

Maine Property Tax Division

presents

IAAO 101

Fundamentals of Real Property Appraisal

Monday, March 25 - Friday, March 29, 2024

8:00am - 4:30pm

AC Hotel, Portland

Instructor: Steve Sullivan, CMS, CMA-4

About the course:

Fundamentals of Real Property Appraisal is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course concentrates on the skills you need to estimate the market value of properties using two approaches to value: the cost approach and the sales comparison approach.

About the Instructor:

Steve Sullivan graduated from the University of Maine with a degree in Forestry. He is a certified IAAO junior instructor, holds a Level 4 advanced Certified Maine Assessor designation from the State and a Certified Mapping Specialist designation from the IAAO. Steve is currently serving as Deputy Director for the Property Tax Division of Maine Revenue Services after six years as a field appraiser. Prior to joining the Property Tax Division, Steve spent eleven years working on cadastral maps for a mapping contractor, fifteen years as a licensed fee appraiser, and experienced the day-to-day operations working in the assessing department for the City of Bangor.

Details:

- Monday's class will start at 8:30am, following registration from 8:00-8:30am. The course goes from Monday, March 25 through Thursday, March 28, 8:00am - 4:30pm, with an exam scheduled for Friday, March 29, from 8:00-11:30am.
- The exam has a 3.5-hour time limit, but most students do not need the whole time.
- Students should bring a calculator, pencil, and paper. **The calculator app on a phone is not allowed for the Friday exam.**
- Course materials will be provided by IAAO on the first day of class.
- This course qualifies for 30 hours of advanced continuing education credit and is one of the courses eligible to count toward the CMA-2 advanced assessor designation.
- The IAAO will email you the results of your exam and a certificate of attendance/completion. Students should retain this certificate for submitting to Maine Revenue Services at cma.mrs@maine.gov to receive advanced continuing education credit.
- The AC Hotel will be offering discounted lodging, and secure paid parking (daytime and overnight option available) to attendees. A link will be emailed to you once your registration form has been received.

Registration:

- **Space is limited!** Submit your registration with payment as soon as possible before February 27th. Once payment is received, we will confirm whether you have secured a spot.



Invest. Learn. Advance.

Maine Property Tax Division

IAAO Course 101 - Fundamentals of Real Property Appraisal

Monday, March 25 - Friday, March 29, 2024, 8:00am - 4:30pm

Name: _____ CMA #: _____

Address: _____

Email: _____ Phone: _____

Employer: _____

Course Registration: \$ 625.00

Payment will be submitted by check.

Note: If paying by check, please send a copy of this registration form to cma.mrs@maine.gov in addition to mailing with the check, to ensure timely registration.

Credit Card Payment:

If paying by credit card, complete the lines below.

Note: After processing, Maine Revenue Services will redact credit card information & no data will be stored.

Name on card: _____ Expiration Date: _____

Card number: _____ Visa Mastercard Discover
American Express not accepted.

Billing address: _____

Email address (for receipt): _____

Phone number: _____

Completed registration, with check or credit card information, must be received by February 27, 2024.

Send registration and payment to cma.mrs@maine.gov or mail to:



Maine Revenue Services
Property Tax Division
Attn: Chief of Training and Certification
P.O. Box 9106
Augusta, ME 04332

Print

Clear Form

Questions?

Call 207-624-5601 or email cma.mrs@maine.gov