropriate units of measure e.g. dollars/ft, dollars/lot, on residential land.
2	Basic Knowledge <i>Appraiser I</i>	<ul style="list-style-type: none">• Can calculate a Reproduction Cost New (RCN) on improvements and identifies and properly accounts for all forms of depreciation on residential/commercial improvements.• Gathers data : income, vacancy, expenses and sales• Analyses data to determine market rates for rents, vacancy, expenses, and cap rates,• Make adjustments based on market evidence for a wide variety of differences in property characteristics
3	Working Knowledge <i>Appraiser II</i>	<ul style="list-style-type: none">• Correlates all applicable approaches to value and reconciles differences if appropriate
4	Advanced Knowledge <i>Sr. Appraiser</i>	<ul style="list-style-type: none">• Identifies units of measure by MA and adjusts for values differences on complex commercial property• Understands cost approach on unique properties• Can apply valuation policy on specific properties e.g. site contamination, non-realty value, submerged lands etc.• As in 3 above for complex commercial

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Sales Analysis

Level	Description	Work Examples
1	Introductory Knowledge <i>Appraiser Trainee</i>	<ul style="list-style-type: none">• Able to distinguish between reject sales and good transactions at a basic level for land and improved properties. Basic ability to search MLS database for listings and sales information.
2	Basic Knowledge <i>Appraiser I</i>	<ul style="list-style-type: none">• Able to edit sales. Proficient at searching MLS database. Able to communicate with realtors, appraisers, lawyers, notaries, property managers and others to obtain market information for general properties for use at PARP and PAAB.
3	Working Knowledge <i>Appraiser II</i>	<ul style="list-style-type: none">• Able to analyze sales data and other market information for report writing at PAAB.
4	Advanced Knowledge <i>Sr. Appraiser</i>	<ul style="list-style-type: none">• Able to analysis written reports, media releases on global economies and trends and able to relate to local market conditions• Analyzes sales on complex properties based on approved practices, e.g. share transfers

Mathematics and Statistics

Level	Description	Work Examples
1	Introductory Knowledge <i>Appraiser Trainee</i>	<ul style="list-style-type: none">• Basic understanding and calculation of ASR, PRD and median. Proficient at math calculations, for example area, height and conversions, e.g. Feet to meters etc.

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| 2 | Basic Knowledge
<i>Appraiser I</i> | <ul style="list-style-type: none">• Good understanding of statistics and calculation of ASR, median, COD, PRD. |
| 3 | Working Knowledge
<i>Appraiser II</i> | <ul style="list-style-type: none">• Proficient at calculating and understanding assessment statistics and some basic understanding of Multiple Regression Analysis (MRA) and the use of statistical software |
| 4 | Advanced Knowledge
<i>Sr. Appraiser</i> | <ul style="list-style-type: none">• Proficient in the use of all statistics including MRA. Proficient at calculations used for complex commercial, industrial and MIP's. |
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