

PROCEDURES FOR APPLICATION FOR DGS APPRAISER LIST

1. At least two (2) sample appraisal reports must be submitted by applicant.
2. The samples must be in a narrative format and at least Summary Appraisal Reports (as defined by USPAP).
3. The sample appraisal reports will be reviewed by each of two (2) staff review appraisers (based on the criteria on the following page).
4. A minimum score of 28 points (out of 40 points possible) on each sample appraisal report will be required for a list inclusion recommendation.
5. The appraisal reports are to be reviewed for conformity to USPAP requirements.
6. If both review appraisers recommend inclusion on the DGS Appraiser List, the applicant will be included on the DGS Appraiser List.
7. If both review appraisers recommend against inclusion on the DGS Appraiser List, the applicant will not be included on the DGS Appraiser List.
8. 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.

ADDITIONAL INFORMATION

We do not require any particular level of certification or experience. The applicant is judged based on the quality of a minimum of two (2) sample narrative appraisal reports. The reports must be fully USPAP (Uniform Standards of Professional Appraisal Practice) compliant and must contain sufficient data and analysis to allow the intended users to fully understand the rationale for all of the appraiser's opinions and conclusions.

Applicant must be familiar with both State eminent domain law (Real Property Article) as well as the Federal "Yellow Book" standards. DGS has appraisal assignments in all 24 political jurisdictions and assignments include a wide variety of property types. The applicant must self-select the jurisdictions and property types that they would consider bidding on.

The only restriction is that we do not accept applicants who only appraise single family residences (due to the very limited number of such assignments). With the exception of appraisals for the Department of Agriculture, Maryland Agricultural Land Preservation Foundation, this Division generally has little advance notice of appraisal work **and accordingly cannot project work volumes.**