

GENERAL: This Policy outlines the procedures for Demonstration Appraisal Report registration.

PROCEDURE:

1.0 Registration of Demonstration Report Properties

- 1.1 All Candidate Members preparing a Demonstration Appraisal Report who are registered in the BUSI 499 Guided Case Study course must register the property they have selected for the purpose of writing a Demonstration Appraisal Report with the Association office.
- 1.2 Candidate Members must use the Demonstration Appraisal Report Property Registration Form to register their subject property and must follow the guidelines noted in this policy.

2.0 Review and Verify Subject Property Information and Data

- 2.1 The Alberta Assessors' Association staff reviews and verifies the subject property and determines whether it meets the acceptance criteria for an income producing property.
- 2.2 Only one Candidate Member is permitted to use a particular subject property. It is recommended that a Candidate Member register the subject property as soon as they are confident that they have selected an appropriate property.
- 2.3 A letter of authorization from the building owner or property manager must accompany the subject property registration form.
- 2.4 The event that the subject property is not available for registration at the time of request, the Candidate Member will be asked to select another property.
- 2.5 Candidate Members who choose to complete a Demonstration Appraisal Report without registering their subject property risk that their Demonstration Appraisal Report may be ruled unacceptable by the Examination Subcommittee Chair.

3.0 Upon Approval of Subject Property

- 3.1 The Executive Director returns an approved copy of the form to the Candidate accepting the subject property or advising that the property is not acceptable.
- 3.2 The Executive Director maintains a property registration database and retains a copy of the approved form on the Candidate Member's file.

4.0 Procedure for Reports Passed by the University of British Columbia

- 4.1 If a Demonstration Appraisal Report has been marked and passed by the University of British Columbia markers, the Executive Director will forward to the Examination Subcommittee Chair to review for quality assurance purposes.

5.0 Acceptance Criteria

- 5.1 A current Demonstration Appraisal Report Property Registration Form must be completed and forwarded to the Association office.
- 5.2 The Demonstration Appraisal Report Property Registration Form must be completed in its entirety.
- 5.3 Faxed copies of Demonstration Appraisal Report Property Registration Form are acceptable.
- 5.4 A property used in a report cannot be used again until after five years from date of the first registration.
- 5.5 Similar types of subject properties in close proximity must have different base years.
- 5.6 Confirmation by the Association of properties for demonstration report writing purposes is to be less than 30 days from receipt of the completed Demonstration Appraisal Report Property Registration Form.

6.0 Changing a Property Registration

6.1 To change a registered property, the member is required to send in a new Demonstration Appraisal Report Property Registration Form along with a request to cancel the previous registered property.

7.0 Appeal

7.1 Any Candidate member wanting to appeal the decision of the Examination Subcommittee Chair in reference to this policy and the registration of a subject property can forward their reasons for appeal to the Registration Committee.

Recommended by Registration Committee:	May 1, 2003
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