

PROCEDURES FOR APPLICATION FOR DGS APPRAISER LIST

1. At least two (2) sample narrative appraisal reports must be submitted by applicant.
2. The samples must be in a narrative format and be fully USPAP compliant Appraisal Reports.
3. The sample appraisal reports will be reviewed by each of two (2) staff review appraisers (based on the criteria below).
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. See criteria below.
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

Applicant must be an active Maryland Certified General Appraiser.

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.

APPRAISAL REPORT REVIEW CRITERIA

Form and Presentation	5 points
Description	5 points
Highest and Best Use	10 points
Approaches to Value:	15 points
Cost Approach	
Sales Comparison Approach	
Income Approach	
Reconciliation	5 points