

**WHAT DO DESK REVIEWERS LOOK FOR?**

The attached check list will give appraisers an idea of what our desk reviewers look for when reviewing appraisals for experience or as a result of a complaint.

Yes	No	Description of work completed for this assignment
		Inspection of the subject property
		Spot check comparable data with MLS, SVQ or other data service for accuracy
		Review work-file
		Independently confirm data contained within the appraisal report
		Research additional data that may have been appropriate for the appraisal under review
		Spot check mathematics
		Review for USPAP compliance

**APPRAISAL REVIEW CHECKLIST**

USPAP REFERENCE	USPAP ISSUE	ITEM	COMMENTS ON NON-COMPLIANCE
2-2	Report Option Stated	1	
2-2(i) & 1-2(a)	Client/Intended User Identified	2	
2-2(iv), 1-2(e)(i) (e)(ii) (e)(v) & 1-4(d)	Real estate & property interest identified & valued consistent with identification	3	
2-2(iii), 1-2 (e)(iii) & 1-4(g)	Personal Property & Intangibles identified & handled appropriately	4	
2-2(iii),1-2 (e)(iv), 1-4(d)	Leases, contracts, easements, restrictions, etc. handled appropriately	5	
2-2(v) & 1-2(c)	Type, definition & source of value definition stated	6	
2-2(v)(i) & 1-2(d)	Effective date of value and date of report stated	7	
2-2(ii),(vii) & 1-2 (b)(h)	Scope of work consistent with intended use	8	
2-2(iii) & 1-2(e)(i)	Relevant property characteristics Identified	9	
1-5(a)(b)	Property history (sale, listing, etc)	10	
2-2(ix) & 1-3(a)(b)	Use of real estate discussed & Highest and Best Use stated & rational given	11	
2-1(c), 2-2(x), 1-2(f)(g)	Extraordinary Assumptions & Hypothetical Conditions appropriate	12	
1-4(a)	<u>Sales Comparison Approach</u> adequate	13	
1-4(b)	<u>Cost Approach adequate</u> <i>(i) Site value supported</i> <i>(ii) Cost data appropriate</i> <i>(iii) Depreciation supported</i>	14	
1-4(c)	<u>Income Approach adequate</u>	15	

USPAP REFERENCE	USPAP ISSUE	ITEM	COMMENTS ON NON-COMPLIANCE
	<i>(i) Gross income appropriate</i> <i>(ii) Operating expense appropriate</i> <i>(iii) Cap or discount rate appropriate</i> <i>(iv) Projections supported</i>		
2-2(viii) (Reporting of Analysis)	Data, methods & techniques, & reasoning, supports analyses & opinions. Exclusion of approaches explained.	16	
1-4(e)	Effect of assemblage analyzed/ refrain from just adding parts	17	
1-4(f)	Analyze effect of anticipated improvements (on or off property)	18	
1-6	Reconciliation of approaches adequate	19	
2-3	Certificate complete and signed	20	
1-1(a) (Overall Development)	Understand & correctly employ methods/techniques	21	
1-1(b) (Overall Development)	Not commit substantial error	22	
1-1(c) (Overall Development)	Not commit a series of errors	23	
2-1(a) (Overall Reporting)	Report clear, accurate & not misleading	24	
2-1(b) (Overall Reporting)	Report has sufficient information for intended user	25	
Compliance with Rules	Ethics Competency Scope of Work Jurisdictional Exception	26	