### MUNICIPAL ASSESSMENT AND APPRAISAL SEMINARS

**Last Name** ______________________________________

**First Name** ___________________ **Middle Initial** _____

**Employer** ________________________________________

**Title** __________________________________________

**Business Address** ________________________________

**City** __________________________________________

**State** ___________ **Zip** ________________

**Home Address** _________________________________

**City** __________________________________________

**State** ___________ **Zip** ________________

**Phone Numbers (required – check box for preferred)**

- [ ] Mobile ___________________ — [ ] Home ______________
- [ ] Work _____________________ — Extension_____________

**E-mail Addresses (required – check box for preferred)**

- [ ] Business ______________________________________
- [ ] Home _______________________________________

#### Course Information

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#### PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to: RUTGERS THE STATE UNIVERSITY OF NEW JERSEY and send to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register on-line at: http://cgs.rutgers.edu/ and click on the red “Register Now” link.

There is a $25 fee for course withdrawals and/or returned checks.
The Adjustment Process In The Sales Comparison Approach

This 4 hour seminar addresses current issues in the popular sales comparison approach.

Many agencies, such as the Tax Court of New Jersey, appraisal management companies, and appraisal reviewers are seeking substantiation for adjustments commonly used to equate comparable sales to the one under appraisal.

Recent case law decisions will be reviewed.

New sources from government documents will be cited to illustrate proper substantiation of typical adjustments.

March 24, 2016
Atlantic Cape Community College
5100 Black Horse Pike
Building Q, Room 113
Mays Landing
Parking lot adjacent to building.
Instructor: George (Ray) Brown

Fee: $139  All times: 1 p.m. - 5 p.m.

Includes handouts and light refreshments.

Early registration suggested as seating is limited.

The Cost Approach Revisited

This 4 hour seminar supports the use of the cost approach in all appraisals.

There’s a reason there are three approaches to value.

Review of national cost tables and computer programs that provide cost estimates, including online versions; and Marshall and Swift.

Land (extraction) and support for building adjustments including gross building area will be addressed in this timely seminar.

June 24, 2016
Atlantic Cape Community College
5100 Black Horse Pike
Building Q, Room 113
Mays Landing
Instructor: George (Ray) Brown

Fee: $139  Time: 1 p.m. - 5 p.m.

Includes handouts and light refreshments.

Early registration suggested as seating is limited.

Continuing Education Units

The following credits have been applied for in each of the seminars in this brochure:

Administration: 4 (NJ Division of Taxation)
Appraisal: 4 (NJ Real Estate Appraisal Board)

Use one registration form per course.

REGISTRATION INFORMATION

Mail registration form and payment to:
Center for Government Services, Rutgers University,
303 George Street, New Brunswick, NJ 08901-2020
or fax to: 732-932-3586, phone: 732-932-3640 X 644

Enrollment

Mail-in, faxed, or in-person registrations at the CGS offices, and on-line registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved. Students may register online with a credit card or e-check. Go to http://cgs.rutgers.edu/and click on the “Register Now” link in the left column. (NEW)

Course Fees and Payment

Payment for a student’s participation in a course can be obtained using any of the following three methods:
1) Credit card payment (Visa, MasterCard, Discover or American Express) AVAILABLE ONLY THROUGH ON-LINE REGISTRATION at http://cgs.rutgers.edu/
2) Check or money order payment by mail or in person
3) Authorized voucher or purchase order

Late Fees

Students are required to register for classes before the date of the first class session. Any student who attempts to register on or after the first class will be considered a late registrant and will be assessed a $15 late fee for the processing of the registration.

Withdrawals/Transfers

All requests to change registration status, either by withdrawal or transfer, must be submitted in writing at least 2 business days prior to the course start date and will incur a $25 processing fee. Withdrawals will be refunded, minus the $25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Class Cancellation Policy

The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given a choice of receiving a full refund for courses cancelled by CGS or exercising the option to enroll in another course.