

Utah Real Estate Appraiser Licensing and Certification Board
EXPERIENCE REVIEW FORM
2020 – 2022 USPAP Edition

Experience Review

Scope of Work

This real property appraisal review is prepared for the Utah Division of Real Estate (hereafter, referenced as ‘the Division’). The Division is the client. The Utah Real Estate Appraiser Licensing and Certification Board (hereafter, referenced as ‘the Board’) is considered to be an additional intended user. No other additional intended users are identified.

The intended use of this appraisal review is to provide state regulators with an appraisal review compliant to the Uniform Standards of Professional Appraisal Practice (hereafter, referenced as ‘USPAP’) of the appraisal report under consideration. The appraisal review is to assist state regulators in their determination of the report’s compliance with statutes, rules, regulations, and stated client requirements as well as conformance with practices of peers conducting a similar assignment.

The scope of work includes, but is not limited to, a desk review of the appraisal report as well as consideration and analysis of any work file documents provided. If the scope of work entails something greater than a desk review, more details as to the scope of work is contained in the *Additional Scope of Work* section. The original appraisal report and any supplemental documentation submitted (e.g. – assignment order, revision request, appraiser work file, etc.) were reviewed for conformity and compliance to USPAP as well as additional requirements established by the intended user(s) of the original appraisal report as of the date of said report. The review appraiser will provide an opinion as to whether the analyses, opinions, and conclusions provided in the original appraisal report (including the opinion of value) are supported (credible results). The review appraiser is **not expected** to develop an independent opinion of value but is expected to provide an opinion as to the reasonableness of the comparable sales and adjustments utilized in the original appraisal report.

Normally, the review appraiser is not expected to conduct a personal inspection of the subject and comparable properties referenced in the appraisal report. Unless otherwise stated, the following extraordinary assumptions apply: (1) the subject property information provided in the original appraisal report is correct (e.g. – county records, zoning, mensurations of the property and improvements, etc.); (2) MLS and county record information are accurate for comparable properties.

The report is prepared in a checklist and summary format, with comments included in support of the peer reviewer’s analyses and conclusions. Any additional documentation that the review appraiser deems necessary to understand the review (i.e.: maps, pictures, sketches, etc.), may be included as addenda, and will be referenced within the comment sections of the report.

| Additional Scope of Work (if necessary) |
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Additional commentary on supplemental addendum

Utah Real Estate Appraiser Licensing and Certification Board
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|---|-------------------------------|-------------------------------|
| Appraiser(s) | | Appraiser License #(s) |
| | | |
| Subject Property Address (Street, City, County, State, and Zip or Legal Description) | | |
| | | |
| Effective Date of Report | Date Report was Signed | Interest Appraised |
| | | |
| Review Appraiser | Date of Review | Case # (if assigned) |
| | | |
| Notes (if any) | | |
| | | |

Additional commentary on supplemental addendum

| Requirements Analyzed and Compliance | |
|---|--|
| Utah | <input type="checkbox"/> The Appraisal Report was reviewed for compliance with State of Utah minimum requirements. <input type="checkbox"/> The Appraisal Report is considered substantially compliant with State of Utah minimum requirements. <input type="checkbox"/> The Appraisal Report is not considered substantially compliant with State of Utah minimum requirements. |
| USPAP | <input type="checkbox"/> The Appraisal Report was reviewed for compliance with USPAP minimum requirements. <input type="checkbox"/> The Appraisal Report is considered substantially compliant with USPAP minimum requirements. <input type="checkbox"/> The Appraisal Report is not considered substantially compliant with USPAP minimum requirements. |
| FNMA | <input type="checkbox"/> The Appraisal Report was reviewed for compliance with Fannie Mae minimum requirements. <input type="checkbox"/> The Appraisal Report is considered substantially compliant with Fannie Mae minimum requirements. <input type="checkbox"/> The Appraisal Report is not considered substantially compliant with Fannie Mae minimum requirements. |
| FHA | <input type="checkbox"/> The Appraisal Report was reviewed for compliance with FHA minimum requirements. <input type="checkbox"/> The Appraisal Report is considered substantially compliant with FHA minimum requirements. <input type="checkbox"/> The Appraisal Report is not considered substantially compliant with FHA minimum requirements. |
| VA | <input type="checkbox"/> The Appraisal Report was reviewed for compliance with VA minimum requirements. <input type="checkbox"/> The Appraisal Report is considered substantially compliant with VA minimum requirements. <input type="checkbox"/> The Appraisal Report is not considered substantially compliant with VA minimum requirements. |
| Additional information regarding compliance with the requirements above can be found on subsequent portions of this Review Appraisal. | |

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Review Appraiser Recommendation

The appraisal report under consideration for experience review has been evaluated based upon USPAP Standards #1 and #2. The review appraiser has provided an opinion as to the compliance of the report to the various applicable standards and rules. The USPAP Competency Rule states “perfection is impossible to attain, and competence does not require perfection”. Therefore, the review appraiser’s options are ‘sufficiently compliant’, ‘essentially compliant with some notable shortcomings’, and ‘unacceptable’. The review appraiser is expected to document any shortcomings or errors within the report and cite the applicable standard and/or client guideline that has not been met. The appraiser who completed the appraisal report will have the opportunity to discuss the appraisal report and review appraiser’s conclusions and recommendation with members of the DRE and members of the Board.

- a. Sufficiently compliant
 b. Essentially compliant with some notable shortcomings
 c. Does not meet professional standards

Review Appraiser Certification

- The statements of fact contained in this appraisal review report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of the work under review and no personal interest with respect to the parties involved (if not, explain below).

- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of the work under review within the three-year period immediately preceding acceptance of this assignment (if not, explain below).

- I have no bias with respect to the property that is the subject of the work under review or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in this review or from its use.
- My compensation for completing this assignment is not contingent upon the development or reporting of predetermined assignment results or assignment results that favors the cause of the client, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal review.
- I have made a personal inspection of the subject of the work under review.
- I have **not** made a personal inspection of the subject of the work under review.
- My analyses, opinions, and conclusions were developed, and this review report was prepared in conformity with USPAP.
- No one provided significant appraisal or appraisal review assistance to the person signing this certification.
- Significant assistance was provided as explained below.

- Additional commentary regarding Review Appraiser Certification is on supplemental addendum.

| Review Appraiser Signature | License # | Date |
|----------------------------|-----------|------|
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State of Utah and USPAP Requirements
2020 – 2022 USPAP Edition

| STATE OF UTAH REQUIREMENTS | Statute Reference | Complied |
|--|---------------------------|---|
| 1. If an inspection was completed, was the following information provided (as required by R162-2g-502a-1-g): a) the names of all appraisers and trainees who participated in the inspection b) whether the inspection was an exterior inspection only or both an exterior and interior inspection c) the date that the inspection was performed | Utah Rule R162-2g-502a | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 2. Does the appraisal provide a three-year sales and listing history (and analysis) of the subject? R162-2g-502a-1-f Analyze and report the sales and listing history of the subject property for the three years preceding the appraisal if such information is available to the appraiser from a multiple listing service, listing agent(s), property owner, or other verifiable source(s). | Utah Rule R162-2g-502a | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 3. Is the credential type or license number of the signing appraiser present after the signature? R162-2g-502a-1-f Immediately following the signature on the report in an appraisal report prepared and signed by a state-licensed or certified appraiser, state either: (a) the credential type of State-Licensed Appraiser, State-Certified Appraiser, or State-Certified General Appraiser, or (b) the license or certification number | Utah Rule R162-2g-502a | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 4. Does the appraisal specify the fee paid to the appraiser by the AMC? R162-2e-304a-1-f An AMC shall direct the appraiser who performs the real estate appraisal activity to disclose in the body of the appraisal report: (1) the total compensation, stated as a dollar amount, paid to the appraiser or, if the appraiser is employed by an appraisal company, the appraiser's employer. | Utah Rule R162-2e-304a | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 5. Does the appraisal specify the total compensation retained by the AMC? R162-2e-304a-1-f An AMC shall direct the appraiser who performs the real estate appraisal activity to disclose in the body of the appraisal report: (2) the total compensation retained by the AMC in connection with the real estate appraisal activity, stated as a dollar amount. | Utah Rule R162-2e-304a | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 6. Is all trainee assistance disclosed in the appraisal report? [Not applicable for Complaint Reviews] Utah Code 61-2g-401-6 If a trainee assists a state-certified appraiser in the preparation of an appraisal report, the appraisal report shall disclose: (1) the trainee's name; and (2) the extent to which the trainee assists in the preparation of the appraisal report. The following tasks were claimed for credit on the trainee's Experience Log <input type="checkbox"/> Highest and Best Use Analysis <input type="checkbox"/> Neighborhood Description <input type="checkbox"/> Exterior Inspection or Site Inspection <input type="checkbox"/> Interior Inspection <input type="checkbox"/> Market Conditions <input type="checkbox"/> Land Value Estimate <input type="checkbox"/> Improvement Cost Estimate <input type="checkbox"/> Income Value Estimate <input type="checkbox"/> Sales Comparison Value Estimate <input type="checkbox"/> Final Reconciliation <input type="checkbox"/> Appraisal Report Preparation <input type="checkbox"/> Restricted Appraisal Report Preparation | Utah Code 61-2g-401 | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |

Comments on State of Utah Requirements

Additional commentary on supplemental addendum

| GENERAL REPORTING REQUIREMENTS USPAP STANDARDS RULE 2-1 | USPAP Reference | Complied |
|--|-----------------|---|
| 1. Has the appraisal report been clearly and accurately set forth in a manner that will not be misleading? 2-1 Each written or oral real property appraisal report must: (a) clearly and accurately set forth the appraisal in a manner that will not be misleading. | SR 2-1(a) | <input type="radio"/> Yes <input type="radio"/> No |
| 2. Does the appraisal report contain sufficient information to enable the intended user(s) of the appraisal to understand the report properly? 2-1 Each written or oral real property appraisal report must: (b) contain sufficient information to enable the intended user(s) of the appraisal to understand the report properly. | SR 2-1(b) | <input type="radio"/> Yes <input type="radio"/> No |
| 3. Does the appraisal report clearly and accurately disclose all assumptions, extraordinary assumptions, hypothetical conditions, and limiting conditions used in the assignment? 2-1 Each written or oral real property appraisal report must: (c) clearly and accurately disclose all assumptions, extraordinary assumptions, hypothetical conditions, and limiting conditions used in the assignment. See also SR 2-2(a)(xiii) for further compliance regarding extraordinary assumptions and hypothetical conditions. | SR 2-1(c) | <input type="radio"/> Yes <input type="radio"/> No |

Comments on General Reporting Requirements

Additional commentary on supplemental addendum

State of Utah and USPAP Requirements
2020 – 2022 USPAP Edition

| CONTENT OF A REAL PROPERTY APPRAISAL REPORT USPAP STANDARDS RULE 2-2 | USPAP Reference | Complied |
|---|---|---|
| <p>1. Reporting option used (Appraisal Report or Restricted Use Report), is prominently stated.</p> <p>2-2 Each written real property appraisal report must be prepared under one of the following options and prominently state which option is used: Appraisal Report or Restricted Appraisal Report.</p> | SR 2-2 AO 11 | <input type="radio"/> Yes <input type="radio"/> No |
| <p>2. Identity of client is stated.</p> <p>2-2(a)(i) State the identity of the client; or if the client requested anonymity, state that the identity is withheld at the client's request but is retained in the appraiser's workfile.</p> <p>The term "Client" is defined in the DEFINITIONS section of USPAP as: <i>the party or parties (i.e., individual, group, or entity) who engage an appraiser by employment or contract in a specific assignment, whether directly or through an agent.</i></p> | SR 2-2(a)(i) SR 2-2(b)(i) AO 36 | <input type="radio"/> Yes <input type="radio"/> No |
| <p>3. Identity of any intended user(s) is stated.</p> <p>2-2(a)(ii) State the identity of any other intended user(s) by name or type.</p> <p>The term "Intended User" is defined in the DEFINITIONS section of USPAP as: <i>the client and any other party as identified, by name or type, as users of the appraisal or appraisal review report by the appraiser, based on communication with the client at the time of the assignment.</i></p> | SR 2-2(a)(ii) SR 2-2(b)(ii) AO 36 | <input type="radio"/> Yes <input type="radio"/> No |
| <p>4. Intended use of the appraisal is stated.</p> <p>2-2(a)(iii) State the intended use of the appraisal.</p> <p>The term "Intended Use" is defined in the DEFINITIONS section of USPAP as: <i>the use(s) of an appraiser's reported appraisal or appraisal review assignment results, as identified by the appraiser based on communication with the client at the time of the assignment.</i></p> | SR 2-2(a)(iii) SR 2-2(b)(iii) AOs 20, 36 | <input type="radio"/> Yes <input type="radio"/> No |
| <p>5. Report contains information to identify the real estate involved in the appraisal.</p> <p>2-2(a)(iv) Report contains information, documents, and/or exhibits sufficient to identify the real estate involved in the appraisal, including the physical, legal, and economic property characteristics relevant to the assignment.</p> | SR 2-2(a)(iv) SR 2-2(b)(iv) AOs 2, 23 | <input type="radio"/> Yes <input type="radio"/> No |
| <p>6. Statement of property interest appraised.</p> <p>2-2(a)(v) State the real property interest appraised.</p> | SR 2-2(a)(v) SR 2-2(b)(v) | <input type="radio"/> Yes <input type="radio"/> No |
| <p>7. Type and definition of value and value source is reported.</p> <p>2-2(a)(vi) State the type and definition of value and cite the source of the definition.</p> | SR 2-2(a)(vi) SR 2-2(b)(vi) AOs 7, 22, 34 | <input type="radio"/> Yes <input type="radio"/> No |
| <p>8. Opinion of reasonable exposure time has been developed.</p> <p>1-2(c)(iv) When reasonable exposure time is a component of the definition of value opinion being developed, the appraiser must also develop an opinion of reasonable exposure time linked to that value opinion.</p> <p>2-2(a)(vi) When an opinion of reasonable exposure time has been developed in compliance with Standards Rule 1-2(c), the opinion must be stated in the report.</p> <p>The term "Exposure Time" is defined in the DEFINITIONS section of USPAP as: <i>an opinion, based on supporting market data, of the length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.</i></p> <p>Note: Exposure time is a component of the Fannie Mae definition of market value found on the 1004 URAR report form.</p> | SR 1-2(c)(iv) SR 2-2(a)(vi) SR 2-2(b)(vi) AO 35 | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| <p>9. Effective date of the appraisal has been stated.</p> <p>2-2(a)(vii) State the effective date of the appraisal and the date of the report.</p> <p>The term "Effective Date" is defined in the DEFINITIONS section of USPAP as: <i>the date to which an appraiser's analyses, opinions, and conclusions apply; also referred to as date of value.</i></p> | SR 2-2(a)(vii) SR 2-2(b)(vii) AO 34 | <input type="radio"/> Yes <input type="radio"/> No |
| <p>10. The date of the appraisal report has been stated.</p> <p>2-2(a)(vii) State the effective date of the appraisal and the date of the report.</p> | SR 2-2(a)(vii) SR 2-2(b)(vii) AO 34 | <input type="radio"/> Yes <input type="radio"/> No |
| <p>11. Scope of Work is sufficiently summarized to disclose to the client(s) the level of work used to develop the appraisal.</p> <p>2-2(a)(viii) Summarize the scope of work used to develop the appraisal.</p> <p>1-2(h) In developing a real property appraisal, an appraiser must: determine the scope of work necessary to produce credible assignment results in accordance with the SCOPE OF WORK RULE.</p> <p>The term "Scope of Work" is defined in the DEFINITIONS section of USPAP as: <i>the type and extent of research and analyses in an appraisal or appraisal review assignment.</i></p> | SR 1-2(h) SR 2-2(a)(viii) SR 2-2(b)(viii) AOs 28, 29 | <input type="radio"/> Yes <input type="radio"/> No |
| <p>12. Any significant real property appraisal assistance has been summarized.</p> <p>2-2(a)(ix) Summarize the extent of any significant real property appraisal assistance.</p> <p>2-3(a) I certify that, to the best of my knowledge and belief: (10) no one provided significant real property appraisal assistance to the person signing this certification. (If there are exceptions, the name of each individual providing significant real property appraisal assistance must be stated.)</p> <p>Note: this information must be included in the signed certification.</p> | SR 2-2(a)(ix) SR 2-2(b)(ix) SR 2-3 AO 31 | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |

State of Utah and USPAP Requirements
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| CONTENT OF A REAL PROPERTY APPRAISAL REPORT USPAP STANDARDS RULE 2-2 | USPAP Reference | Complied |
|---|---|---|
| <p>13. Appraisal methods and techniques employed have been summarized.</p> <p>2-2(a)(x) Provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by: (1) summarizing the appraisal methods and techniques employed.</p> | SR 2-2(a)(x) SR 2-2(b)(x) | <input type="radio"/> Yes <input type="radio"/> No |
| <p>14. Reasons for excluding the sales comparison, cost, or income approach(es) have been stated.</p> <p>2-2(a)(x) Provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by: (2) stating the reasons for excluding the sales comparison, cost, or income approach(es) if any have not been developed.</p> | SR 2-2(a)(x) SR 2-2(b)(x) | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| <p>15. Value opinion(s) and conclusion(s) have been stated.</p> <p>2-2(a)(x) Provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by: (2) stating the value opinion(s) and conclusion(s)</p> | SR 2-2(a)(x) SR 2-2(b)(x) | <input type="radio"/> Yes <input type="radio"/> No |
| <p>16. A summary of information analyzed, and reconciliation of the data and approaches has been summarized.</p> <p>2-2(a)(x) Provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by: (2) summarizing the information analyzed and the reasoning that supports the analyses, opinions, and conclusions, including reconciliation of the data and approaches.</p> | SR 2-2(a)(x) SR 2-2(b)(x) | <input type="radio"/> Yes <input type="radio"/> No |
| <p>17. The use of the real estate existing as of the effective date has been stated.</p> <p>2-2(a)(xi) State the use of the real estate existing as of the effective date and the use of the real estate reflected in the appraisal</p> | SR 2-2(a)(xi) SR 2-2(b)(xi) | <input type="radio"/> Yes <input type="radio"/> No |
| <p>18. The use of the real estate reflected in the appraisal has been stated.</p> <p>2-2(a)(xi) State the use of the real estate existing as of the effective date and the use of the real estate reflected in the appraisal</p> | SR 2-2(a)(xi) SR 2-2(b)(xi) | <input type="radio"/> Yes <input type="radio"/> No |
| <p>19. An opinion of highest and best use was developed and summarized in the report.</p> <p>2-2(a)(xii) When an opinion of highest and best use was developed by the appraiser, state that opinion and summarize the support and rationale for that opinion.</p> | SR 2-2(a)(xii) SR 2-2(b)(xii) | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| <p>20. Any extraordinary assumption in conjunction with each opinion or conclusion affected are clearly and conspicuously reported.</p> <p>2-2(a)(xiii) Clearly and conspicuously (1) state all extraordinary assumptions and hypothetical conditions; and (2) state that their use might have affected the assignment results.</p> <p>1-2 In developing a real property appraisal, an appraiser must: (f) identify any extraordinary assumptions necessary in the assignment. An extraordinary assumption may be used in an assignment only if: (1) the extraordinary assumption is required to properly develop credible opinions and conclusions; (2) the appraiser has a reasonable basis for the extraordinary assumption; and (3) use of the extraordinary assumption results in credible analysis.</p> <p>The term "Extraordinary Assumption" is defined in the DEFINITIONS section of USPAP as: an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions.</p> | SR 1-2(f) SR 2-2(a)(xiii) SR 2-2(b)(xiii) | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| <p>21. Any hypothetical conditions in conjunction with each opinion or conclusion affected are clearly and conspicuously reported.</p> <p>2-2(a)(xiii) Clearly and conspicuously (1) state all extraordinary assumptions and hypothetical conditions; and (2) state that their use might have affected the assignment results.</p> <p>1-2 In developing a real property appraisal, an appraiser must: (g) identify any hypothetical conditions necessary in the assignment. A hypothetical condition may be used in an assignment only if: (1) use of the hypothetical condition is clearly required for legal purposes, for purposes of reasonable analysis, or for purposes of comparison; and (2) use of the hypothetical condition results in a credible analysis.</p> <p>The term "Hypothetical Condition" is defined in the DEFINITIONS section of USPAP as: a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.</p> | SR 1-2(g) SR 2-2(a)(xiii) SR 2-2(b)(xiii) | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |

| Comments on Content of a Real Property Appraisal Report |
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Additional commentary on supplemental addendum

State of Utah and USPAP Requirements
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| USPAP RULES ETHICS – RECORD KEEPING - COMPETENCY | USPAP Reference | Complied |
|---|------------------------------------|---|
| <p>1. Does the report appear to have been completed with impartiality, objectivity, and independence, and without accommodation of personal interests?</p> <p>Ethics Rule – Conduct: An appraiser must perform assignments with impartiality, objectivity, and independence, and without accommodation of personal interests. An appraiser:</p> <p>(1) must not perform an assignment with bias; (2) must not advocate the cause or interest of any party or issue; (3) must not agree to perform an assignment that includes the reporting of predetermined opinions and conclusions; (4) must not misrepresent his or her role when providing valuation services that are outside of appraisal practice; (5) must not communicate assignment results with the intent to mislead or to defraud; (6) must not use or communicate a report or assignment results known by the appraiser to be misleading or fraudulent; (7) must not knowingly permit an employee or other person to communicate a report or assignment results that are misleading or fraudulent; (8) must not use or rely on unsupported conclusions relating to characteristics such as race, color, religion, national origin, gender, marital status, familial status, age, receipt of public assistance income, handicap, or an unsupported conclusion that homogeneity of such characteristics is necessary to maximize value; (9) must not engage in criminal conduct; (10) must not willfully or knowingly violate the requirements of the RECORD KEEPING RULE; and (11) must not perform an assignment in a grossly negligent manner.</p> | Ethics Rule (Conduct) | <input type="radio"/> Yes <input type="radio"/> No |
| <p>2. Does the report disclose that the appraiser paid a fee or commission to procure the assignment?</p> <p>Ethics Rule – Management: An appraiser must disclose that he or she paid a fee or commission, or gave a thing of value in connection with the procurement of an assignment.</p> | Ethics Rule (Management) | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| <p>3. Does the appraisal report appear to communicate assignment results in good faith with regard to the legitimate interests of the client?</p> <p>Ethics Rule – Confidentiality: An appraiser must act in good faith with regard to the legitimate interests of the client in the use of confidential information and in the communication of assignment results.</p> | Ethics Rule (Confidentiality) | <input type="radio"/> Yes <input type="radio"/> No |
| <p>4. Was a workfile prepared for this appraisal report?</p> <p>Record Keeping Rule: An appraiser must prepare a workfile for each appraisal or appraisal review assignment. A workfile must be in existence prior to the issuance of any report or other communication of assignment results.</p> | Record Keeping Rule FAQs 82-110 | <input type="radio"/> Yes <input type="radio"/> No |
| <p>5. Does the workfile include the following:</p> <ul style="list-style-type: none"> - a) the name of the client and the identity, by name or type, of any other intended users; - b) true copies of all written reports, documented on any type of media; - c) summaries of all oral reports or testimony; - d) all other data, information, and documentation necessary to support the appraiser’s opinions and conclusions and to show compliance with USPAP, or references to the location(s) of such other data, information, and documentation. | Record Keeping Rule | <input type="radio"/> Yes <input type="radio"/> No |
| <p>6. Has the appraisal report been completed in a competent manner?</p> <p>Competency Rule: An appraiser must: (1) be competent to perform the assignment</p> | Competency Rule | <input type="radio"/> Yes <input type="radio"/> No |

| Comments on USPAP Rules |
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Additional commentary on supplemental addendum

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