

Minnesota Association of Assessing Officers

Stephen Behrenbrinker, CAE, MAAO Grading Chairperson
400 2 Street So, St. Cloud, MN 56301

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DATE:

TO: Candidate for Minnesota Residential Property Case Study Exam

FROM: Stephen Behrenbrinker, MAAO Grading Chairperson

RE: Exam Application

Thank you for your interest in taking the Minnesota Residential Property Case Study Exam. The purpose of this exam is to provide a method to achieve the designation level of Accredited Minnesota Assessor (AMA). This exam, along with a residential form report, is an alternative to writing a narrative appraisal report on a single-family residential property.

The minimum requirements to take the exam are:

- Currently hold the designation level of Certified Minnesota Assessor (CMA).
- Be currently licensed with the Board of Assessors.

The exam is in two parts. Part 1 is in three sections; section 1 is 35 multiple choice questions with an emphasis on the appraisal process and statistics. The questions come from current MAAO and IAAO courses. Items included are: units and elements of comparison, depreciation estimates, extracting adjustments from market data, completing adjustment grids, sales ratios, statistical calculations such as mean, median, level of assessment statistics, coefficient of dispersion, coefficient of variation, price related differential, average absolute deviation, calculating a time adjustment, use of a rent multiplier and use of a cost manual. Current course materials will provide an excellent review. Section 2 is 15 short answer questions and Section 3 is 10 problem-solving questions.

Part 2 of the exam is in a narrative format. The candidate is provided detailed market, income and cost data to value a single-family residential property using the three approaches to value. The importance of this part is to DEMONSTRATE the candidate's knowledge of the appraisal process and to be able to extract data from the market information.

Part 1 and Part 2 will be graded individually by MAAO Education Committee appointed graders. The Chair of the MAAO Grading Committee may review all gradings and make a final determination of the score. To successfully complete the exam a score of 90, or 75%, of the total of 120 points is required. A candidate may retake the exam once.

The candidate may choose any of the MAAO appointed proctors to monitor the exam. The cost of the exam or re-test is \$100.00, which must be included with the attached required application. Seminars on preparing for the exam may be offered on an

ongoing basis depending on demand. Contact Stephen Behrenbrinker for dates and locations. The application must be submitted to Stephen Behrenbrinker two weeks prior to the exam date. It is the responsibility of the candidate to arrange for a proctor, a list of proctors is available from the Grading Chairperson.

The following application must be completed and mailed/faxed/e-mailed to Stephen Behrenbrinker to make the necessary arrangements for your exam.

If you have any questions or comments, please contact:

Stephen Behrenbrinker, CAE, MAAO Grading Chairperson
St. Cloud City Assessor
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St. Cloud, MN 56301
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APPLICATION FOR MINNESOTA RESIDENTIAL PROPERTY CASE STUDY EXAM

(Please Print)

Name		Assessor's License #
Title	E-mail	Phone
Address		
City	State	Zip Code
Date of Birth	Last 4 digits of SSN#	
First Test <input type="checkbox"/> Re-test <input type="checkbox"/>		
Date of Exam	Location	Proctor

PROCEDURE: The candidate must complete this application and mail/fax/e-mail the application along with a check for \$100 to Stephen Behrenbrinker two weeks prior to taking the exam. I understand that if I do not pass this exam I must wait fourteen days to re-test. The candidate may re-test once for a fee of \$100. Make checks payable to Minnesota Association of Assessing Officers (MAAO). Exam results will be forwarded to the candidate and the Minnesota Board of Assessors.

Please note: This is an eight-hour exam so it is recommended that you bring a lunch or snacks since you will not be allowed to leave the general area during the exam.