

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: All Elected Assessing Officials and Their Employees
And Vendors

FROM: Diana Boylls, Training Director

DATE: April, 2008

SUBJECT: Amended IAAO Schedule and Location Change

PLEASE READ THE INFORMATION BELOW

Since the original mailing was done, there have been several changes and corrections to the IAAO class schedule which may require you to re-register for the classes.

- 1. The date for the “Fundamentals of Real Property #101” in Valparaiso should be September 15-19, 2008.**
- 2. The date for the “Assessment Administration #400” should be December 8-12, 2008. The class WILL NOT be held at the Ivy Tech campus in Columbus. It will instead be held at the Ivy Tech campus at Fort Benjamin Harrison/Lawrence (9301 E. 59th Street) on the east side of Indianapolis. Directions to that campus are on the second page of both this memo and the registration form.**
- 3. The “Fundamentals of Mass Appraisal #300” class WILL NOT be held at the Ivy Tech campus in Columbus. It will instead be held at the Ivy Tech campus at Fort Benjamin Harrison/Lawrence (9301 E. 59th Street) on the east side of Indianapolis.**
- 4. An additional “Income Approach to Value, #102” class will be held June 16-20, 2008 at the IVY Tech campus at Fort Benjamin Harrison/Lawrence. Use the enclosed registration form to register for that class. The “Income Approach to Value, #102 class in Columbus is full and no further registrations can be accepted. If you registered for the Columbus class on or after April 16th, you have been automatically included in the new Indianapolis class. If you do not wish to attend at this site, please let me know.**
- 5. The “Fundamentals of Real Property Appraisal, #101” classes in both Columbus and Kokomo are now full, and no further registrations can be accepted for those classes. See Item 6.**

6. An additional “Fundamentals of Real Property Appraisal, #101” class is now scheduled for Indianapolis June 9-13, 2008. It will be held at the IVY Tech Ft. Ben/Lawrence location. It is included on the attached registration form. If your registration for the Real Property Appraisal #101 class in Columbus or Kokomo was received on or after April 16th, you have been automatically included in the new Indianapolis class. If you do not wish to attend at that site, please let me know.

7. The “Fundamentals of Mass Appraisal #300” and the “Assessment Administration #400” classes are almost full. Once they are full, the next two people who register will be put on a waiting list in case of cancellations (with no guarantee of acceptance). All other registrations will be returned. There are no additional #300 or #400 classes scheduled for 2008.

8. There was incorrect pricing on the books. Please note the correct pricing on the attached registration sheet. If you have already ordered books and sent checks, you may need to increase the amount of money that has been forwarded to us at this point, since the books must be paid for at the correct price. Checks have been forwarded to the Indiana Chapter of the IAAO and cannot be returned. We are sorry about any inconvenience this may cause.

If you wish to have the books prior to the first day of class, you need to order them via the Internet. The books ordered through the Indiana Chapter cannot be made available until the first day of class.

NOTE: If you registered for either the #101 class in Valparaiso or the #400 class in Indianapolis with the incorrect dates, you may want to re-register for those classes so that we know you are aware of the date change.

NOTE: We do not send registration confirmations. The registrations are forwarded to the Indiana Chapter of the IAAO representative for the ordering of books and class registration material preparation. If you wish to receive a confirmation, please include an e-mail address on the registration form.

Directions to the Fort Benjamin Harrison/Lawrence IVY Tech campus:

From I-465 (either direction), take the 56th Street exit. Go east on 56th Street to Post Road. Turn left (north) onto Post Road. Turn right onto East 59th Street. The Richard M. Fairbanks Center for Health Professions will be on the right side of East 59th Street. This is where the classes will be held.

Parking is available for visitors in the north lot, off of East 59th Street. Please do not park in the student parking area.

REGISTRATION FORM FOR IAAO CLASSES

Please register me for the following IAAO classes:

Course Name and Number	Location	Date	Register by "X"ing this box
Fundamentals of Real Property Appraisal #101	IVY Tech, Kokomo	May 12-16, 2008	Class is full.
Fundamentals of Real Property Appraisal #101	IVY Tech, Columbus	May 19-23, 2008	Class is full.
Fundamentals of Real Property Appraisal #101	IVY Tech Valparaiso	September 15-19, 2008	
Fundamentals of Real Property Appraisal #101 (New Class)	IVY Tech, Ft. Ben/Lawrence	June 9-13, 2008	
Income Approach to Value #102	IVY Tech, Columbus	July 14-18, 2008	Class is full
Income Approach to Value #102	IVY Tech, Kokomo	August 4-8, 2008	
Income Approach to Value 102 (New Class)	IVY Tech, Ft. Ben/Lawrence	June 16-20, 2008	
Fundamentals of Mass Appraisal #300	IVY Tech, Ft. Ben/Lawrence	October 13-17, 2008	
	IVY Tech, Ft. Ben/Lawrence	December 8-12, 2008	

Name: _____ Maiden: _____

Address: _____

City, State, Zip: _____ E-Mail Address: _____

Phone: Home: _____ Business: _____ Cell: _____

Title: _____

(If vendor, please list company; if county or township employee, please list complete title and county)

Item	No. of Copies	Price	Total Due
Property Assessment Valuation		\$25.00 each	
Mass Appraisal of Real Property		\$50.00 each	
Property Appraisal & Assessment Administration		\$50.00 each	

Registration Fee \$450.00* _____
*No charge for local elected officials and employees

Total Due: _____
(Please make check payable to: Indiana Chapter of IAAO)

Mail completed registration form and payment to: **Diana Boylls, Training Director,
Department of Local Government Finance, 100 N. Senate Avenue, Room 1058,
Indianapolis, Indiana 46204.**

If you do not need to include a check with the registration form, you may fax the form to Diana Boylls at **317/232-8779**.

Directions to the IVY Tech Fort Benjamin Harrison/Lawrence campus:

From I-465 (either direction), take the 56th Street Exit. Take 56th Street east to Post Road. Turn left (north) onto Post Road. Turn right onto East 59th Street. The Richard M. Fairbanks Center for Health Professions will be on the right side of East 59th Street. This is where the classes will be held.

Parking is available for visitors in the north lot, off of East 59th Street. Please do not park in the student parking area.

Smoking is not permitted inside the building or on the grounds.

Luca's Pizza has a restaurant on site, and serves Mexican and Italian food during the lunch time.