

Analyzing and Selling Investment Real Estate Using MS Excel Based Software

Date: Friday, June 27, 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 program that allows the user to develop, among other things, the following:

- a. A detailed **Annual Property Operating Data (APOD)** statement;
- b. A 5-year or 10-year before-tax and after-tax cash flow analysis of the investment;
- c. 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;
- d. 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 six other software analysis programs.

COURSE REQUIREMENTS

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

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

COURSE LOCATION AND LODGING

Long & Foster Training Facility
201 Perry Parkway, Suite #4
Gaithersburg, MD 20877

Phone: (800) 543-3365

Recommended Hotels:

- The Holiday Inn
(301) 948-8900/(800) 465-4329
- The Gaithersburg Hilton
(301) 977-8900/(800) 445-8667

You can register by telephone at 703-757-3880; fax this registration form to 703-759-2357; e-mail this registration form to reinst@earthlink.net; or mail to: P.O. Box 954, Vienna, VA. 22183

STUDENT INFORMATION

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

TUITION

- **Early Bird Special: \$99.00** if registered by **June 14, 2003**
- **\$119.00** for all registrations after **June 14, 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: _____

REGISTRATION/CANCELLATION POLICY

No registration is accepted without payment. No refunds for no shows or cancellations which are less than 3 business days before class. Registrations may be cancelled (by written notice faxed to 703-759-2357) 3 business days prior to course start date for a refund less the cancellation/administrative fee. A cancellation/administrative fee of \$25.00 will be assessed for cancellations 3 or more business days before class. If you have any questions, please contact Byron Smith, Jr. at 703-757-3880.