

THE SURVEYOR'S REPORT WHY-WHEN & HOW

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SCOPE: This seminar/ workshop is designed for two groups of surveyors. First; those who must complete such forms as required by contract or Minimum Standards as imposed by their respective states and second; those professionals who attempt to provide clients with a synopsis of the work that was performed for them

The surveyor will be exposed to such discussions and comments as *why one* would want to prepare a report, even though it is not required by statute to regulation. Then *when* should the report be prepared and completed. *How* will include how to prepare a report that meets not only the regulations but also the legal and technical requirements. Then *what* should and must be included in such a report will be discussed. Each participant will have an opportunity to prepare sample reports.

OUTLINE

- I. THE NECESSITY AND WISDOM OF PREPARING A SURVEY REPORT; THE LEGAL APPROACH
- II. PLANNING FOR OR ANTICIPATING THE NEEDS OF A REPORT
- III. WHY IT IS WISE TO PREPARE A SURVEYOR'S REPORT
 - a. Technically
 - b. Legally
 - c. Business-wise
- IV. PARTS OF THE REPORT
- V. HOW TO PREPARE THE REPORT
- VI. ELEMENTS OF ADEQUATE REPORTS
- VII. WHAT THE REPORT WILL BUY YOU.
- VIII. WHAT TO DO WITH THE REPORT.

Time for presentation: 4 hours