

Institute for Professionals in Taxation



2004 Property Tax School Preliminary Program

Georgia Tech Hotel and Conference Center

Atlanta, Georgia

August 15-19, 2004



2004 Property Tax School – Preliminary Program
Georgia Tech Hotel and Conference Center • Atlanta, Georgia
August 15 - 19, 2004

Sunday, August 15, 2004

3:00- 5:30pm Registration

5:30pm Orientation (Mandatory Attendance)

- Welcome
- Overview of School Purpose and Logistics
- Ethics in Property Tax

Fred E. Vance, CMI
 Chair, 2004 Property Tax School

Ethics
Alexander L. Hazen, ASA, President
 International Appraisal Company Inc.
 Upper Saddle River, NJ

7:00- 7:30pm Concurrent Breakout Sessions by Group

7:30- 9:00pm Informal Dinner

IPT Welcome:
Warren W. Schick, Sr., CMI
 President-Elect
 Institute for Professionals in Taxation

Monday, August 16, 2004

8:00am Official Opening of School

8:30–12 Noon General Session: Property Tax Administration, Management, and Practice

Instructors:

Rick H. Izumi, CMI, Principal
 ITA, LLC
 Chatsworth, CA

Mark R. Young, CMI
 Manager Property Tax,
 Western Region
 BP America Inc.
 La Palma, CA

12:00 Noon Luncheon

1:00- 2:30pm General Session (continued): Property Tax Administration, Management, and Practice

2:45- 5:00pm Concurrent Workshop on Property Tax Administration, Management, and Practice

Tuesday, August 17, 2004

8:00am Quiz and Review

8:40- 10:55am General Session: Valuation Theory, Principles, Methods, and Techniques - Sales Comparison Approach

Instructors:

Walker S. Knight, CMI
 Director of Property Tax
 Kinder Morgan, Inc.
 Houston, TX

Marijo Diaz, CMI
 Ventura, CA

11:10- 12:15pm Concurrent Workshop on Sales Comparison Approach

12:15pm Luncheon

1:15- 3:15pm General Session (continued): Valuation Theory, Principles, Methods, and Techniques - Cost Approach

Instructors:

Laurence R. May, CMI
 Director of Property Tax
 Kindred Healthcare, Inc
 Louisville, KY

William J. Dearien, CMI, Director
 Advantax Group, LLC
 Carrollton, TX

3:30- 5:15pm Concurrent Workshop on Cost Approach

2004 Property Tax School – Preliminary Program, continued
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Wednesday, August 18, 2004

8:00am Quiz and Review

8:40- 10:30am General Session (continued): Valuation Theory, Principles, Methods, and Techniques - Income Approach

Instructor:

Glen M. Fandi, CMI, ASA
 Partner, Property Tax Services
 PricewaterhouseCoopers LLP
 New York, NY

10:45- 12 Noon Concurrent Workshop on Income Approach

12:00 Noon Luncheon

1:00- 1:30pm General Session: Summary of Three Approaches, Reconciliation of Value Conclusions

1:30- 3:45pm General Session: Personal Property Tax

Instructors:

Rick H. Izumi, CMI, Principal
 ITA, LLC
 Chatsworth, CA

Debora S. Wortman-Myers, CMI
 Senior Manager
 Level 3 Communications
 Broomfield, CO

4:00- 5:15pm Concurrent Workshop on Personal Property Tax

Thursday, August 19, 2004

8:00am General Session: Tax Research

Instructor:

Fred E. Vance, CMI, Director
 Ryan & Company
 Los Angeles, CA

8:40am General Session: Course Review and Wrap-up

9:30am General Session: Case Study Preparation

Instructor:

Glen M. Fandi, CMI, ASA
 Partner, Property Tax Services
 PricewaterhouseCoopers LLP
 New York, NY

10:00am Concurrent Workshop: Case Study and Presentations

11:30am Final Quiz

12:00 Noon Conclusion of School

Faculty:

Thomas D. Blair, CMI
Senior Manager, Property Tax
PricewaterhouseCoopers LLP
Dallas, Texas

Marijo Diaz, CMI
Ventura, California

William J. Dearien, CMI
Director, Advantax Group, LLC
Carrollton, Texas

Glen M. Fandl, CMI, ASA
Partner, Property Tax Services
PricewaterhouseCoopers LLP
New York, New York

Charles E. Gilliland, Ph.D.
Research Economist
Texas A&M University
Real Estate Center
College Station, Texas

Alexander L. Hazen, ASA
President
International Appraisal Company Inc.
Upper Saddle River, New Jersey

Rick H. Izumi, CMI
Principal, ITA, LLC
Chatsworth, California

Walker S. Knight, CMI
Director of Property Tax
Kinder Morgan, Inc.
Houston, Texas

Laurence R. May, CMI
Director of Property Tax
Kindred Healthcare, Inc
Louisville, Kentucky

Fred E. Vance, CMI
National Director
Ryan & Company
Los Angeles, California

Debora S. Wortman-Myers, CMI
Senior Manager
Level 3 Communications
Broomfield, Colorado

Mark R. Young, CMI
Manager Property Tax,
Western Region
BP America Inc.
La Palma, California

Purpose of the Property Tax School:

The purpose of the Property Tax School is to provide a basic but comprehensive foundation in the theory and practice of property tax management for businesses, including demonstration of valuation techniques used by property tax professionals. The school is recommended for individuals with less than five years of experience in the field and little or no exposure to appraisal training. The course will be conducted by a faculty team of experienced tax professionals who will facilitate an informative, cooperative and effective educational environment consistent with the highest standards of adult continuing education and the Institute.

Objectives of the Property Tax School:

- Develop a clear understanding and appreciation of proper ethical conduct in the business property tax profession.
- Facilitate the development of a network of professional colleagues to assist each other in solving property tax administration problems.
- Develop an understanding of ad valorem property taxation within the business environment.
- Develop an applied understanding of property valuation and appraisal principles.
- Develop a working knowledge of the business property tax profession, beginning with property tax administration, management and practice, and including real and personal property issues, valuation, taxation, compliance, audits, and tax saving opportunities.



Registration Information

Registrations must be submitted in advance through the IPT office and are accepted on a first received basis. There will be a maximum number of registrants accepted per company. Enrollment is limited to IPT members or employees of companies who have members in IPT. **PLEASE NOTE:** If a faxed application received by IPT is accepted (acceptance letters will be sent by July 16, 2004), and the person declines the acceptance, there will be a \$100 cancellation penalty imposed. There will also be a substitution fee if someone other than the original applicant attends.

In order to encourage early registration, registration fees (U.S. funds) are:

Payments received by July 16, 2004*:

\$700 (Individual personally holding membership in IPT)

\$900 (Individual does not hold membership, but company/firm has members in IPT)

Payments received after July 16, 2004*:

\$725 (Individual personally holding membership in IPT)

\$925 (Individual does not hold membership, but company/firm has members in IPT)

*For any payment received after July 16, 2004, there is a \$25.00 surcharge assessed. This includes faxed registration forms received without payment prior to this date.

As indicated above, there is an additional \$200 charge for individuals whose company has members in IPT, but the individual attending the school does not hold a membership in IPT. In this case, the total school fee would be \$900. If the registrant so elects, he/she may join as an Associate Member (company already has members) for annual dues payment of \$225 (nonrefundable), and will be eligible for the reduced school fee of \$700. Please see registration form. There is also a \$360 supplemental registration fee for registrants not staying at the Georgia Tech Hotel and Conference Center under IPT's group rate. (See hotel reservation form.)

All registrations must be paid in full within three weeks of acceptance and prior to the school (a \$25 surcharge applies to any payment received after July 16, 2004; \$50 surcharge applies if payment is still outstanding as of August 19, 2004.) All fees must be in U.S. funds. The following credit cards can be used: American Express, VISA and Master Card. In order for credit card to be processed, it is important that the information requested on the registration form be filled out completely. If the address on your registration form differs from the billing address for your credit card, you must provide IPT with the credit card billing address. Make check payable to: Institute for Professionals in Taxation and remit to: 600 Northpark Town Center, 1200 Abernathy Road, N.E., Suite L-2, Atlanta, GA 30328.

Cancellation/Substitution Policy

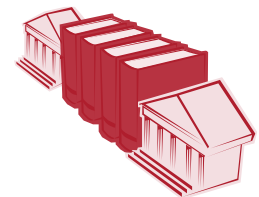
Refunds, subject to a cancellation charge of \$100, will be made upon written notification of cancellations received by August 6, 2004. There is also a substitution charge of \$40 before July 16, 2004, \$50 after that date (plus cost of delivery of materials, etc., and any fee increase due to membership differential). For more information regarding administrative policies such as complaint and refund, please contact our office at 404.240.2300.

Accommodations

The Georgia Tech Hotel and Conference Center is located at 800 Spring Street, Atlanta, GA, 30308. The rate is \$756 (includes applicable tax) for the four night stay Sunday through Wednesday, and the hotel accepts all major credit cards. For those arriving before Sunday or staying Thursday, the daily charge is \$119 plus all applicable taxes.

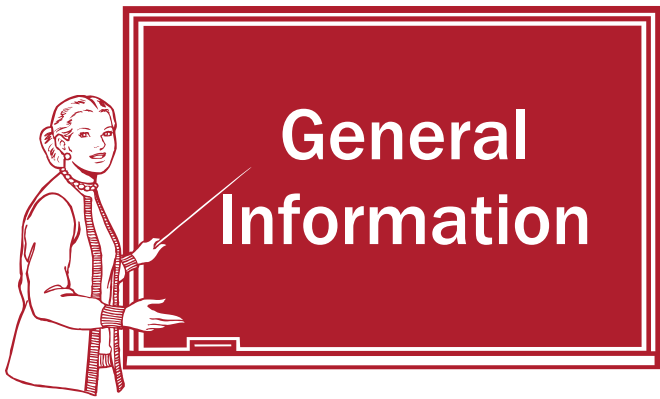
For one occupant the room package rate of \$756 provides for four full breakfasts, three lunches, four dinners, refreshment breaks and the daily participant fee.

The Georgia Institute of Technology



Georgia Tech is one of the nation's top research universities, distinguished by its commitment to improving the human condition through advanced science and technology. Georgia Tech's campus occupies 330 acres in the heart of the vibrant, progressive city of Atlanta, where more than 15,000 undergraduate and graduate students receive a focused, technologically based education.

Georgia Tech offers many nationally recognized, top-ranked programs. Undergraduate and graduate degrees are offered in the Colleges of Architecture, Engineering, Sciences, Computing, Management, and the Ivan Allen College of Liberal Arts. Students learn from world-class teachers and scholars working at the frontiers of science and technology. It consistently ranks among *U.S. News & World Report's* top ten public universities in the United States. In a world that increasingly turns to technology for solutions, Georgia Tech is using innovative teaching and advanced research to define the technological university of the 21st century.



The IPT registration desk will be open from 3:00—5:30 p.m. on Sunday, August 15, 2004. Registrants can pick up their materials at this time.

There is a required orientation for all students scheduled for 5:30 p.m. on Sunday, August 15, 2004.

Students need to bring a battery-operated calculator, scratch pads, pencils, pens, etc. A notebook will be supplied that contains all of the school reference materials. Attendance will be recorded for CPE purposes. Attire during the day is business casual. While the entire hotel and meeting complex are enclosed, clothing appropriate for the season should be brought for any out-of-doors activities contemplated by the Registrant.

Quizzes will be given during the week, with a final quiz on Thursday. A cumulative passing score must be realized on the quizzes for successful completion of the school. The final quiz must be taken Thursday at the scheduled time, so travel arrangements should be made accordingly. **No exceptions can be made to taking the quiz at the stated time on Thursday.**

Students are encouraged to use the IPT textbook, *Property Taxation*, 3rd Edition, as a reference resource and a supplement to classroom lecture. Supplemental reading assignments may be given. However, the book will not be used in the classroom. Purchase of the textbook is available through the IPT office.

Photos will be taken at this event to use in publications, on the IPT website, and photo albums.

CMI Designation—Property Tax

The Institute for Professionals in Taxation's designation, Certified Member of the Institute (CMI), is available to anyone who meets specific educational requirements, has five years of property tax experience, and has been a property tax member of the Institute in good standing for at least one year. The educational requirements to achieve the CMI Property Tax professional designation include

successful completion of any two of the following IPT property tax schools: 1) Property Tax School (basic), 2) Intermediate Personal Property Tax School, 3) Intermediate Real Property Tax School. Finally, successful completion of both the written and oral CMI examinations is required. The CMI requirements and the CMI Candidacy Application can be downloaded from the IPT website at: www.ipt.org, or you may contact the IPT office at 404.240.2300.

Continuing Education Credit

The Institute for Professionals in Taxation is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Nashville, TN, 37219-2417. Web site www.nasba.org. Approximately thirty-one (31) continuing education credits are available for full attendance. In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour. CMIs will obtain credit on an hour to hour basis for attendance.

Registrants who wish to obtain credit from other organizations for the school must submit their own forms to the IPT office or utilize the standardized form provided the Institute.

Prerequisites: None

Program Level: Basic

Field of Study: Taxation (Property Tax)

Instructional Method: Group Live

School Committee

Chair:

Fred E. Vance, CMI

Vice-Chair:

Rick H. Izumi, CMI

**Overall Chair,
Property Tax Education:
Warren W. Schick, Sr., CMI**

**Special Advisor to Committee:
Charles E. Gilliland, Ph.D.
Research Economist
Texas A&M University
Real Estate Center
College Station, TX**