



# *Institute of Assessing Officers*

*affiliated with the*

## *New York State Assessors' Association*

**FUNDAMENTALS OF MASS APPRAISAL**  
**NYSAA OFFICE, 116 Salina St., Suite 8, Liverpool, NY**  
**AUGUST 21, 22, 23, 2019**  
*Enrollment is Limited.*

**ALL DATES, TUITION, and LOCATION, GUARANTEED**

**TUITION:** (check appropriate one)

\_\_\_ \$380.00 for members of the IAO

\_\_\_ \$400.00 for members of the NYSAA

\_\_\_ \$480.00 for non-members of the NYSAA

FULL PAYMENT or a completed ready-for-signature voucher must accompany this application.

PRINT, TYPE, OR ATTACH BUSINESS CARD:

NAME: First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_ Designation \_\_\_\_\_

Title \_\_\_\_\_ Municipality/Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PHONE - Office: ( \_\_\_\_\_ ) \_\_\_\_\_ Home: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**NOTE:** This course has been approved by the NYS Office of Real Property Tax Services (ORPTS) for basic certification.

**MAKE CHECKS PAYABLE AND RETURN TO: New York State Assessors' Association**

**NYSAA**  
**116 Salina St., Suite 8**  
**Liverpool, NY, 13088**  
**Phone: (315) 706-3424 FAX: (315) 410-5660**  
**Email: [admin@nyassessor.org](mailto:admin@nyassessor.org)**

**Fundamentals of Mass Appraisal**  
**August 21, 22, 23, 2019**  
**Syracuse, NY**

**PAYMENT PROCEDURE**

A check for the total amount due or completed voucher, ready for signature, must accompany the application.

**APPLICATION**

The application should be filled out and mailed as soon as possible – class size is limited. All applications are expected to be submitted by August 2, 2019. Member status as of July 1, 2019, will be used to determine the appropriate fee.

**CANCELLATIONS**

Applicants who cancel on or before August 2, 2019, will receive a full refund. After August 2, 2019, there will be a cancellation fee of \$75.00. No refunds after August 16, 2019 and for no shows.

**ON SITE REGISTRATION**

All students attending the course will be expected to register at the NYSAA office on Wednesday, August 21, 2019, between 8:00 and 9:00 a.m. The class will begin promptly at 9:00 a.m. Wednesday morning. Commuter registration will also occur on Wednesday morning from 8:00 a.m. to 9:00 a.m.

**HOUSING**

All housing accommodations are your responsibility. There are several hotels within 10 minutes of the NYSAA office.

**MEALS**

Restaurants are available within walking and short driving distances. Costs of meals are the responsibility of the student and are not included with tuition costs.

**IAO RECERTIFICATION AND ORPTS CONTINUING EDUCATION CREDITS**

One credit will be awarded for each classroom hour.

**ADDITIONAL REQUIREMENTS**

An HP12C calculator (or equivalent) is required for this course.

**CONFIRMATION**

A confirmation letter will be e-mailed to all registrants by August 2, 2019.

**REIMBURSEMENT**

Eligible assessors and county directors who attend will receive basic/continuing education credit and reimbursement from ORPTS pursuant to their current rules and approval by the Department of Budget.

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***Fundamentals of Mass Appraisal – Course Description***

This is a three-day class that ends with an exam for Basic Certification. There is no exam for continuing education credit. Mass appraisal is a method to study and value a large number of properties. It allows us to group properties in many different ways and analyze the results. This course is the basic course prepared by the New York State Office of Real Property Tax Services with input from assessors and county directors. It has been rewritten to include new areas of emphasis and to delve deeper into systematic analysis and valuation.

***Instructor – Anne M. Sapienza, IAO & NYS ORPTS***

Anne M. Sapienza is the assessor for the Town of Stafford in Genesee County. She retired in 2015 from three other towns. Anne earned her IAO in 1996, served as president of the NYSAA and was honored in 2001 as a Life Member of the NYSAA. She has been an instructor for the NYS Office of Real Property Tax Services and the NYS Assessor's Association since 2004. Education, both personally and professionally, has been a passion; Anne completed her Master's of Public Administration in 2013. She is currently a member of the IAO Board of Trustees.

***Instructor – Aaron Lesch-VonRandall, NYS ORPTS***

Aaron Lesch-VonRandall is a real property analyst with NYSDTF Office of Real Property Tax Services. Aaron works out of the ORPTS Regional Support Office in Syracuse where he currently assists officials in Jefferson, Onondaga, Oswego, and Tioga counties. Teaching and classroom instruction are some of Aaron's favorite parts of the job. He has developed and taught on various assessment and valuation topics including: RPSV4 valuation, RPSV4 Reports, Fundamentals of Mass Valuation, Board of Assessment Review Training, and Manual Model Development.