

## **Appraisal Guidelines**

To ensure appraisal reports are in compliance with typical underwriting standards, we have provided these guidelines for the fee panel member to follow. Adherence to these procedures will avert any unnecessary delays in the lending process. However, should additional documentation be needed, the appraisers expedient response is required.

It is important to note that all condominium and 2-4 family appraisals should be completed on the FNMA 1073 and 1025 forms, respectively. The LandSafe Appraiser must comply with the following guidelines identified by the denoted sections of the URAR.

### **Subject**

This section should be completed accurately with all applicable information including the census tract number and taxes. The appraiser must indicate the appropriate ownership rights of the subject property.

### **Neighborhood**

- The neighborhood boundaries should be delineated on the form or identified on a location map.
- Factors or market trends that could impact the marketability of the subject property should be thoroughly discussed.
- If a property is situated within an area which is known to be declining or reflects a marketing period over 6 months, and/or an over supply is considered to exist, specific comments addressing any of these factors is essential and required.
- In areas that are less than 25% developed, at least one sale from outside of the neighborhood should be included. This is particularly important in new subdivisions or a resale within the subdivision.
- Employment, education, recreation and support factors should be addressed.

### **Planned Unit Development (PUD)**

If a property owner's membership in the homeowners' association is automatic and nonseverable and the homeowners' association has the right to impose mandatory assessments, the appraiser should provide a description of the common elements and/or recreational facilities and indicate whether the developer/builder is in control of the association.

Identify the FEMA map panel number, the specific flood zone and respective panel date, or include a copy of the flood map showing this information and the property's approximate location. If the subject property is located in a designated flood zone, a flood map is mandatory. Any illegal use should include statement concerning if it can be rebuilt.