A Comprehensive Review of Appraisal Concepts

This review will be taught by John H. Urubek, MAI, CCIM, who developed this very intensive course. In 2010, Mr. Urubek was inducted into the Instructor Hall of Fame for the Chicago Chapter of the Appraisal Institute. He has 30+ years teaching appraisal concepts. More than 475 students have attended this course. It is revised and expanded often to keep it consistent with the current body of knowledge.

Course Details

The first four days are designed to help attendees prepare for either the Appraisal Institute's Comprehensive Exam or the National Certified General Exam. The last two days are intended just for those individuals seeking the MAI designation. The appraisal process does not change relative to any test.

| Schedule - All Course Offerings |
|-------------------------------|-----------------|-----------------|
| Day 1 | Wednesday | Fundamentals; Math & Statistics; and General Market Analysis, Part 1. |
| Day 3 | Friday | Highest and Best Use & Sales Comparison, Part 1. |
| Day 4 | Saturday | Sales Comparison, Part 2; Basic Income; & Intermediate Income |
|       | **Sunday** | **No class** |
| Day 5 | Monday | Advanced Income Concepts |
| Day 6 | Tuesday | Advanced Income Concepts, Diagnostics, and Problem Solving |
| **Daily** | 8:30 am to 4:30 PM with one hour for lunch. |
|         | On Tuesday, the class will end between 2 and 3 pm |
| **Cost Approach** | Functional obsolescence is the most difficult concept of the cost approach. So, this concept starts Day 2, followed by the rest of the cost approach; then General Market Analysis & Highest & Best Use, part 2. |
| **Sales Comparison** | Sales Comparison will start sometime on Day 3 but will likely extend over to Day 4.; every class is a little different. For those individuals primarily interested in sales comparison, it is recommended you attend the first four days. Sales comparison utilizes several income techniques to quantify property rights adjustments. Moreover, regression, a math technique, can be used to quantify adjustments. For appraisers interested primarily in the income approach, it’s strongly recommended you attend all six days. There isn’t enough time to repeat techniques. |
This course is intended to prepare those individuals who are dedicated to passing one of these two very difficult tests. For those preparing for the comprehensive exam to become an MAI, there is too much material to be effectively presented in six consecutive days, so there is a daylong break before advanced income concepts. **Mastery** of appraisal concepts, not economics, is the primary objective.

These exams do change. Hence, this course focuses on appraisal **concepts** and the inter-relationships between approaches, not questions on previous tests. If you understand concepts, the test may change but your likelihood of success remains the same.

In 2019, the Appraisal Institute is offering the Comprehensive Exam anytime during three month-long windows. The windows are April, August, and November.

<table>
<thead>
<tr>
<th>2019 Course Dates</th>
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<tbody>
<tr>
<td><strong>Chicago, IL</strong></td>
</tr>
<tr>
<td>Jan 23 - 29</td>
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<tr>
<td>Sep 04 - 10</td>
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<tr>
<td><strong>Roanoke, VA</strong></td>
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<td>None</td>
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<th>Course Fee</th>
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<tr>
<td>$695   First four days</td>
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<tr>
<td>$895   All six days -or- just the last four days</td>
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<tr>
<td><em>To attend the last two days on advanced income, you <strong>must</strong> attend the sessions on sales comparison and basic &amp; intermediate income; no exceptions.</em></td>
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*The first element of comparison in sales comparison is property rights. Property rights are most often measured using an income technique. Hence, several income concepts are discussed during sales comparison. To be successful, you must thoroughly comprehend basic and intermediate income to master advanced income concepts.*

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<tr>
<th>Course Locations</th>
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<tr>
<td><strong>Chicago, IL</strong></td>
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<tr>
<td>205 W. Wacker Dr, 2nd floor</td>
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<tr>
<td>Chicago, IL  60606</td>
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<tr>
<td>A high-rise office building with two, large classrooms devoted to appraisal education.</td>
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<tr>
<td><strong>Roanoke, VA</strong></td>
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<td>None</td>
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## Recommended Hotels - Chicago

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<thead>
<tr>
<th>Hotel</th>
<th>Contact Information</th>
<th>Additional Information</th>
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<tr>
<td>Crowne Plaza West Loop</td>
<td>Sam Matassa, <a href="mailto:smatassa@cpwestloop.com">smatassa@cpwestloop.com</a>, 312.201.2175</td>
<td>This facility is about a mile from the course site, but they supposedly provide shuttle bus service. This Crowne Plaza is on the north end of Greek Town and two blocks south of numerous restaurants along Randolph street; now known as the Randolph Street Market. So, there are several great eateries within a 10-min easy walk.</td>
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<tr>
<td>Oakwood Apartments</td>
<td>Sophia Wall, <a href="mailto:swall@aokwood.com">swall@aokwood.com</a>, 312.470.2919</td>
<td>This is a newer, mixed-use, high-rise building that is located next door to the course site. Some apartment owners have entered their units into a hotel-like arrangement with on-site management. Other instructors have stayed here and commented very favorably. The daily rate may be a little less than the Crowne Plaza, but you do not get all the hotel services. It is suggested you investigate this option first.</td>
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I have personally used [Hotwire.com](https://www.hotwire.com) more than 200 times to book hotel and car reservations. Oakwood Apts is my best suggestion followed by Hotwire.

## Course Reservations

You must reserve a seat. To do so, send an email to the Mr. Urubek stating you wish to attend. Include your
- Name
- Company name
- Address
- Cell phone number
- Emergency person’s name and cell phone
- and which days you plan to attend.

Your seat will be reserved pending receipt of your payment.
Course Payment

Send an email with your reservation, then arrange payment. Acceptable forms of payment are:

- Personal or business check
- ChasePay, QuickPay with Zelle, PopMoney, ApplePay
- Gold bullions bars
- Large diamonds

If you’re sending a check, please address the check and mail it to:

Urubek Enterprises, Inc.
8546 Thistlewood Ct.
Darien, IL 60561

cell 708.557.3662
jurubek@aol.com

(Sorry credit cards are not accepted. QuickPay with Zelle, ChasePay, PopMoney and ApplePay are acceptable, free money transfer services available via many lending institutions. You just need John’s cell phone and email.

More Class Details

1. The course will be presented with a PowerPoint presentation. A white board will be used to answer student questions.

2. Each student will receive a complete handout of the PowerPoint in a 3-ring binder at the start of the course. Because the course content is constantly being updated and expanded, this binder will not be shipped before the course.

3. The binder contains exact replicas of approximately 1,500 PowerPoint slides organized in 16 sections for the 6-day version and about 65% of this for the 4-day version. This enables students to focus on concepts while minimizing writing.

4. This course will not review USPAP, which is a significant component of the National Certified General Exam.

5. Materials you need to bring
   - Financial calculator along with some knowledge how to use it.
   - Pens, pencils, and note pad
   - Highlighters, if desired
   - Most importantly, a smile and a sense of humor

   NOTE: You do not need a computer during class and it is not recommended. Your concentration on the course content is most important.

6. There is free coffee, water, tea, & hot chocolate all day. Dunkin Donuts & breakfast wraps are served in the morning. There is also a microwave oven and refrigerator if you want to bring prepared foods. Numerous eateries are nearby.
Disclaimers and Disclosures

1. John H. Urubek, MAI, CCIM developed and is offering this course independently of the Appraisal Institute, its Regions and its Chapters. The course content and the written materials were not developed, reviewed, approved or endorsed by the Appraisal Institute, its Regions or its Chapters. The Appraisal Institute, its Regions and its Chapters are not responsible in any manner for the course content or its instruction.

2. This course is approved for continuing education in IL, IN, MI, WI, VA and NC.

3. Attendance at the course does not guarantee or assure your success on any test.

4. There is no assurance that any problem, content, or concept contained in this student manual is part of any question on any examination.

5. There are no guarantees or warranties that the student manual is flawless.

Testimonials

"I would not have passed the Certified General Exam without taking John Urubek's course. John is a top-notch teacher of appraisal concepts."

Mike Ramsey, Sept 2018 course attendee

"I wanted to let you know I received my MAI designation last week. Your comp exam review course was extremely beneficial in my preparation for the tests, and in completing my demo. Thanks for making the classroom time an enjoyable experience. The printed materials you provided were worth the price of the course."

Rick Long, MAI, SRA, Jan 2018 course attendee

“I have been a MAI since 1995 and I would suggest this course to any MAI. This course was an informative refresher that covers a wide range of material in 4 days.”

Mark Grimes, MAI, Jan 2017 course attendee

(Mark attended to fulfill the continuing education requirement for the Appraisal Institute and several states.)

“Just wanted to thank you for the week. I found it the most informative course that I have encountered in my years as an appraiser. I have taken almost all of the AI courses and there is no comparison to the knowledge I gained in your course. It revealed procedures, theories and brought it all together in a way to make it easier to understand. After taking the class and studying I sure it will not only prepare me for the comp but it will make me a better appraiser.”

John Costco, March 2017 course attendee
Testimonials

“Your class was a delight and one of the more informative classes I’ve ever taken”

Jeff Walters, MAI, Nov 2013 course attendee
(Jeff attended to fulfill the Appraisal Institute’s continuing education requirement.)

“I recently passed the certified general appraiser exam on my first attempt. Your review course and materials were my primary study resource and were invaluable, particularly the practice questions. Thanks for everything.”

Brian Masterson, Aug 2016 course attendee

“Your classroom instruction was first-rate. Thank you for your discipline and clarity. I’m especially grateful for the organization of materials and effective presentation of appraisal concepts. Most importantly, the comprehensive review manual is simply an unparalleled resource. It provides a clear and organized presentation of concepts, review questions and solutions. The manual was key to my success and I found great value in its organization and scope during my 200 hours of post-classroom review.”

Al Fisco, Mar 2015 course attendee

“I got my Comprehensive Exam results today and I passed all 4 modules on my first attempt. There is no way I would have been able to do that without your review course.”

Andrew J. Richter, Nov 2013 course attendee

“Mr. Urubek, I am glad to inform you that recently I pass the certified general test. If it weren’t for your Comprehensive Review of Appraisal Concepts it would be almost impossible for me to pass this difficult test. I did everything you said that it was necessary to pass the test and it paid off.”

Ramón Sanfiorenzo, July 2015 course attendee

“My experience with the class was not only critical to my passing the comprehensive exam but, I consider the study guide to be my most important binder in my appraisal library. To my knowledge, nowhere is there such a nuts-and-bolts resource as the information and examples provided in the study guide. I used it almost exclusively when tackling the complex calculations required for my demonstration report requirement during my MAI designation process. That book is gold.”

Michael Haeder, April 2014 course attendee
Testimonials

“Thanks for the class on the comp review. It was very well organized and helped me to understand and better prepare for the exam. It was an excellent class and I think money well spent. Other class mates said it was better than the other courses they had attended, and I agree. It was the only class I have attended that I was not in a hurry to leave”

Filo Coats, Nov 2012 course attendee

“I just wanted to thank you for holding the exam study class. I just got news that I passed all three of the remaining modules of the AI comp exam that I needed to pass. Your approach is so different and so much easier to understand that it really helped me get through it.”

Vanessa Hall, Oct 2011 course attendee

“Your review was excellent...the materials were organized, challenging and concise. Prior to taking your comp review course, I had failed the Income Approach Module twice on AI's comp exam, which was very frustrating. After attending your review course, I had the confidence and ability to win the battle of the Income Approach Module. I would highly recommend your review to anybody interested in passing the comp exam.”

Kelsey Malecha, Oct 2011 course attendee

“Your comprehensive appraisal review course proved to be an excellent review of all courses which are required for the Certified General exam. Your teaching style was methodical and emphasized the student’s mastery of concepts. I now view the course as an imperative and a value considering all the time, effort, and money, which I had invested. Upon completion of the course, I had the knowledge and confidence to pass the exam, and did so in August 2011.”

Nick L. Skladany, Jul 2011 course attendee

“John, I wanted to let you know that I was successful in passing all four modules of the comprehensive exam in my first sitting. I am reasonably sure that your course made that possible for me. In fact, there is no way in hell I would have passed without it.”

Chris Walsh, Nov 2011 course attendee

“Not only was John’s “Comprehensive Review of Appraisal Concepts” course an excellent refresher for my preparations to take AI's comprehensive exam, it made me a better appraiser because it helped me to understand many concepts in ways that I had never grasped before. This is one of the most beneficial classes I've ever taken. I do not want to give the impression the class “teaches the test, because it doesn’t. However, this class enabled me to pass all four modules on the first try.”

Chris Graham, Jan 2012 course attendee
Testimonials

“I passed the **Certified General** Exam on my first attempt after taking John’s prep class. This class condenses about eight AI classes (and 3,000 pages into about 300 pages) and brings the entire appraisal process together. It saves you the hassle of flipping through thousands of pages from your old course books, so it’s well worth the money. The course handbook alone is worth the price of the class. I highly recommend this class. Great teacher also”.

Andy Keelon, Oct 2011 course attendee

- Will your name be added to the next list of successful examinees?
- Former students have described this course as a tough boot camp. Are you up to the challenge?
- Over 475 appraisers have attended the course. What are you waiting for? Decide now to attend. Email Mr. Urubek today with your reservation.