

Analyzing and Selling Investment Real Estate Using MS Excel-Based Software

Date: Thursday, September 25, 2003

Time: 8:30 a.m. – 5:00 p.m.

This one-day course focuses on Microsoft Excel-based software programs that can be used to analyze real estate investments. The course examines in detail the CCIM Business Forms Template (the "Template") as a cost-effective method to analyze real estate investments. The Template is a powerful spreadsheet that allows the user to develop, among other things, the following:

- A detailed **Annual Property Operating Data (APOD)** statement;
- A 5-year or 10-year **before-tax and after-tax cash flow analysis** of the investment;
- An **Alternative Cash Sales Worksheet (ACSW)** which calculates the property's adjusted basis, total capital gain, capital gain taxes as well as before-tax and after-tax sales proceeds;
- A before-tax and after-tax **internal rate of return ("IRR")** data sheet.

The Template is included as part of the course materials. A **case study approach** is used to permit the student to develop a complete understanding of the Template and how to use the Template in acquiring and selling investment real estate. In addition to completely examining the Template, a brief review is given of seven other software analysis programs.

This course will be taught by **Byron Smith, Sr., Esq., CCIM, CRB,**
senior instructor, **CCIM Institute Faculty**

COURSE REQUIREMENTS

- Proficiency in operation of HP-10B/10BII or similar financial calculator.
- An understanding of financial investment concepts/calculations is highly recommended.
- Laptop with Microsoft Excel*.

* If you do not have a laptop, please contact our office for possible solutions.

COURSE LOCATION

Virginia Association of Realtors
10231 Telegraph Road
Glen Allen, VA 23059-4578

Recommended Hotel:

- SpringHill Suites
(Ask for Virginia Association of Realtors rate)
(804) 266-9403/(888) 287-9400

You can register by faxing this registration form to **703-759-2357** (if you are charging your tuition please be certain to sign the form); or mail to: **P.O. Box 954, Vienna, VA. 22183**

STUDENT INFORMATION

(Please print clearly)

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

TUITION

- Early Bird Special: \$109.00** if registered by **August 15, 2003**
- \$139.00** for all registrations after **August 15, 2003**

PAYMENT INFORMATION (CHECK ONE)

Visa **MasterCard** **Check** (Payable to **Metropolitan Realty Group, Inc.** must be enclosed. Send to **P.O. Box 954, Vienna, Va. 22183-0954**)

Credit Card Number: _____

Expiration Date: _____

Authorized Signature: _____ *

Please type or print all information clearly.

***The signature of the card holder is required**

REGISTRATION/CANCELLATION POLICY

No registration is accepted without payment. No refunds for no shows or cancellations which are less than three business days before class. Registrations may be cancelled (by written notice faxed to 703-759-2357) three business days prior to course start date for a refund less the cancellation/administrative fee. A cancellation/administration fee of \$25.00 will be assessed for cancellations three or more business days before class. If you have any questions, please contact Byron Smith, Jr. at 703-757-3880.