ASA MTS CANDIDATE REPORT REVIEW CHECKLIST INSTRUCTIONS
(Effective as of January 01, 2018)

Basic Report Requirements and General Report Quality

This checklist was designed to be a useful resource tool by offering convenient criteria to help Candidates evaluate the MTS appraisal reports they submit to the Board of Examiners as part of ASA's advancement procedures. It is important to note that the examiners will use a similar checklist when reviewing the Candidates' report work product. We believe that this checklist provides reasonable guidelines of the standard elements that should be found within an acceptable appraisal report.

In order to successfully meet the report review criteria, one appraisal report must be submitted. Candidates whose employers' policies do not allow them to write complete narrative appraisal reports will need to submit demonstration reports that are based upon actual appraisal assignments, but altered to be specific to the candidate.

Not all components on the checklist are required or appropriate for every appraisal report. This checklist is applicable only to the ASA advancement process, to demonstrate their appraisal expertise, and is not intended for any other purpose. Candidates should select appraisals that address as many items on this checklist as possible. The following are criteria for the reports submitted.

- The demonstration report must be solely the work of the candidate. No reports will be accepted with multiple appraisers. If the employer does not allow for the candidate to produce reports of their own, then the demonstration report described in the previous paragraph would apply.
- No Restricted Reports. In some cases restricted reports are limited to the intended user but frequently are restricted in content as well. To demonstrate understanding of the appraisal process, no Restricted Reports will be accepted.
- Reports for Insurance purposes (demonstration or actual) must show depreciated Replacement Cost as the purpose of the appraisal, not Replacement Cost New only, in order to demonstrate the appraisers ability to provide a complete understanding of an approach to value; and are acceptable as long as the candidate works for a company that primarily performs insurance valuations.
- If the assets appraised are done so using a depreciation schedule, a sample of the assets with adjustments should be provided.
- Demonstration reports should be of tangible personal property ONLY, which falls under the MTS specialty (i.e. Machinery, Equipment, Furniture, Fixtures, Office Equipment, Computers, etc.). If the candidate's work product is not specific to MTS assets, then a demonstration report may be prepared altering a multiple discipline report to consist only of those assets.

- Signatures of the candidate must be on the certificate and letter. As some firms do not put personal signatures on reports, this would require altering the demonstration report to meet this requirement. Signatures are <u>not</u> a typed name. They need to be an authentic mark, written or legal electronic signature. The signature authenticates the work to be that of the candidate.
- Please provide page number of the report for each item on the checklist.

This checklist was developed in accordance with **Standard 8** of the **Uniform Standards of Professional Appraisal Practice (USPAP).** The items are referenced [see bracket] to the corresponding subsections of USPAP. Please note that certain items are identified as "Pass/Fail" items. For ASA accreditation purposes, any report that fails to pass one of these items will be immediately rejected regardless of the quality of the rest of the report. However, in these cases, the examiner should still complete the review in order to provide the candidate feedback on the entire report. For items not listed as "Pass/Fail", examiners will use the following quantitative scoring system.

- There are a total of 38 report components: 20-Pass/Fail and 18-Yes/No
- Therefore, the maximum number of "Yes/No" questions is 18. However, the number of "Yes/No" answers depend on the individual report since certain items may not be applicable for all reports. Consequently, the examiner should adjust the overall total to reflect non-applicable items and indicate "N/A" for these items on the checklist during their review process. Then divide the total number of "Yes" answers the candidate received by the total answers available.
- The report must receive a grade of 80% or higher to be deemed acceptable

If the report fails, the Board of Examiners will provide a complete critique addressing each item that was found unacceptable as well as stating the action(s) needed from the candidate to correct the issue(s). To access the MTS Candidate Report Checklist, please click here and then select the appropriate version (i.e. USPAP or IVS).