

# VAAO Internship Program

## Goals & Objectives:

- Develop a universal 6-8 week internship program that can be utilized by assessment offices throughout the Commonwealth of Virginia. Program can include items such as:
  - Tentative schedule(s)
  - IAAO Education & Course Materials
  - VAAO Information
  - Basic criteria for property valuation
  - Basic criteria for property taxation
  - Etc.

## Framework:

### Intern Program

Each summer <Virginia Locality> are seeking interns who are high school students or rising juniors and/or seniors in college. In three (3) months they learn to do the following:

- Assist Real Estate Appraisers with research and data collection for residential real estate assessments
- Perform office research and conduct on-site real property inspections to gather data required for appraisals
- Research and review construction permits and plans
- Conduct field inspections to measure and record changes to real property for assessment purposes
- Use GIS platform to measure and identify new construction via aerial imagery
- Review sales listings to identify updates or changes to property characteristics
- Communicate with Real Estate Agents, building contractors and homeowners to verify property characteristics
- Learn basic principles of assessment to assign value to characteristic changes
- Enter data changes into a CAMA system

Training is provided by appraisers and supervisors. Interns exit with a well-rounded understanding of what we do. They are encouraged to follow-up with us upon graduation should they have an interest in a full-time career in local government.

### Under fill Program

<Virginia Locality> also offers an under fill program for high school or college graduates with little or no experience. The program lasts a minimum of two years and no more than three years. They enter as Appraiser Trainees and are promoted to Appraiser I's upon successful completion of the program. There are Residential Under fills and Commercial Under fills. Goals and Objectives for both are attached, with the primary difference being the number of courses required.

## Goals and Objectives for Residential Under fill Agreement:

### I. General

- Have a general understanding of laws governing the assessment process- Code of Virginia (Title 58.1- Chapter 32) and Constitution of Virginia (Article X).

(Uniformity, Highest and Best Use, Value in Use vs. Market Value, etc.).

- Understand Zoning categories and Comprehensive Plan and impact on land values.
- Understand Rezoning Process (Planning Commission, BOS, Special Exemptions, Variances, etc.).
- Be able to read and understand tax maps, including zoning maps, soils maps, topographic maps, and water/sewer maps and where to find maps (sources).
- Complete and pass IAAO Course 101 - Fundamentals of Real Property Appraisal; Course 201 - Appraisal of Land; and Course 300 - Fundamentals of Mass Appraisal, if not previously taken and exams passed.
- Be able to field typical telephone duty calls/questions and "walks-ins".
- Have understanding of other <Local> Agencies/Departments that Real Estate Division typically interacts with (DPZ, DPD, GIS/Mapping, DTA – Personal Property, Tax Relief and Business Licenses, CIT, Revenue Collections and Delinquent Collections).
- External Agencies – VDOT, State Corporation Commission, Department of Taxation.

### II. Appraisal

- Be able to discuss and explain the appraisal process.
- Have a good understanding of the three basic approaches to value and their correlation.
- Textbook – Cost, Income, Sales Comparison approach.
- <Locality> – Residential (Cost, Sales Comparison)
- Be familiar with and value raw and improved land using the CAMA and other processes.
- Understand how adjustments are made when analyzing sales of comparable and comparing to subject (Matched Pair Analysis).
- Be able to use CAMA to value homogeneous neighborhoods using Cost and Trend. Have working knowledge of CAMA cost and market valuations and understand how data impacts Cost models.
- Be able to measure, classify and value new construction including semi-custom and custom homes.
- Be able to perform sales verifications for improved properties and vacant land.
- Be able to value vacant land including individual subdivision lots and acreage. Understand the different units of comparison for land i.e. # of units, sf, and acreage.
- Be able to work and value Rezoning and Breakdowns/New Subdivisions.
- Understand the supplemental assessment billing process (Basis in Code).

- Understand Fire Damage (Code) and how to process exonerations for fire damage.
- Understand tax exempt status for different property types including HOA parcels
- Understand other types of exonerations (ROW certificates, street dedications), appeals and BOE.
- Be able to utilize and become proficient with <Software> Reports and Residential Tracker Reports for NBHD appraising with CAMA.
- Be able to write informative Neighborhood notes in CAMA.

### **III. Administrative Appeals and Board of Equalization**

- Be able to work and write appeals on properties located in homogeneous neighborhoods.
- Be able to prepare and present cases before the BOE under supervisor direction.

### **IV. Computers, Systems, and Software**

- Have a good understanding of CAMA assessment information.
- CAMA screens typically used in appraising
- Sale Verification Screens and Process
- Building Permit Screens and Process
- Land Valuation Screens
- Cost Screens
- Property Valuation Screens
- Learn <Software> Reports for obtaining sales, permit and related appraisal functions.
- Learn basic functions of tax software
- Software – General
  - 1) Microsoft Word
  - 2) Excel
  - 3) Outlook
  - 4) Pictometry
- GIS – be able to use the DTA desktop templates for GIS applications.
- Have working knowledge of LDS (Land Development System) for rezoning.

## **Goals and Objectives for Commercial Under fill Agreement**

### **I. General**

- Have a general understanding of laws governing the assessment process- Code of Virginia (Title 58.1- Chapter 32) and Constitution of Virginia (Article X).

(Uniformity, Highest and Best Use, Value in Use vs. Market Value, etc.).

- Understand Zoning categories and Comprehensive Plan and impact on land values.
- Understand Rezoning Process (Planning Commission, BOS, Special Exemptions, Variances, etc.).
- Be able to read and understand tax maps, including zoning maps, soils maps, topographic maps, and water/sewer maps and where to find maps (sources).
- Complete and pass IAAO Course 101 - Fundamentals of Real Property Appraisal; Course 102 - Income Approach to Valuation; Course 112 – Income Approach to Valuation II; Course 201 - Appraisal of Land; and Course 300 - Fundamentals of Mass Appraisal, if not previously taken and exams passed
- Be able to field typical telephone duty calls/questions and “walks-ins”.
- Have understanding of other <Local> Agencies/Departments that Real Estate Division typically interacts with (DPZ, DPWES, GIS/Mapping, DTA – Personal Property, Tax Relief and Business Licenses, CIT, Revenue Collections and Delinquent Collections).
- External Agencies – VDOT, State Corporation Commission, Department of Taxation.

### **II. Appraisal**

- Be able to discuss and explain the appraisal process.
- Have a good understanding of the three basic approaches to value and their correlation.
- Textbook – Cost, Income, Sales Comparison approach.
- <Locality> – Residential (Cost, Sales Comparison)
- Be familiar with and value raw and improved land using the CAMA and other processes.
- Be able to set up or understand history folders for new commercial construction.
- Understand how to analyze comparable sales and compare to subject (matched pair analysis).
- Be able to use CAMA to value specific structure codes within specific neighborhoods using Cost and Income. Have working knowledge of CAMA cost and income valuations and understand how data impacts cost models.
- Be able to measure, review plans, classify, and value new construction
- Be able to perform sales verifications for improved properties and vacant land.
- Be able to value vacant land including individual subdivision lots and acreage. Understand the different units of comparison for land i.e. # of units or FAR, land sf or acreage, and gross.
- Understand the rezoning process and breakdowns/new subdivisions.
- Understand the supplemental assessment billing process (Basis in Code).

- Understand fire damage (code) and how to process exonerations for fire damage.
- Understand tax exempt status for different property types including HOA parcels.
- Understand other types of exonerations (ROW certificates, street dedications), appeals, BOE.
- Be able to utilize and become proficient with <Software> reports for appraising with CAMA.
- Be able to write informative notes for appraisal units and elements.

### **III. Administrative Appeals and Board of Equalization**

- Be able to work and write appeals on commercial properties.
- Attend commercial BOE case as an observer to get basic understanding of process.
- Work with experienced appraiser assisting in preparation of BOE case.
- Prepare and present cases before the BOE under supervisor direction.

### **IV. Computers, Systems, and Software**

- Have a good understanding of CAMA assessment information.
  - CAMA screens typically used in appraising
  - Sale Verification Screens and Process
  - Building Permit Screens and Process
  - Land Valuation Screens
  - Cost Screens
  - Property Valuation Screens
  - Learn <Software> Reports for obtaining sales, permit and related appraisal functions.
  - Learn basic functions of tax software
  - Learn CoStar – for commercial property information
  - Software – General
- 1) Microsoft Word
  - 2) Excel
  - 3) Outlook
  - 4) Pictometry
- GIS – be able to use the DTA desktop templates for GIS applications.
  - Have working knowledge of LDS (Land Development System) for rezoning.

# VAAO Ad hoc Internship Reference Material

## Recruitment Flyer's:

- Developed two universal internship program flyers to be utilized by assessment offices throughout the Commonwealth of Virginia
  - Attach IAAO Education & Course Materials
  - Attach VAAO Information

## VAAO Strategic Plan:

- Reference attached adopted VAAO Strategic Plan goals.
  1. Membership
  2. Professional Education
  3. Advocacy
  4. Technology and Innovation

## HRACRE (Hampton Roads Association for Commercial Real Estate):

- Attended career/internship event April 6, 2023
- <https://hracre.org/page/2023Internship>
- Powerpoint Presentation Attached

Presented by:

Derek Green AAS, Chair (City of Williamsburg)

Committee Members:

Elizabeth Craft (City of Charlottesville)

Edward Burnett CAE,RES (County of Hanover)

Devin Caldwell (City of Richmond)

Andrea Gardner (City of Suffolk)

Erika Cowling (City of Suffolk)

Dr. Simon Stevenson (Old Dominion University)

Greg Daniels CAE (City of Chesapeake)

\*Special thanks to Tom Reed, CAE, SRA for providing detailed information on Fairfax County Internship program.

# IAAO Course Information

## Course 101 - Fundamentals of Real Property Appraisal

This course is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course concentrates on the skills you need to estimate the market value of properties using two approaches to value: the cost approach and the sales comparison approach. This course is also available as a **Self-Study Course**.

**Recommended textbook: Property Assessment Valuation (PAV) (3rd edition)**

**AQB approved: 33.50 hours CE with exam / 30 hours CE no exam**  
**Acceptance of continuing education hours varies by state or other licensing organization. Please reach out to them for approval and/or recognition of CEUs prior to registering for IAAO education offerings.**

## Course 102 - Income Approach to Valuation

This course is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant or improved properties by the income approach. This course covers real estate finance and investment, capitalization methods and techniques, analysis of income and expenses to estimate operating income, selection of capitalization rates, and application of the approach. This course is also available as a **Self-Study Course**.

**Recommended prerequisites:**

**Course**

**101**

**Recommended textbook: Property Assessment Valuation (PAV) (3rd edition)**

**AQB approved: 33.50 QE, 33.50 hours CE with exam / 30 hours CE no exam**

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## Course 112 - Income Approach to Valuation II

This course is an intermediate level course designed for the practicing appraiser and builds on IAAO Course 102 training. An understanding of the income approach to value and practical experience with income capitalization are essential prerequisites. Problem solving requires a calculator with a power key. This course makes extensive use of financial compounding and discounting techniques. Emphasis is on developing financial factors by way of electronic devices with slight references to pre-printed tables. Forecasting income patterns and property value changes are prominent variables used in estimating present values. Formula driven models are the primary appraisal tools. Market value estimates through yield capitalization are the principal focus of the course.

**Recommended prerequisites: Course**

**101,**

**Course**

**102**

**Recommended textbook: Property Assessment Valuation (PAV) (3rd edition)**

**AQB approved: 33.50 QE, 33.50 hours CE with exam / 30 hours CE no exam**

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## IAAO Course Information Cont.

### Course 201 - Appraisal of Land

This course is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of land. This course concentrates on the skills necessary for estimating land value primarily using the sales comparison approach.

**Recommended prerequisites: Course 101, Course 102**

**Recommended textbook: Property Assessment Valuation (PAV) Textbook (3rd edition)**

**AQB approved: 33.50 hours CE with exam / 30 hours CE**

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### Course 300 - Fundamentals of Mass Appraisal

This course provides an introduction to mass appraisal and is a prerequisite for the IAAO 300-level course series. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to value, and selection of a mass appraisal system. This course is also available as a **Self-Study Course**.

**Recommended prerequisites: Course 101, Course 102**

**Recommended textbook: Fundamentals of Mass Appraisal (FMA)**

**AQB approved: 33.50 hours CE with exam / 30 hours CE**

**Acceptance of continuing education hours varies by state or other licensing organization. Please reach out to them for approval and/or recognition of CEUs prior to registering for IAAO education offerings.**

Information can be found at:

[https://www.iaao.org/wcm/Education/Copy\\_of\\_Course\\_Information/Courses/wcm/Education\\_Content/Courses.aspx?hkey=5c504efb-2ad5-4e55-a61d-edc2753e0d47](https://www.iaao.org/wcm/Education/Copy_of_Course_Information/Courses/wcm/Education_Content/Courses.aspx?hkey=5c504efb-2ad5-4e55-a61d-edc2753e0d47)

## VAAO Elgin “Pistol” McMillian Scholarship

This program is designed to assist anyone interested in entering the assessment field, particularly those interested in advancing their education, experience, and career. The 2023 VAAO ELGIN “PISTOL” MCMILLIAN scholarships will cover tuition fees for a live classroom or virtual course, Student Reference Manual, and exam.

Applications are found on our website at: <https://vaao.org/education/events-registration/>





# Summer Internship Program



**Opportunities for high school and college students to gain real world experience training with appraisers and supervisors!**

- Research and collect data for real property assessments
- Conduct field inspections to measure and record changes
- Use GIS platform to measure and identify new construction via aerial imagery
- And more!

Enter <Locality>  
Underfill Program after  
graduation!

**For More Information**  
**(804) 555 - 1234**  
**info@vaao.org**



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For More Information  
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[info@vaao.org](mailto:info@vaao.org)