



CENTER FOR LOCAL GOVERNMENT TECHNOLOGY

College of Engineering, Architecture and Technology

Assessor Training and Accreditation Program

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RE: Class and Hotel Details

CLASS: Unit IV: Income Approach to Valuation: April 14 - 17, 2020

LOCATION: Tulsa - Hilton Garden Inn Midtown, 4518 E. Skelly Drive, Tulsa, OK, 74135

MAP: [Hilton Garden Inn Midtown](#)

CLASS TIME:

There will be two and one-half days of instruction and an exam on the last day. The course **will begin at 1:00 p.m. on Tuesday, April 14th**. Class will be from 1:00 p.m. to 4:30 p.m. on Tuesday and 8:30 a.m. to 4:30 p.m. on Wednesday and Thursday. There will be an exam on Friday starting at 8:30 a.m. and you have three hours to complete the exam. The exam will consist of 50 questions and there is a 70% requirement for passing. Pass or fail notification will be provided to each individual and the Oklahoma Tax Commission.

HOTEL INFORMATION:

For room reservations, you may call the Tulsa Hilton Garden Inn Midtown at (918) 878-7777 and ask for the room block, "**CLGT Assessor Training**". Reservations can also be made online using this link: [CLGT Assessor Training](#). The room rate is the prevailing government rate as of October 1, 2019, currently \$96.00 per night plus tax, single or double occupancy. If Tax-Exempt you must provide the hotel a copy of your Tax-Exempt letter. If paying with a Purchase Order you must fax it to the hotel at (918) 878-7779, and will be required to give a major credit card number to guarantee your reservation. No charges will be applied to your credit card unless you charge personal items to your room (movies, phone calls, etc.). Please ask for Sales Rep Laura Luster if you have questions or problems.

If you plan to enroll in this class, we will see you in Tulsa!

Sincerely,

Eric Hayes
Program Manager