

YOUR INVITATION TO A
30 DAY *FREE* TRIAL AND
A SPECIAL DISCOUNT PRICE...

SUCCESSFUL PROPERTY CONDITION ASSESSMENT:

*How to Propose and Conduct Profitable
Assessments, Satisfy Clients' Needs,
and Help Avoid Post-Assessment Lawsuits*

- Learn the practical applications of ASTM Standard E2018 from the people who helped prepare it
- Complete with Example Report, Pre-Survey Questionnaire and Opinions of Probable Costs table for your ongoing guidance and use
- With support from you own personal instructor via a Toll-Free 800 number

A
Completely New
self-study
program
with one-on-one
guidance from
your personal
instructor/
partner. . .



TECHNICAL &
PROFESSIONAL
TRAINING

Award Winning Training Programs

PROFITABLY MEET YOUR CLIENTS' NEEDS AND HELP AVOID LAWSUITS

PCAs WITH PRACTICALITY

AN ADDED BENEFIT — SAMPLE REAL WORLD FORMS

MEET PCA CLIENTS' NEEDS; CARRY OUT PROFITABLE PCAs; HELP AVOID POST-PCA LAWSUITS

Do these three objectives sound contradictory to you? They're not. Whether you're a consultant who prepares PCAs or a user of the results, we can help you achieve them with a completely new learning-at-home experience. We call it,

"SUCCESSFUL PROPERTY CONDITION ASSESSMENT: How to Propose and Conduct Profitable Assessments, Satisfy Clients' Needs, and Help Avoid Post-Assessment Lawsuits"

Derived directly from ASTM's nationally-acclaimed workshop on the subject, the course is conducted entirely as a distance learning experience, complete with support as needed from your own personal instructor/partner.

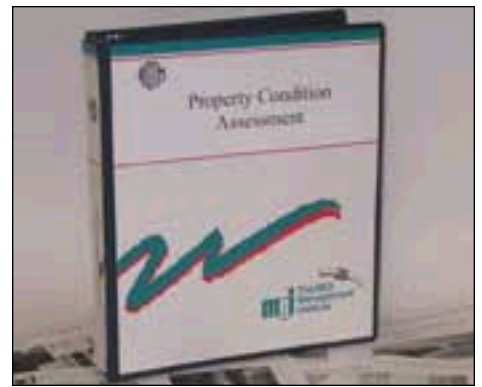
WHAT YOU CAN LEARN IN 25 HOURS . . . OR LESS

You'll learn the three levels of PCA activity and where each is appropriate; you'll learn the activities, practical limitations, and exclusions of a walk-through survey; you'll learn how to decide which documents to review and which not to during the PCA; you'll learn how to deal with information provided by others and how to define reasonable time and cost limitations on your PCA activities.

You'll learn how and when to use photographs for maximum effectiveness; how to develop and use specialized check lists; how to deal with building defects and to decide which ones are important; you'll learn how to determine when specialized consultants are needed and should be recommended to your client; you'll learn the criteria for distinguishing between immediate and short term costs as well as how to prepare your Opinions of Probable Costs Table for maximum usefulness to your client, and much more.

AN IMPORTANT ADDED COURSE BENEFIT — SAMPLE FORMS FOR YOUR CONTINUED USE

The course includes several forms and tables specifically designed to let you adapt them for your real world PCA activities. These include a Pre-Survey Questionnaire, an Opinions of Probable Costs Table, and a Complete Sample Property Condition Report.



HOW THE COURSE WORKS

When you enroll in "Successful Property Condition Assessment," you'll receive your loose-leaf bound course manual containing the complete course material and your Skill Development Exercises.

In each of the eight course units you'll find:

- Specific, to-the-point discussion of one aspect of the PCA process;
- Examples which show you how to apply the principles you've learned; and
- One or more Skill Development Exercises, which help you assess your newly-learned knowledge and skills.

INSTRUCTOR SUPPORT WHEN YOU NEED IT—MAIL OR FAX YOUR EXERCISES OR SEND THEM VIA THE INTERNET

You can complete your Skill Development Exercises on paper and mail or fax them to us, or you can complete them on line and send them with the click of a button. Either way, your personal instructor/partner at the MGI Analysis Center will provide you with a detailed personal review and helpful comment on your work. (The course is conducted for ASTM by the MGI Management Institute, White Plains, NY.)

We'll also give you a TOLL-FREE 800 number, so if you have any questions, we'll get an answer for you.

And remember, *whenever* you send in your exercises, we'll process them.

WHO SHOULD TAKE THIS COURSE

Anyone who uses, prepares, or is otherwise involved with a Property Condition Report, including: Those who conduct PCAs and prepare PCRs, Purchasers of Commercial Property, Potential Tenants, Owners, Existing or Potential Mortgagees, Lenders, Property Managers

LET A RECOGNIZED EXPERT HELP YOU DEVELOP YOUR PCA SKILLS AND EXPERTISE

Thomas W. Snyder, a registered architect with over 20 years of experience, has performed PCA's on hundreds of commercial properties ranging from multi-family housing to convention hotels and office buildings. He consulted with Fannie Mae in the rewriting of their Physical Needs Assessment protocol as an industry-accepted standard, and served as chairman of the ASTM PCA Training Task Group.

He has created spreadsheet estimating software programs for various property types as well as database-driven report master templates for numerous client specific protocols including HUD.

Mr. Snyder is a senior consultant to URS Corporation and other firms providing due diligence and construction related services.

WHEN YOU FINISH . . .

You can complete the course in about 25 spare-time hours; when you do you'll have earned 2.5 Continuing Education Units (CEUs) and you'll receive a signed Certificate of Completion, testifying to your accomplishment.



Perhaps most important of all, you'll have gained the knowledge and understanding you need to enhance your PCA preparation effectiveness if you're a PCA consultant, or to better define and review PCRs if you're a PCA user.

ENROLLMENT INFORMATION

Detailed information on enrolling in "Successful Property Condition Assessment" is located on the back page of this brochure.

ENROLL IN THIS VITAL NEW COURSE TODAY!

COURSE OUTLINE

UNIT ONE: **An Introduction to Property Condition Assessment**

The relationship between PCR Reviewer and field observer; three levels of PCA activity and when each is appropriate; the importance of the Point of Contact and the conduct of interviews to a successful PCA; deciding what constitutes a physical deficiency as related to a PCA property.

UNIT TWO: **Uses and Consultant Protections in Standard Guide 2018-99**

The activities, limitations, and exclusions of a walk-through survey; deciding whether roof access is important; the types of documents to be reviewed during a PCA; the importance of assessing client risk tolerance; limitations to put in a PCA contract.

UNIT THREE: **Gathering Information**

The four components of the PCA; responsibilities for information provided by others; reasonable time and cost limitations; preparation and use of pre-survey questionnaire.

UNIT FOUR: **The Walk-Through Survey: Part One**

Key elements and limitations of a walk-through survey; limitations of the site visit; proper use of photographs; specialized check lists—their preparation and usage; limitations on costs estimating; the importance of the site plan.

UNIT FIVE: **The Walk-Through Survey: Part Two**

What a field observer needs to look for; how to deal with building defects; HVAC and plumbing systems and out-of-scope issues; how to handle life/safety and fire protection issues.

UNIT SIX: **Some Real Property Examples**

Deciding when to use specialty consultants; dealing with missing information; the best info source in a multi-tenant property; how to meet a client's needs when the report is going to be late.

UNIT SEVEN: **Opinions of Probable Costs (OPC)**

Immediate vs. short-term costs; how to show capital reserves as part of the PCR; limitations of the OPC; a model Opinions of Probable Costs Table and how to prepare it.

UNIT EIGHT: **The Property Condition Report (PCR) Including a Sample**

The four major elements of the PCR; the Certification and Reliance page and how to prepare it; a typical PCR outline; the all-important executive summary and how to write it; comment categories and their usage.

APPENDIX A: **A Sample Property Condition Report**

ALL
IN
YOUR
OWN
OFFICE
OR
HOME . . .

AT
YOUR
OWN
PACE . . .

WITH
YOUR
PERSONAL
INSTRUCTOR/
PARTNER
TO
HELP YOU

Enrollment Information

A SPECIAL DISCOUNT PRICE— SAVE A FULL \$50.00

The list price for "Successful Property Condition Assessment" is \$335. However, ASTM is pleased to offer you a \$50 *discount* so that your special introductory price for this unique course is only \$285, plus a small postage and handling charge.

This includes your loose-leaf bound course material, review of and detailed comment on all your Skill Development Exercises, and personal response to every question you send in. And remember, that's all it costs—no time away from work, no travel, no other costs of any kind.

SEND FOR YOUR FREE TRIAL TODAY

Use the enrollment form or write to:
ASTM Professional Reference Programs
Suite 100
244 Westchester Avenue
White Plains, New York 10604

TOLL FREE
TELEPHONE ENROLLMENT
JUST CALL 1-800-932-0191
Or use our *fax number* 914-428-0773



OUR GUARANTEE TO YOU

30-DAY FREE TRIAL—Examine the course entirely at our risk for 30 days. If it's not exactly what you expected, simply return all material unused and we'll promptly refund your full enrollment fee* or cancel your invoice.

*Less postage and handling.

CONTINUING EDUCATION TO ACHIEVE PCA SUCCESS

This course was developed and is conducted for ASTM by the MGI Management Institute, White Plains, New York.

For over 30 years, MGI has been a leader in continuing education for the professions. Among its many other clients are the National Society of Professional Engineers and APICS, The Educational Society for Resource Management. MGI has provided and continues to provide practical, up-to-the-minute self-study experiences for thousands of engineers, manufacturing managers, and other professionals.



FREE TRIAL ENROLLMENT FORM

To: ASTM Professional Reference Programs
Suite 100, 244 Westchester Avenue, White Plains, New York 10604

YES, I want to enhance my PCA skills and increase my success in preparing/using PCAs. Please enroll me in "Successful Property Condition Assessment" and send all materials at once. My check, credit card charge, or purchase order* is enclosed as shown at right.

I understand this includes all course material, processing of all my Skill Development Exercises, and personal response to all questions I send in.

I understand further that, if I'm not completely satisfied with the material, I may return it, unused, within 30 days for a full and immediate refund or cancellation of my invoice.

*Purchase orders without accompanying prepayment will be billed at list price.

| | |
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| Air Parcel Post Charges | |
| Alaska, Hawaii, Puerto Rico, and Canada | \$15 U.S. additional |
| All other countries | \$55 U.S. additional |

Name _____

Title _____

Firm _____

Address _____

City _____

State _____ Zip _____

PAYMENT INFORMATION

Course Price \$ _____

Postage & Handling \$ 8.95

Total Price \$ _____

Check enclosed (payable to ASTM)

Purchase order enclosed*

Charge the above amount to my credit card as shown below:

MasterCard VISA AMEX

Acct.No. _____

Expiration Date _____

Signature _____

TOLL-FREE
TELEPHONE ORDER
Just call 1-800-932-0191
Fax 914-428-0773



Upon completion of this course, you'll have earned 2.5 Continuing Education Units (CEUs) and you'll receive a two-color Certificate of Completion, suitable for framing.