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