

Administrative Appraisal Review Checklist

Review Checklist

1. Title Page

Agency's or entity's name _____

Landowner's name _____

Appraiser's name _____

Appraiser's address _____

Effective date of appraisal _____

2. Letter of Transmittal

Date of letter _____ ID of property _____ Property rights _____

Effective date _____ Special assumptions _____ Special instructions _____

Value opinion _____ Signature: yes ___ no ___

Analysis: self-contained report: yes ___ no ___

3. Table of contents: included _____ omitted _____

4. Certification

Statements true and correct: yes ___ no ___

Limited only by stated assumptions: yes ___ no ___

No interest or bias by property or parties: yes ___ no ___

Compensation not contingent: yes ___ no ___

Inspection: yes ___ no ___

Did landowner accompany appraiser on inspection? yes ___ no ___

Professional assistance: yes ___ no ___

5. Summary of Salient Facts

Property ID _____ Effective date _____ H&B _____

Improvements: yes ___ no ___

Extraordinary assumptions and hypothetical conditions: yes ___ no ___

6. Subject photos: adequate _____ omitted _____

7. Assumptions and Limiting Conditions

Appropriate _____ Extraneous _____ Erroneous _____

8. Scope of appraisal: adequate _____ omitted _____

9. Purpose of Appraisal

Reason for appraisal according to appraisal specifications: yes ___ no ___

Definition of market value according to appraisal specifications: yes ___ no ___

Property rights surface rights only appraised: yes ___ no ___

Intended use according to appraisal specifications: yes ___ no ___

Intended user according to appraisal specifications: yes ___ no ___

10. Summary of appraisal problem: adequate _____ omitted _____

11. Legal description: adequate _____ omitted _____

12. Area data: adequate _____ omitted _____

13. Site Data

Present use: yes __ no __

Access: yes __ no __

Topography: yes __ no __

Cover: yes __ no __

Improvements: yes __ no __

Utilities: yes __ no __

Size: yes __ no __

14. History: last transaction considered: yes __ no __

15. Assessed value and tax load: adequate _____ omitted _____

16. Zoning description: adequate _____ omitted _____

Zoning used in report consistent with permitted uses: yes __ no __

17. Highest and Best Use

Vacant: adequate _____ omitted _____

Four Tests: adequate _____ omitted _____

18. Sales Comparison Approach

Comparables – Buyer and seller: yes __ no __

Date of sale: yes __ no __

Legal and ID: yes __ no __

Recording data: yes __ no __

Price: yes __ no __

Terms: yes __ no __

Location: yes __ no __

Zoning: yes __ no __

Present use: yes __ no __

Planned use: yes __ no __

Description: yes __ no __

Photos: yes __ no __

Good map: yes __ no __

Location map: yes __ no __

Analysis: adjustment documented: yes __ no __

Conclusions understandable: yes __ no __

19. Cost Approach

Land analysis – comparables: yes __ no __

Conclusion understandable: yes ___ no ___

20. Income Approach

Gross income documented: yes ___ no ___

Vacancy: yes ___ no ___

Expenses documented: yes ___ no ___

Cap rate documented: yes ___ no ___

Conclusion documented: yes ___ no ___

21. Final Value Estimate

As of date _____

Reconciliation documented: yes ___ no ___

Conclusion documented: yes ___ no ___

22. Crop base and allotments in easement area: yes ___ no ___

Disposition of crop base and allotment: transferred _____ acquired by NRCS _____

Is it valued in appraisal? _____

23. Overall

Clear and understandable: yes ___ no ___

Adequate information: yes ___ no ___

Complete: yes ___ no ___

Reasonable: yes ___ no ___

24. Exhibits

Adequate maps: yes ___ no ___

Title information: yes ___ no ___

Appraisal instructions: yes ___ no ___

Qualification of appraiser: yes ___ no ___

Comments: _____

25. Appraisal complies with contract specifications: yes ___ no ___

26. Appraisal acceptable for use in acquiring an NRCS easement: yes ___ no ___

Administrative reviewer signature

Date