

PROCEDURES FOR APPLICATION FOR DGS APPRAISER LIST

At least two (2) sample appraisal reports must be submitted by applicant.

The samples must be in a narrative format and at least Summary Appraisal Reports (as defined by USPAP).

The sample appraisal reports will be reviewed by each of two (2) staff review appraisers (based on the criteria on the following page). A minimum score of 28 points (out of 40 points possible) on each sample appraisal report will be required for a list inclusion recommendation. The appraisal reports are to be reviewed for conformity to USPAP requirements.

If both review appraisers recommend inclusion on the DGS Appraiser List, the applicant will be included on the DGS Appraiser List.

If both review appraisers recommend against inclusion on the DGS Appraiser List, the applicant will not be included on the DGS Appraiser List.

If the review appraisers are split, the sample appraisal reports will be reviewed the Chief, Valuation and Appraisal Division, who will make the final decision.

APPRAISER LIST SCORE SHEET

Appraiser:

Phone:

Firm:

Fax:

Address:

E-mail:

Sample #1		Sample #2	
Subject:		Subject:	
Date of Value:		Date of Value:	
Market Value:		Market Value:	
Total Point Value		Total Point Value	
Form and Presentation	5	Form and Presentation	
Description	5	Description	
Highest and Best Use	10	Highest and Best Use	
Cost Approach	5	Cost Approach	
Sales Comparison Approach	5	Sales Comparison Approach	
Income Approach	5	Income Approach	
Reconciliation	5	Reconciliation	
Total Possible Points	40	Total Possible Points	
Form and Presentation		Form and Presentation	
Score		Score	
Description		Description	
Score		Score	

Sample #1 Subject: Date of Value: Market Value:		Sample #2 Subject: Date of Value: Market Value:	
Highest and Best Use		Highest and Best Use	
Highest and Best Use Score		Score	
Cost Approach		Cost Approach	
Score		Score	
Sales Comparison Approach		Sales Comparison Approach	
Score		Score	
Income Approach		Income Approach	
Score		Score	
Reconciliation		Reconciliation	
Score		Score	
Score Recap		Score Recap	
Form and Presentation Description Highest and Best Use Cost Approach Sales Comparison Approach Income Approach Reconciliation		Form and Presentation Description Highest and Best Use Cost Approach Sales Comparison Approach Income Approach Reconciliation	
Final Score		Final Score	
Comments:		Comments:	