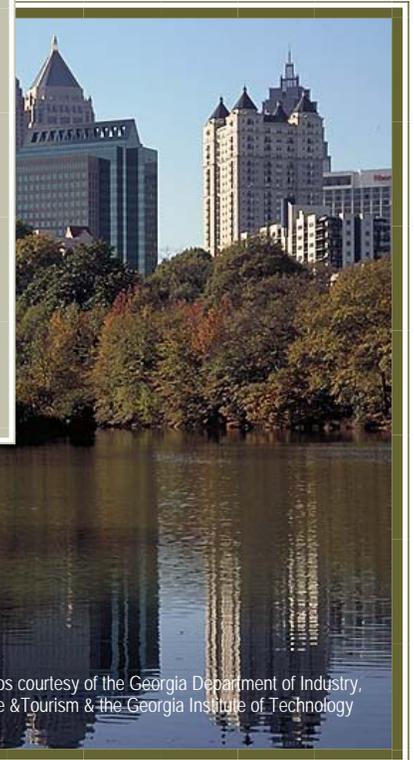
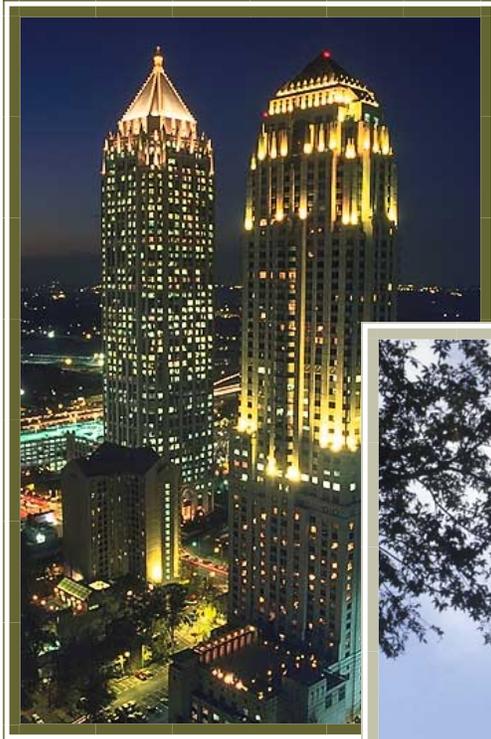


PROPERTY TAX SCHOOL

Georgia Tech Hotel & Conference Center
Atlanta, Georgia ~ August 12-16, 2012
Preliminary Program



Photos courtesy of the Georgia Department of Industry, Trade & Tourism & the Georgia Institute of Technology

2012 Property Tax School — Preliminary Program
Georgia Tech Hotel & Conference Center, Atlanta, Georgia
August 12 - 16, 2012

Sunday, August 12, 2012

3:00-5:00pm **Registration**

5:00pm **Orientation (Mandatory Attendance)**

- **Welcome**
- **Overview of School Purpose and Logistics**

Rick H. Izumi, CMI
 Chair, 2012 Property Tax School

IPT Welcome:
Paul A. Wilke, CMI
 President Elect
 Institute for Professionals in Taxation

5:40-6:30pm **Ethics in Property Tax**

At the end of this session, the participant will be able to:

- Understand the importance and reasons of ethical behavior in a profession.
- Recognize unethical behaviors as related to IPT's Code of Ethics.

Rick H. Izumi, CMI
 Partner
 ITA, LLC
 Torrance, CA

6:45-7:15pm **Concurrent Breakout Sessions by Group**

7:15-8:30pm **Informal Dinner**

Monday, August 13, 2012

8:00am **Course Introduction**

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

The purpose of this session is to familiarize the student with the staffing of a property tax department and the functions of that department.

As part of this familiarization, the student will develop a basic understanding of effective tax rates, abatements and exemptions, and depreciation tables.

This session also discusses leases, tax prorations, department budgeting, management reporting, sources of information and practical application of information.

At the end of this session, the participant will be able to:

- Illustrate the history and purpose of property taxes.
- Explain the basic functions, duties and issues that

arise in a property tax department; identify personal and real property information to maintain these functions.

- Identify and explain the classification of property to be used by a property tax professional.
- Define the methods used in identifying the legal description of land.
- Recognize and understand how to calculate and utilize the following: Assessed Value; Assessment Ratios; Tax Rates; and Effective Tax Rates.

Instructors:
Rick H. Izumi, CMI
 Partner
 ITA, LLC
 Torrance, CA

Mark R. Young, CMI
 Manager Property Tax, Western Region
 BP America
 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**

This workshop exercise is designed to improve students' understanding of effective tax rates in a practical application similar to problems often encountered in the work place.

After completing this exercise, the participant will be able to:

- Calculate acreage from legal descriptions.
- Calculate tax rates and effective tax rates.
- Estimate property tax liabilities.
- Identify some of the property tax advantages and disadvantages for different locations.

Study rooms are available in the evening.

Tuesday, August 14, 2012

8:00am **Quiz and Review**

8:40-11:15am **General Session: Valuation Theory, Principles, Methods, and Techniques**

This session provides an overview of valuation theory, principles, methods and techniques for real and personal property. This is not an appraisal course. The objective of this session is to provide the student with

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the basic understanding of the concepts and principles of property valuation and fundamentals of appraisal as they relate to ad valorem tax disputes. Participants gain limited exposure to valuation methodology. Students should be able to differentiate between flawed and sound appraisals based on knowledge of valuation principles. Included is a discussion of all three approaches to value: Sales Comparison (market), Cost, and Income. First, we begin with an explanation of the context of property valuation and concepts important for property tax practice, including: The elements of the appraisal process and the elements of an appraisal report.

At the conclusion of the three presentations, the participants will be able to:

- Understand and define real estate concepts and terms such as real property, fee simple, situs, leasehold estate, and market value.
- Identify and distinguish between the various sections of an appraisal report.
- Calculate gross income multipliers.
- Analyze sales information to derive property values via the sales comparison approach.
- Complete a sales comparison grid.
- Recognize the differences between physical, functional and external obsolescence.
- Understand the principle of substitution and its application.
- Identify those situations where the cost approach is most reliable.
- Distinguish between the different methods of estimating costs and understand which method is appropriate in your specific situation.
- Observe and determine actual age vs. effective age.
- Compare the differences between replacement cost and reproduction cost.
- Define the income approach to capitalization.
- Apply the appropriate appraisal principles as they relate to the income approach to value.
- Explain the basic assumptions of the income approach as well as its applicability and limitations.
- Identify and apply the income approach model using specific examples. In addition, define each step within the basic model.
- Define IRV and its inter-relationships; apply IRV in mathematical applications.

8:40-11:15am **Sales Comparison Approach**

Instructors:

Mindy McLees, CMI
Senior Manager
Moss Adams LLP
Los Angeles, CA

Robert J. Sperling, CMI
Director
Thomson Reuters
Laguna Hills, CA

11:30am-12:30pm **Concurrent Workshops on the Three Approaches to Value**

These sessions provide a forum for the discussion of real estate valuation as it applies to property tax issues. One of the objectives of the workshop sessions is to provide students with a working

knowledge of standard appraisals to enhance their ability to recognize errors and deficiencies in an appraisal report.

These sessions provide several appraisal problems to promote the student's understanding of the approaches to value to enable them to recognize weaknesses in appraisals and check the appraiser's methodology and conclusions.

Concurrent Workshop on Sales Comparison Approach

12:30-1:30pm Luncheon

1:30-3:30pm **General Session (continued): Valuation Theory, Principles, Methods, and Techniques - Cost Approach**

Instructors:

Thomas D. Blair, CMI
Owner
Blair Tax Consulting
Midlothian, TX

William J. Dearien, CMI
Senior Manager
Property Tax Counselors
McKinney, TX

3:45-5:15pm **Concurrent Workshop on Cost Approach**

Study rooms are available in the evening.

Wednesday, August 15, 2012

8:00am Quiz and Review

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

Instructor:

Glen M. Fandl, CMI, ASA
Managing Director
Fandl Tax Services, LLC
Ridgewood, NJ

10:45-12 Noon **Concurrent Workshop on Income Approach**

12:00 Noon Luncheon

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1:00-1:30pm

General Session:
**Summary of Three Approaches,
 Reconciliation of Value
 Conclusions**

Instructor:

Mindy McLees, CMI
 Senior Manager
 Moss Adams LLP
 Los Angeles, CA

working knowledge of personal property procedures and to enhance their ability to recognize errors and deficiencies in the valuation process.

Thursday, August 16, 2012

8:00-9:00am

General Session:
**Tax Research and Course
 Wrap-up**

The purpose of this session is to acquaint the student with various research tools and resources relevant to property tax professionals.

At the end of this session, the participants will be able to:

- Identify various tools and resources relevant to property tax professionals.
- Understand the importance of research to the property tax profession.

Instructor:

Thomas J. Kuder, CMI
 Director
 Industrial Valuation Services
 Austin, TX

1:30-3:45pm

General Session:
Personal Property Tax

The purpose of this session is to acquaint the student with the definitions, classifications, reporting practices and valuation issues of personal property taxation. This session will emphasize the importance of understanding fixed asset property records. These records form the primary basis of reporting. A better awareness of the property records and other company financial information can result in achieving significant tax savings for your company.

At the end of this session, the participant will be able to:

- Define and classify the various types of personal property.
- Discuss the basic elements of a fixed asset report and its use in property tax reporting.
- Understand the requirements for accurately filing a personal property rendition.
- Identify the various methods used to value personal property.
- Recognize tax saving opportunities.

Instructors:

James A. Baker, CMI
 Manager, U.S. Property Tax
 Hewlett-Packard Company
 Pontiac, MI

Thomas J. Kuder, CMI
 Director
 Industrial Valuation Services
 Austin, TX

Jason V. Raab, CMI
 Director of Property Tax
 Global Tower Partners
 Boca Raton, FL

9:15am

General Session:
**Course Review and
 Property Tax Challenge**

Instructor:

Thomas D. Blair, CMI
 Owner
 Blair Tax Consulting
 Midlothian, TX

11:00am

Final Quiz

11:30am

Conclusion of School

4:00-5:15pm

**Concurrent Workshop on
 Personal Property Tax**

This session provides a forum for the discussion of personal property valuation as it applies to filing the rendition, review and valuation comparisons. The objectives of the session are to provide students with a

School Committee

Chair:
 Rick H. Izumi, CMI

Vice-Chair:
 Thomas D. Blair, CMI

*Overall Chair,
 Property Tax Education:*
 Kellianne M. Nagy, CMI, CAE

Special Advisor to Committee:
 Charles E. Gilliland, Ph.D.
 Helen and O.N. Mitchell Fellow of Real Estate
 Research Economist
 Texas A&M University
 Real Estate Center, College Station, TX

Faculty:

Rae Akers, CMI
Manager Property Taxes
CSX Transportation, Inc.
Jacksonville, Florida

James A. Baker, CMI
Manager, U.S. Property Tax
Hewlett-Packard Company
Pontiac, Michigan

Thomas D. Blair, CMI
Owner
Blair Tax Consulting
Midlothian, Texas

William J. Dearien, CMI
Senior Manager
Property Tax Counselors
McKinney, Texas

Glen M. Fandl, CMI, ASA
Managing Director
Fandl Tax Services, LLC
Ridgewood, New Jersey

Charles E. Gilliland, Ph.D.
Helen and O.N. Mitchell Fellow of Real Estate
Research Economist
Texas A&M University
Real Estate Center
College Station, Texas

Rick H. Izumi, CMI
Partner
ITA, LLC
Torrance, California

Thomas J. Kuder, CMI
Director
Industrial Valuation Services
Austin, Texas

Mindy McLees, CMI
Senior Manager
Moss Adams LLP
Los Angeles, California

Richard Perez, CMI
Director
Ryan, LLC
Fort Lauderdale, Florida

Jason V. Raab, CMI
Director of Property Tax
Global Tower Partners
Boca Raton, Florida

Pat W. Sloan, CMI, ASA
Senior Manager
Merit Appraisal & Tax Consulting, LP
Gainesville, Texas

Robert J. Sperling, CMI
Director
Thomson Reuters
Laguna Hills, California

Fred E. Vance, CMI
Principal
Fred Vance & Associates LLC
La Crescenta, California

Mark R. Young, CMI
Manager Property Tax, Western Region
BP America
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 an understanding of ad valorem property taxation within the business environment.
- 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.
- Develop an applied understanding of property valuation and appraisal principles.
- 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.



Registration Information

Registrations must be submitted in advance through the IPT office and are accepted on a first-received basis. There will be a limited 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, 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.

Please click [here](#) for the registration form.

Members of the Institute can register online at www.ipt.org by logging in to the "Members Only" section and entering personal IPT login and password.

In order to encourage early registration, a discount of \$25.00 is available to those who register on or before July 13, 2012. The fees (U.S. funds) are:

- \$795 (Individual personally holding membership in IPT)
- \$995 (Individual does not hold membership, but company/firm has members in IPT)

Payments received after July 13, 2012*:

- \$820 (Individual personally holding membership in IPT)
- \$1020 (Individual does not hold membership, but company/firm has members in IPT)

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 **\$995**. If the registrant so elects, he/she may join as an Associate Member (company already has members) for annual dues payment of \$275 (nonrefundable), and will be eligible for the reduced school fee of **\$795**. Please see registration form.

There is also a **\$485** supplemental registration fee for registrants not staying at the Georgia Tech Hotel and Conference Center under IPT's group package. Please read the Accommodations section for more information.

All registrations must be paid in full within three weeks of acceptance and prior to the school. A \$50 surcharge applies if payment is outstanding as of August 16, 2012. All fees must be in U.S. funds. The following credit cards can be used: American Express, VISA and MasterCard. 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: 1200 Abernathy Road, N.E., Building 600, 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, 2012. There is also a substitution charge of \$40 before July 13, 2012, \$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

There are separate costs for the hotel package. Hotel reservations must be made **separately** from your IPT registration at: [IPT - Basic Property Tax School - Hotel Reservations Link](#); or you may reach the Georgia Tech Hotel reservation desk at 800-706-2899 or 404-838-2100 with questions. All hotel dealings are done directly through the hotel. The Georgia Tech Hotel and Conference Center is located at 800 Spring Street, Atlanta, GA, 30308. For a single occupant, the IPT room package rate of **\$927 (plus applicable taxes)** provides for the four night stay Sunday to Thursday (check-out Thursday morning), four full breakfasts, three lunches, Sunday dinner, refreshment breaks and the daily participant fee. The IPT room package rates are on a per-person basis. The double occupancy IPT package rate of **\$800 (plus applicable taxes)** is **per person and not per room** and includes the same time frame, meals, refreshment breaks and participation fee as the single rate. The cost of parking is not included. The hotel's official check-in time is 4pm and check-out is at noon. For those arriving before Sunday or staying Thursday, the room rate for those nights is **\$119** plus all applicable taxes. Please note, this rate does not include any meals. Reservations requested after the room block is filled or beyond the cut-off date of July 15, 2012, whichever comes first, are subject to availability and rate changes. The hotel accepts all major credit cards. Cancellations must be made 24 hours prior to the reservation date or you will be charged one night's room and applicable taxes.

Students and Instructors are encouraged to stay at the Georgia Tech Hotel. The peer interaction that takes place is an essential part of this program. There is a **\$485 supplemental registration fee for registrants not staying at the Georgia Tech Hotel and Conference Center under IPT's group package**. This fee covers some of the overhead costs that are part of the hotel package. This fee does include Sunday night dinner, three lunches, refreshments breaks and the daily participation fee.



The IPT registration desk will be open from 3:00 - 5:00 pm on Sunday, August 12, 2012. Registrants should pick up their materials at that time.

Orientation, scheduled for 5:00 pm on Sunday, August 12, 2012, is required for all students.

Students need to bring a battery-operated calculator, scratch pads, pencils, pens, etc. A notebook containing all of the school reference materials will be provided. Attendance will be recorded for CPE purposes.

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. A faxable order form can be downloaded from IPT's website. Members can purchase the book online at IPT's website by logging in to the "members only" section.

Fluency in English is required for successful completion of this course. Foreign language dictionaries may not be used during examinations.

Attire during the day is business casual. While the entire hotel and meeting complex is enclosed, clothing appropriate for the season should be brought for any outdoor activities.

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

Continuing Education Credit

Approximately thirty-two and a half (32.5) continuing education credits, including 1 IPT ethics credit hour, 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. CMI's will obtain credit on an hour-to-hour basis for attendance up to a maximum of 30 credit hours.

IPT is on file as an approved provider with the Texas Department of Licensing and Regulation.

As required by regulatory agencies, IPT must verify individual attendance at sessions in order to grant Continuing Education Credits. Each attendee's name badge has a unique barcode that identifies that individual. In order to obtain CE credit, the individual must have his or her bar-coded badge scanned during the first 15 minutes of each session. No credit for the session will be given to un-scanned attendees. Lost name badges should be reported immediately to an IPT staff member for a replacement

The Institute will now be emailing all Certificates of Attendance, Pass/Fail Letters and Certificates of Completion for each program to attendees. If you do not receive these materials within 10 business days following the end of the program, please contact the IPT office.

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 submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org. For more information regarding administrative policies such as complaint and refund, please contact our office at (404) 240-2300.

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 is a property tax member of the Institute in good standing. 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, or 3) Intermediate Real Property Tax School. 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.

Prerequisites: None

Recommended Field of Study: Taxation (Property Tax) & Regulatory Ethics

Program Level: Basic

Instructional Method: Group Live

Advance Preparation Required: None