

USPAP ITEMS**Identifications, Statements, Inclusions, and Certification (USPAP – Standards 1 & 2)**

- Type of Appraisal Report
- Identify Client and other Intended Users
- Identify Intended use of appraisal
- Identify Purpose of appraisal
- Identify the type and Definition of market value and source: (Sec. 1263.320, C.C.P.)
- Identify the Effective date of value and date of report
- Identify the characteristics of the property relevant to the type and definition of value and intended use of appraisal (relevant social, physical, economic and environmental characteristics)
- Real property interest appraised
- Identify appraisal problem, determine Scope of Work necessary to solve the problem
- All extraordinary assumptions, hypothetical conditions, and assumptions and limiting conditions affecting report substance
- Information analyzed, appraisal procedures, reasoning supporting substance and conclusions
- Existing use; support and rationale for concluded highest and best use
- Effect on use and value of existing land use regulations; reasonable probability of regulation changes
- Economic demand affecting subject; market trends; physical adaptability of the real estate
- In a sales comparison approach, analysis of data to indicate a value conclusion
- In using an income approach:
 - estimate economic rent from available rental comps
 - estimate operating expenses from available comps
 - estimate cap. rate(s) and/or discount rates from available comps
 - base future rent and expenses on reasonably clear and appropriate evidence
- In using a cost approach:
 - value site by appropriate method or technique
 - estimate Replacement Cost New from available comps
 - estimate accrued depreciation from available comps
- Effect on value of any of the following on subject, but not included in the appraisal:
 - any personal property
 - improvements pertaining to the realty
 - trade fixtures
 - intangible items

- Analysis of any current Agreement of Sale, option or listing of subject (or portion)
- Analyze any sales of subject in the last 5 years (CFR 49 24.103) preceding effective date
- Any permitted departures from Stnd. 1; basis for excluding any of usual valuation approaches
- Reconcile the quality and quantity of data available and in the approaches used
- Reconcile the applicability or suitability of the approaches used
- Signed certification complying with Rule 2-3

REQUIRED FORMS AND ENTRIES – (CALTRANS)

- Right of Way Parcel Diary (RW 07-01): include when Notice of Decision to Appraise, Acquisition brochure, and Title VI questionnaire are mailed
- Copy of Notice of Decision to Appraise letter
- Parcel Occupancy Data form (RW 07-02): names and addresses of owners and tenants
- Appraisal (RW 07-09): page for subject parcel(s)
- Summary of Outdoor Advertising Structures (RW 07-08) or equivalent: Parcel Owner; Sign Company

APPRAISAL REPORT**General**

- Parcel number
- Photographs – identified
- Parcel inspection date(s)
- Property owner/representative present for inspection
- Rights/interest being appraised
- Names of owners of each interest valued
- General description of the public project
- Significant area, city and neighborhood data

Property Data

- Location
- Plat
- Total and subparcel areas
- Property description
- Unusual features
- Site description and significant characteristics including easements
- Utilities
- Alquist-Priolo zone
- Improvement description and significant characteristics
- Zoning/General Plan – subject and vicinity
- Present use
- Known environmental conditions/hazardous waste and materials affecting subject's value – If known; property appraised both as if free and clear (and if known, as affected) (Market's view)
- Highest and best use of property before; justification if different from present use
- Highest and best use after, if partial acquisition; justification if different from before
- Realty/improvements pertaining to the realty (1263.205 et seq)/personalty, identified and valued as appropriate; items to be acquired and parties claiming them identified
- Description of outdoor advertising signs, sign company owners, measurements, photographs; signs valued with property unless excluded from assignment by client
- RAP information identifying number of tenants, owners, and giving residential value if appropriate

Valuation

- Property and area valued conforms with appraisal map
- All approaches used – if not, need explanation:
 - Sales comparison – comparison to subject showing each adjustment; reasoning; indication
 - Income – income, vac and loss, operating expenses, capitalization and discount rates, and economic rent supported
 - Cost – data sources used; all causes of depreciation - basis for estimates and total
 - Machinery and Equipment appraisal (secured by real estate appraiser) included – items, and valued as to Replacement Cost New, in-place value, relocation cost and salvage value; data sources cited; value conclusions reviewed/adjusted, reconciled with improvements; remaining economic life and real estate valuation, and adopted by real estate appraiser; tenant claimed improvements grouped
 - Reconciliation – with reasoning supporting conclusion of value
 - Calculations and rounding correct

Comparable Sales and Other Market Data

- Comparable location map; subject indicated
- Comparable sales detail sheets
- Assessor's parcel maps
- Photographs showing principal features
- Comparable number
- Total area
- Location
- Type and size of improvements
- Zoning
- Date of Sale (lease, etc.)
- Buyer and Seller named
- Party(ies) confirming sale and date(s)
- Amount and manner paid
- Conditions of sale
- Use and condition at sale
- Unusual features
- Inspection date
- If available: what was included in sale; income/expense/lease data at sale; motivations

Partial Acquisitions

- Highest and best use after explained/supported
- California before and after method used; includes relevant comparables and market data, income approach
- Only benefits and compensable severance damages under California law; damage analysis format used; amounts supported from market and/or reasoning; cost to cure less than related severance and supported
- Remainder is indicated uneconomic in the market, or uneconomic remnants to the owner
- Request by the property owner for the convenience of the property owner (tenant claim noted, if any)
- Final valuation conclusion is supported; allocated to Part Taken, Severance Damages, and Benefits (with proper offsetting)
- Calculations and rounding correct