
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
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June 2016

Dear Assessing Professional,

The Department of Local Government Finance ("Department") will hold the third and fourth quarter 2016 continuing education courses from July 20 through October 19 at five locations. The course descriptions for the four available courses are as follows:

Valuation of Self Storage

IN Course Number: IN 506

7.5 hours of continuing education credit by the Department of Local Government Finance

Purpose of this workshop is to provide guidance and suggestions on the valuation process of self storage properties. The workshop will look at the different classifications of self storage and how all three approaches to value can be used to value these types of properties. Month-to-month leasing, the impact of new supply, reliance on external demand generators and management intensity all make analysis and valuation of these properties difficult.

Valuation of Residential Land

IN Course Number: IN 507

7.5 hours of continuing education credit by the Department of Local Government Finance

Purpose of this workshop will provide some guidance and suggestions on the process of valuing vacant residential land. Information from various areas of the U.S. will be used to help establish some processes and determination of various influence factors. Topics to be covered are: USPAP review, general land information, site analysis, land valuation methods, land influence factors, calculating adjustments, modified cost of development method, supporting documentation and recent land value article.

Personal & Real Property Tax - Abatements

IN Course Number: IN 469

7.5 hours of continuing education credit by the Department of Local Government Finance

This course will provide students with an overview of the process for determining both real and personal property tax abatements. The rules and statutes that govern abatements will be discussed and abatement problems will be examined. Students will have the opportunity to work various exercises involving abatements of both real and personal property.

Preparation & Presenting a Valuation Appeal

IN Course Number: IN 508

7.5 hours of continuing education credit by the Department of Local Government Finance

Purpose of this workshop is to provide guidance and suggestions on the preparation and presentation of a valuation appeal from an assessor/appraiser perspective. The workshop will look at all levels of appeals including informal level, secondary level also referred to as formal level appeals (boards of equalization and state tax courts) and judicial appeals (district courts and court of appeals). Information from actual

residential and commercial appeal documentation will be used to help illustrate some processes and procedures.

Each class is 7 1/2 hours long, including 1 hour for lunch. Check-in is between 8 and 8:30 a.m. local time, and classes run from 8:30 a.m. to 4 p.m.

Locations

Classes are located in the following cities:

- Columbus
- Indianapolis
- Fort Wayne
- Evansville
- Merrillville

Registration

There is no registration fee for Department continuing education courses. Please register for the classes that you are interested in taking at www.ind-pace.com. **This site will allow you to register, get directions, check your registrations, and change and cancel your registrations. This will continue to be the preferred method of registration.** You can also register by mail or fax by following the instructions on the following registration form.

All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled, Briljent, LLC (Briljent) is not able to notify you if you have not registered for the class. Also, Briljent cannot guarantee availability for those individuals who do not register by the deadline.

All registrations are processed on a first-come, first-served basis. To provide all members of the assessing community the opportunity to receive this information, please make copies and share the contents of this letter with your entire staff, as well as your county property tax assessment board of appeals members.

Registrations will be confirmed by e-mail only. **If you do not provide an e-mail address, you will not receive a confirmation of your class registration. You are encouraged to register on the Web site.**

Details

The Department's continuing education provider for these classes is Briljent, an Indiana-based business with extensive experience in training design and facilitation. Your Registrar for classes is Lisa Harris. You can contact her via e-mail at lharris@briljent.com. You can also contact Lynn Paquin at lpaquin@briljent.com.

Course manuals will be available on-site at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended. **Reminder: Refreshments are not provided. Please remember to bring your own.**

DLGF Continuing Education Registration Mail-In Form
Third Quarter 2016

Name: _____

Title _____

Address: _____

City, State, ZIP: _____ Date of Birth: _____

County: _____ Township: _____

Home Phone: _____ Work Phone: _____

Student ID Number: _____ E-Mail: _____

Please register me for the class I have indicated below by checking its date and location:

**Third Quarter 2016: Valuation of Self Storage (Course No. 506)
 Valuation of Residential Land (Course No. 507)**

<input type="checkbox"/> IN 506	July 20 – Indianapolis Indiana Wesleyan University NORTH – Priority Way	<input type="checkbox"/> IN 506	July 26 – Evansville Ivy Tech Community College	<input type="checkbox"/> IN 506	August 2 – Merrillville Indiana Wesleyan University
<input type="checkbox"/> IN 507	July 21 - Indianapolis Indiana Wesleyan University WEST – Digital Way	<input type="checkbox"/> IN 507	July 27 – Evansville Ivy Tech Community College	<input type="checkbox"/> IN 507	August 3 – Merrillville Indiana Wesleyan University
<input type="checkbox"/> IN 506	July 20 - Columbus Holiday Inn Express & Suites - EDINBURGH	<input type="checkbox"/> IN 506	August 2 – Fort Wayne Indiana University-Purdue University (IPFW)		
<input type="checkbox"/> IN 507	July 21 – Columbus Holiday Inn Express & Suites - EDINBURGH	<input type="checkbox"/> IN 507	August 3 – Fort Wayne Indiana University-Purdue University (IPFW)		

Mail this registration form to Registrar Lisa Harris at
Briljent, LLC, 7615 West Jefferson Blvd., Fort Wayne, Indiana 46804; or fax to 260-434-0991.

NOTE: The preferred method of registration is online at www.ind-pace.com.

****See back side of this letter for Fourth Quarter class offerings**

DLGF Continuing Education Registration Mail-In Form
Fourth Quarter 2016

Name: _____

Title _____

Address: _____

City, State, ZIP: _____ Date of Birth: _____

County: _____ Township: _____

Home Phone: _____ Work Phone: _____

Student ID Number: _____ E-Mail: _____

Please register me for the class I have indicated below by checking its date and location:

**Fourth Quarter 2016: Personal and Real Property Tax Abatements (Course No. 469)
Preparation & Presenting a Valuation Appeal Workshop
(Course No. 508)**

<input type="checkbox"/> IN 469	Oct. 4 – Evansville Ivy Tech Community College	<input type="checkbox"/> IN 469	Oct. 12 – Columbus Holiday Inn Express & Suites - EDINBURGH	<input type="checkbox"/> IN 508	Oct. 18 – Fort Wayne Indiana University- Purdue University (IPFW)
<input type="checkbox"/> IN 508	Oct. 5 – Evansville Ivy Tech Community College	<input type="checkbox"/> IN 508	Oct. 13 – Columbus Holiday Inn Express & Suites - EDINBURGH	<input type="checkbox"/> IN 469	Oct. 19 – Fort Wayne Indiana University- Purdue University (IPFW)
<input type="checkbox"/> IN 508	Oct. 12 – Indianapolis Indiana Wesleyan University NORTH – Digital Way	<input type="checkbox"/> IN 469	Oct. 18 – Merrillville Indiana Wesleyan University		
<input type="checkbox"/> IN 469	Oct. 13 – Indianapolis Indiana Wesleyan University WEST – Priority Way	<input type="checkbox"/> IN 508	Oct. 19 – Merrillville Indiana Wesleyan University		

Mail this registration form to Registrar Lisa Harris at
Briljent, LLC, 7615 West Jefferson Blvd., Fort Wayne, Indiana 46804; or fax to 260-434-0991.

NOTE: The preferred method of registration is online at www.ind-pace.com.