

# APPRAISAL CHECKLIST

## **PART ONE - INTRODUCTION**

	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>PAGE #</u></b>	<b><u>N/A</u></b>
1. Title page (Project Name and FCT Project Number)	_____	_____	_____	_____
2. Letter of transmittal	_____	_____	_____	_____
3. Table of contents	_____	_____	_____	_____
4. Certification of value	_____	_____	_____	_____
5. Summary of important conclusions	_____	_____	_____	_____

## **PART TWO - PREMISES OF THE APPRAISAL**

6. Identification of type of appraisal and format	_____	_____	_____	_____
7. Assumptions and limiting conditions	_____	_____	_____	_____
7a. Special assumptions	_____	_____	_____	_____
8. Purpose and use of the appraisal	_____	_____	_____	_____
9. Definition of value and date of value estimate	_____	_____	_____	_____
10. Property rights appraised	_____	_____	_____	_____
11. Scope of the appraisal	_____	_____	_____	_____

## **PART THREE - PRESENTATION OF DATA**

12. Identification of the property and legal description	_____	_____	_____	_____
13. Identification of any personal property or other items that are not real property	_____	_____	_____	_____
14. Area, city, neighborhood and location data	_____	_____	_____	_____
15. Site data	_____	_____	_____	_____
15a. Flood hazard area discussed	_____	_____	_____	_____
16. Description of improvements	_____	_____	_____	_____
17. Zoning and land use	_____	_____	_____	_____
18. Current taxes and assessment data	_____	_____	_____	_____
19. Five (5) year history of the subject	_____	_____	_____	_____
19a. Prior sales/current offers or listings	_____	_____	_____	_____

## **PART FOUR - ANALYSIS OF DATA AND CONCLUSIONS**

20. Highest and best use of land as though vacant	_____	_____	_____	_____
21. Highest and best use of the property as improved	_____	_____	_____	_____
22. Site value	_____	_____	_____	_____
23. Cost approach	_____	_____	_____	_____
24. Sales comparison approach	_____	_____	_____	_____
24a. Govt./private sector sales segregated	_____	_____	_____	_____
24b. Photographs of comparable sales	_____	_____	_____	_____
24c. Sketches of comparable sales	_____	_____	_____	_____
24d. Value impact of special assumptions	_____	_____	_____	_____
25. Income capitalization approach	_____	_____	_____	_____
26. Reconciliation and final value estimate	_____	_____	_____	_____
27. Estimate of marketing period	_____	_____	_____	_____
28. Qualifications of the appraiser(s)	_____	_____	_____	_____

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<u>ADDENDA</u>	<u>YES</u>	<u>NO</u>	<u>PAGE #</u>	<u>N/A</u>
29. Detailed legal description (if not included in data)	_____	_____	_____	_____
30. Detailed statistical data	_____	_____	_____	_____
31. Leases or lease summaries	_____	_____	_____	_____
32. Owner contact letter or statement that owner was contacted (not optional)	_____	_____	_____	_____
33. Other appropriate information	_____	_____	_____	_____

\*Checklist to be completed and included in addenda of appraisal report.