

Appraisal Report Checklist

for

Appraisal Review and Management

These guidelines have been produced to assist individuals with the preparation of their review reports, which will be submitted as part of their ARM accreditation process. These guidelines will help identify the minimum requirements that should be included in an appraisal report review. These guidelines do not, nor are they intended to, dictate the format or sequence order to follow other than identifying what should be addressed in the review itself. Additionally, it should be further noted that the requirements mentioned within these guidelines are specifically for ASA's accreditation process for the ARM discipline only. Furthermore, the Board of Examiners (BOE) will be using the criteria listed within these guidelines during their review process of your report.

Please ensure that the accreditation application package you submit includes one properly performed compliant critical review along with the appraisal report being reviewed.

The American Society of Appraisers recognizes the need for competent reviewers of appraisals and therefore has developed a series of programs/courses that teach individuals to properly review appraisal reports along with complying with the various Standards. The Principles of Valuation (POV) courses that you completed as part of your ARM accreditation process are an example of these types of educational offerings. The knowledge you have gained from these courses should assist in the preparation of the appraisal review report you intend to submit to the BOE as part of your accreditation process. This Candidate Report Checklist form has been established with both regulatory and principle based criteria in mind. Furthermore, the ultimate goal of establishing objective review criteria is to ensure that the performance of each appraiser is accurately measured. Without such objective guidelines, there is nothing to measure against.

Basic Requirements

- Appraisal Review Written Date – Date the report was written
Located on page(s) _____
- Appraisal Review Date – The date the report was reviewed
Located on page(s) _____
- Appraisal Report Date – Date appraisal report was written
Located on page(s) _____
- Appraisal Date – The effective date of valuation
Located on page(s) _____

- Identification of Client – Client who has ordered the appraisal review

Located on page(s) _____

- Intended User and Intended Use – Clearly state the intended use and user of review

Located on page(s) _____

- Scope of Work – Specifics as to what the appraisal review will cover along with identification of which Standards the report is being reviewed against (i.e. USPAP, IVS, etc.).

Located on page(s) _____

USPAP

- Identify which Appraisal Standard Review is under (i.e. Standard 2, Standard 8, Standard 10)

Located on page(s) _____

- Clearly identify the problem to be solved in the appraisal review

Yes__ No__ Does the appraisal under review properly and clearly identify the problem to be solved

Yes__ No__ Is the premise of value identified and clearly presented

Yes__ No__ Is the appraisal under review credible and properly supported

Located on page(s) _____

- Follow the appropriate Standards and review the report against that standard. If the report under review is in violation of any portion of the Standards, properly identify and quote the standard(s) and specifically identify why the report is in violation and suggest the remedial action to be taken to comply. This needs to be considered for each requirement within the standard.

Overview

The appraisal review report should comply with and address each of the following, as required under Standard Rule 3.5:

- (a) State the identity of the client and any intended users, by name or type

Located on page(s) _____

(b) State the intended use of the appraisal review

Located on page(s) _____

(c) State the purpose of the appraisal review

Located on page(s) _____

(d) State information sufficient to identify

- (i) The work under review, including any ownership interest in property that is the subject of the work under review;
- (ii) The date of the work under review;
- (iii) The effective date of the opinions or conclusions in the work under review; and
- (iv) The appraiser (s) who completed the work under review, unless the identity is withheld by the client.

Located on page(s) _____

(e) State the effective date of the appraisal review

Located on page(s) _____

(f) Clearly and conspicuously

- (i) State all extraordinary assumptions and hypothetical conditions; and
- (ii) State that their use might have affected the assignment results.

Located on page(s) _____

(g) State the scope of work used to develop the appraisal review;

Located on page(s) _____

(h) State the reviewer's opinions and conclusions about the work under review, including the reasons for any disagreement

Located on page(s) _____

(i) When the scope of work includes the reviewer's development of an opinion of value, review opinion, the reviewer must;

- (1) State which information, analysis, opinions, and conclusions in the work under review that the reviewer accepted as credible and used in developing the reviewer's opinion and conclusions;
- (2) At a minimum, summarize any additional information relied on and reasoning for the reviewer's opinion of value, review opinion, related to the work under review

(3) Clearly and conspicuously

(*) state all extra ordinary assumptions and hypothetical conditions connected with the reviewer's opinion of value, review opinion, of work under review

(*) state that their use might have affected the assignment results.

Located on page(s) _____

- The appraisal review report must contain a signed certification and a CV of the reviewer that demonstrates reviewer's competency to perform the appraisal review.

Located on page(s) _____

International Valuation Standards

IVS-103 Reporting:

IVS does not have any specific standard for appraisal review. However, if an applicant is submitting an appraisal report for review that was performed under the IVS, it must conform to their standard 103- Reporting. This standard provides a guide to what must be included or addressed in an appraisal report. If an appraisal report was submitted for review to ASA for advancement, it must meet the specific guidelines presented. However, the reviewer must perform a review in accordance with the USPAP Appraisal Review Standard covering appraisal review.