

519.102 Specifications for Appraisals of Real Property for the Farm and Ranch Lands Protection Program

SPECIFICATIONS FOR APPRAISALS OF REAL PROPERTY FOR THE FARM AND RANCH LANDS PROTECTION PROGRAM (FRPP)

A. BACKGROUND INFORMATION

The United States of America, acting through the United States Department of Agriculture's Natural Resource and Conservation Service (NRCS) and [entity name] is considering purchasing a conservation easement to assist the landowner in protecting farm and ranch lands that contain prime, unique, or statewide and locally important soils or historic and archaeological resources from conversion to nonagricultural uses and preserves valuable farm and ranch lands for future generations. These lands may be placed under a conservation easement through the Farm and Ranch Lands Protection Program (FRPP).

All appraisals completed for this program must comply with Uniform Standards of Professional Appraisal Practice (USPAP), Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA a.k.a. Yellow Book) as applicable, and appraisal instructions as issued by NRCS in a self-contained report format.

1. For parcels that are products of **cooperative agreements and amendments signed after May 23, 2008**, the cooperating entity may opt for either of these two methods to determine the effect of the conservation easement on the subject property in accordance with these instructions:

a. USPAP: A USPAP appraisal of the proposed easement area before placement of the easement and a USPAP appraisal of the proposed easement area as if the easement is in place. The difference between these two values will be the effect of the easement on the subject property.

b. Yellow Book: By completing an appraisal for market value as defined below of the larger parcel before the easement (before value) is placed and an appraisal for market value as defined below of the larger parcel as if the easement is in place (after value) as of the date of a current date. The difference between the before value and the after value is the price of the easement. The larger parcel concept involves not only the land proposed for the easement area but all surrounding land that meets the definition of larger parcel. The valuation of the effect of imposition of the easement is based upon Federal rules, which considers any loss in value to the whole property as well as any increase in value of the whole property due to imposition of the easement.

2. For parcels that are products of **cooperative agreements and amendments signed in fiscal year 2006, fiscal year 2007, and fiscal year 2008 before May 23, 2008**, all appraisals completed for this program must comply with USPAP, **Yellow Book**, and appraisal instructions as issued by NRCS.

Yellow Book: By completing an appraisal for market value as defined below of the larger parcel before the easement (before value) is placed and an appraisal for market value as defined below of the larger parcel as if the easement is in place (after value) as of the date of a current date. The difference between the before value and the after value is the price of the easement. The larger parcel concept involves not only the land proposed for the easement area but all surrounding land that meets the definition of larger parcel. The valuation of the effect of imposition of the easement is based upon Federal rules, which considers any loss in value to the whole property as well as any increase in value of the whole property due to imposition of the easement.

3. For parcels that are products of **cooperative agreements and amendments signed in fiscal year 2006**, all appraisals completed for this program must comply with USPAP, **Yellow Book**, and appraisal instructions as issued by NRCS, with an effective date of the appraisal and the technical review as of the date of execution of the cooperative agreement between the entity and USDA/NRCS.

Yellow Book: By completing an appraisal for market value as defined below of the larger parcel before the easement (before value) is placed and an appraisal for market value as defined below of the larger parcel as if the easement is in place (after value) as of the date of a current date. The difference between the before value and the after value is the price of the easement. The larger parcel concept involves not only the land proposed for the easement area but all surrounding land that meets the definition of larger parcel. The valuation of the effect of imposition of the easement is based upon Federal rules, which considers any loss in value to the whole property as well as any increase in value of the whole property due to imposition of the easement.

1. Conflicts between Yellow Book and USPAP are minimal. When there is conflict, Yellow Book takes precedence. It may be necessary to invoke the jurisdictional exception rule to USPAP to meet certain standards of the Yellow Book. The jurisdictional exception rule should never be invoked lightly and must include citation of the overriding Federal policy, rule, or regulation that requires it. Any jurisdictional exceptions not specifically cited in the Yellow Book must be discussed with the assigned review appraiser.

B. APPRAISER QUALIFICATIONS

All real property appraisers performing appraisals under this program must be State-certified general real property appraiser or obtain a temporary practice permit in conformance with title XI of the Financial Institution's Reform, Recovery and Enforcement Act of 1989 (FIRREA) in the State or States where the subject property is located and must be in good standing with the licensing authority where the credential was issued. Appraiser must have demonstrated competency in compliance with USPAP in conducting appraisals of agricultural properties with and without conservation easements of the requested type and must provide documentation of appraisal education courses attended including either eminent domain or conservation easements course completion for either appraisal methods stated in A(1), (2), or (3) and UASFLA (Yellow Book) course for any Yellow Book appraisal.

C. PURPOSE OF THE APPRAISAL REPORTS

Depending upon which of the approved appraisal methods has been selected by the entity the applicable purpose of the appraisal report must be stated in the report.

1. FOR YELLOW BOOK APPRAISALS: The purpose of the appraisals is to provide an opinion of market value, as defined below, of the subject property (larger parcel) before acquisition of an easement (*before* value) and an opinion of market value of the subject property remaining after the proposed easement has been placed (*after* value) as of a current date in a self-contained report format. The appraiser must recognize that in a *before* and *after* appraisal, the partial interest being acquired is not actually being appraised. What is appraised is the larger parcel before and after the conveyance of the partial interest.

The purpose of two opinions of value is to establish the effect on value resulting from imposition of a conservation easement. The price of the easement is the *before* value of the larger parcel minus the after value of the property as encumbered by the FRPP warranty easement deed, provided there are not adjustments such as excess irrigation water rights explained below, which would equal the price of the easement. A key concept in this appraisal process is defining the larger parcel is required to begin the appraisal process. The appraisals must be completed in compliance with Uniform Standards of Professional Appraisal Practice, Uniform Appraisal Standards for Federal Land Acquisitions, and appraisal instructions issued by NRCS.

For the purpose of these appraisals, the Federal rules for acquisition will be used.

The market value definition that will be stated and used in developing and reporting this assignment is the definition as stated in the Yellow Book:

“Market value is the amount in cash, or in terms reasonably equivalent to cash, for which in all probability the property would have sold on the effective date of the appraisal, after a reasonable exposure time on the open competitive market, from a willing and reasonably knowledgeable seller to a willing and reasonably knowledgeable buyer, with neither acting under any compulsion to buy or sell, giving due consideration to all available economic uses of the property at the time of the appraisal.”

This definition makes no linkage between the estimated market value and exposure time. A specific exposure time may not be cited in an appraisal report prepared under Yellow Book standards. Invoke the jurisdictional exception rule to avoid a violation of USPAP standards, which require a specific exposure time.

No other definition of market value is acceptable for Yellow Book appraisals.

2. FOR USPAP APPRAISALS: The purpose of the appraisals is to provide an opinion of market value, as defined below, of the proposed easement area before placement of the easement and a USPAP appraisal of the proposed easement area as if the easement is in place in a self-contained report format. The difference between these two values will be the effect of the easement on the subject property. The appraisals must be completed in compliance with Uniform Standards of Professional Appraisal Practice and appraisal instructions issued by NRCS.

The market value definition that will be stated and used in developing and reporting this assignment is as follows;

“Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby—

1. Buyer and seller are typically motivated.
2. Both parties are well informed or well advised and acting in what they consider their own best interests.
3. A reasonable time is allowed for exposure to the open market.
4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto.
5. The price represents the normal considerations for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.”

No other definition of market value is acceptable for USPAP appraisals.

D. BACKGROUND FOR THE APPRAISAL REPORT

1. Prepare two opinions of value of the subject property before placement of the easement and after placement of the easement as stated above in a self-contained report format. The after condition or second appraisal will be based upon a hypothetical condition that the conservation easement is in place and the effects on value that may be created.
2. Client is [entity name], unless otherwise directed by the client.
3. Intended user must be identified as USDA/NRCS and any other specific organization or entity that may be involved in the specific transaction unless otherwise directed by the client.
4. Intended use will be for USDA/NRCS and any other specific organization or entity that may be involved in the specific transaction consideration in determining the effect on value of the conservation easement of lands entering into the Farm and Ranch Lands Protection Program.
5. Exclusions of approaches to values, as stated in USPAP, must be strongly supported with solid reasoning.
6. Property rights to be appraised will be surface rights including improvements such as homes, barns, hay sheds and fencing, timber, orchards or other permanent plantings, and any irrigation water rights. The irrigation water rights include wells, ditches, reservoirs, ponds, and lakes that provide irrigation on the subject property and are legally permitted. Crop base and allotments that are located on the subject property will be clearly identified in both the before and after condition. The value of any marketable standing timber that could be economically harvested will be considered by a timber cruise and included in any valuations. Other permanent plantings that are located on the subject property will be appraised and included in any valuations. Any irrigation equipment such as pivot sprinklers, moveable pipe, tow lines, etc. that are located in the proposed easement area will be excluded from the valuation.
7. If irrigation rights are included in the easement area, documentation provided by NRCS will identify the volume of irrigation water rights to be retained for the subject property as necessary to ensure the function of the farmland or ranchland operation and other agricultural conservation values. This volume will also be documented in the conservation plan and easement baseline inventory report exhibit attached to the conservation deed. Irrigation water rights that are legally owned and used on the proposed subject property will be described and valued in the appraisal. The appraiser will document if any portion of these irrigation water rights can be removed from the subject property or not. If the irrigation water rights can be removed from the property, the appraiser will provide a value opinion of the value of each irrigation water right. The appraiser will consider only the irrigation water rights required to be retained on the subject property as identified by NRCS.

E. THE APPRAISAL REPORT

1. Description of Work Product

The appraisals must meet the requirements of the Uniform Standards of Professional Appraisal Practice, Uniform Appraisal Standards for Federal Land Acquisitions regulations as applicable and appraisal instructions issued by NRCS as a self-contained appraisal report.

The appraisal report may consist of a form report, a narrative report, or a combination of both. The appraisal report must be in compliance with Uniform Standards of Professional Appraisal Practice and Uniform Appraisal Standards for Federal Land Acquisitions as applicable and must use the following guidelines as stated in these standards.

Restricted-use or summary reports are not acceptable.

The contract appraiser must personally inspect the subject property and comparable sales.

The appraiser must talk personally to the property owner or the owner's agent or representative, and the property owner or the owner's agent or representative must be given an opportunity to accompany the appraiser during his or her inspection of the subject property which must be documented in the appraisal.

The Uniform Residential Appraisal Report (URAR) **is not** acceptable.

Reports must contain a table of contents and sequentially numbered pages, including addenda. Reports may contain handwritten page numbers.

Reports must reference all environmental documents utilized by the appraiser in completing the appraisal. The appraiser is a key individual in identifying potential environmental problems that may affect the value of the subject property.

The appraiser will contact the client to resolve problems, clarify questions, letters of engagement (call orders), or other issues. Issues relating to the appraisal process will be discussed with the technical review appraiser who will keep the client advised of such discussions.

The effective date of the appraisal report is the date of the site visit by the appraiser.

The appraisals must be in typewritten or legible ink print form or in automated or computerized forms.

Only reports completed and submitted on 8½-inch by 11-inch paper will be accepted.

The appraisal report must be bound in a durable report cover with appropriate identification.

The appraiser must provide three originals of the appraisals to the specific organization or entity that may be involved in the specific transaction. Reference the above instructions, including exhibits, for details on appraisal reports, appraisal forms required, and required methodology and supporting documentation.

2. Required Elements for FRPP Appraisals

Part 1 Introduction

1. Title Page
2. Letter of Transmittal
3. Table of Contents
4. Appraiser's Certification

a. Follow the UASFLA guidelines as applicable, but include the following:

"I have made a personal inspection of the appraised property which is the subject of this report and all comparable sales used in developing the opinion of value. The date(s) of inspection was _____, and the method of inspection was _____. [If more than one person signs the report, this certification must clearly specify which individuals did and which individuals did not make a personal inspection of the appraised property and sales. The contract appraiser must inspect the appraised property.]

In my opinion, as of ___ [date] _____, the market value of the larger parcel before conveyance of the partial interest is \$ _____, and the market value of the remainder after conveyance of the partial interest is \$ _____.

By: ___ [signature] _____

Print Name _____

Printed Name and Professional Accreditation

State Certification # _____”

b. Follow USPAP guidelines as applicable, but include the following:

"I have made a personal inspection of the appraised property which is the subject of this report and all comparable sales used in developing the opinion of value. The date(s) of inspection was _____, and the method of inspection was _____. [If more than one person signs the report, this certification must clearly specify which individuals did and which individuals did not make a personal inspection of the appraised property and sales. The contract appraiser must inspect the appraised property.]

In my opinion, as of ___ [date] _____, the market value of the proposed easement parcel before conveyance of the partial interest is \$ _____, and the market value of the proposed easement parcel after conveyance of the partial interest is \$ _____.

By: ___ [signature] _____

Print Name _____

Printed Name and Professional Accreditation

State Certification # _____”

5. Summary of salient facts

6. Photographs of subject property. Provide original color photographs or high quality color copies of photographs of the appraised property. Photographs may be a separate exhibit in the addenda or included with the narrative description of the appraised property and comparable sales. Show the following information with each photograph:

a. Identify the photographed scene. Indicate direction of view, vantage point, and other pertinent information. An aerial photo should be used to show the location of the photos.

b. The name of the photographer

c. The date the photograph was taken

7. Statement of assumptions and limiting conditions.

All appraisal reports submitted to the entity and NRCS for review become the property of the United States and may be used for any legal and proper purpose. Therefore, a condition that limits distribution of the report is not permitted.

If the appraisal has been made subject to any encumbrances against the property, such as easements, that must be stated. It is unacceptable to state that the property has been appraised as if free and clear of all encumbrances, except as stated in the body of the report; the encumbrances must be identified in this section of the report.

The use of a hypothetical condition that provides access for NRCS and partners to the easement area will be shown on a map of the subject property to restore, maintain, and monitor the purpose and function for which the easement was placed may be used in the appraisal due to the actual access documents that may not be in place. This access should be considered legal access for the purposes of the appraisal but it may not meet local requirements for other uses such as subdivisions. The use of any other hypothetical conditions is not permitted. The use of an uninstructed assumption or hypothetical condition that results in other than "as is" market value will invalidate the appraisal. Include only factors relating to the appraisal problem. Assumptions and limiting conditions that are speculative in nature are inappropriate. Do not include limiting conditions that significantly restrict the application of the appraisal.

A contract appraiser cannot make an assumption or accept an instruction that is unreasonable or misleading. Client instructions must have a sound foundation, be in writing, and be included in the appraisal report.

8. Scope of the appraisal

This section must fully describe the extent of investigation and analysis. The scope of work must be consistent with the intended use of the appraisal.

Identify the appraisal as a partial acquisition case appraisal. Describe the part being conveyed and the principal differences in the property in the before and after condition. Describe the *before* and *after* methodology to be used.

9. Purpose of the appraisal will be as stated in C above.

10. Summary of the appraisal problem

Part 2 Factual Data

11. Legal description

12. Area, city, and neighborhood data

13. Property data

- a. Site
- b. Improvements
- c. Fixtures, livestock, and forage production structures and facilities
- d. Use history
- e. Sales history

For Yellow Book appraisals include a 10-year record of all sales of the appraised property and offers to buy or sell if the information is available. If no sale has occurred in the past 10 years, the appraiser must report the last sale of the property, irrespective of date.

For USPAP appraisals include a 3-year record of all sales of the appraised property and offers to buy or sell if the information is available. If no sale has occurred in the past 3 years, the appraiser must report the last sale of the property, irrespective of date.

f. Rental history

A 3-year rental history is required. An unsupported statement that the rent does not represent market or economic rent is unacceptable.

g. Assessed value and annual tax load

h. Zoning and other land use regulations

The contract appraiser must identify, in addition to zoning, all other land-use and environmental regulations, outstanding rights, and reservations that have an impact on the highest and best use and value of the property.

i. Appraised property map or plat. Show the dimensions and topography of the appraised property in detail on a large-scale topographic map, at least 2 inches to the mile. The map may be placed here or in the addenda.

Part 3 Data Analysis and Conclusions before Acquisition

14. Analyses of highest and best use

a. FOR YELLOW BOOK APPRAISALS: For acquisition appraisals, UASFLA defines highest and best use as, “The highest and most profitable use for which the property is adaptable and needed or likely to be needed in the reasonably near future.” The contract appraiser may also refer to definitions as found in “The Dictionary of Real Estate Appraisal.”

The UASFLA requires the contract appraiser to make a larger parcel determination in all appraisals. Apply the tests provided in UASFLA Part III to determine the larger parcel(s).

b. FOR USPAP APPRAISALS: The contract appraiser may refer to definitions as found in “The Dictionary of Real Estate Appraisal.”

c. ALL APPRAISALS: The highest and best use conclusion must be clearly supported by market evidence. Sale or exchange to the United States or other public entity is not an acceptable highest and best use. The use for which the Federal Government will put the property after it has been acquired is, as a general rule, an improper highest and best use. A noneconomic highest and best use, such as “conservation,” “natural lands,” “preservation,” or any use that requires the property to be withheld from economic production in perpetuity, is not a valid use upon which to base an estimate of market value.

If the highest and best use is for assemblage, describe and explain the relationship of the appraised property to the property to which it would be joined.

If speculation or investment is the highest and best use of the property, describe and explain its interim and most probable ultimate use.

When there is a claim that the highest and best use of a property is something other than the property’s existing use, the burden of proof is on the contract appraiser.

Market value cannot be predicated upon potential uses that are speculative and conjectural.

The contract appraiser's opinion of a reasonable probability of a zoning change must have a factual foundation. The appraisal report must include a description of the investigation undertaken to determine the probability of rezoning. The investigation must include thorough research of the uses and zoning of properties situated similarly to the subject property within the area covered by the zoning authority. The stated rezoning conclusion must be supported by facts surfaced in the research. A property cannot be valued as if it were already rezoned for a different use. The property must be valued only in light of the probability of obtaining a zoning change.

15. Land valuation

16. Value estimate by the cost approach

Estimate the value of the land as though vacant and available for its highest and best use. Estimating land value by the use of confirmed sales of comparable or nearly comparable lands having like optimum uses is the preferred method.

17. Value estimate by the sales comparison approach

Nearby arm's length transactions that are comparable to the land under appraisal and reasonably current are the best evidence of market value. The Federal courts recognize the sales comparison approach as being normally the best evidence of market value.

Analyze the last sale of the subject property if relevant. If not used, explain why. An unsupported claim that a sale of the subject property was a forced sale or is not indicative of its current value is unacceptable.

When supportable by market evidence, the use of quantified adjustments is preferred. Percentage and dollar adjustments may and often should be combined. Resort to qualitative adjustments only when there is inadequate market data to support quantitative adjustments. Factors that cannot be quantified are dealt with in qualitative analysis. When quantitative and qualitative adjustments are both used in the adjustment process, all quantitative adjustments should be made first.

Include a sales adjustment chart summarizing the adjustments and showing the final adjusted sale prices and how the sales compare with the subject property.

The documentation of each comparable sale must include:

- a. Parties to the transaction
- b. Date of transaction
- c. Confirmation of the transaction

Confirm the transaction with the buyer, seller, broker, or other person having knowledge of the price, terms, and conditions of sale.

- d. Buyer motivation
- e. Location
- f. Size
- g. Legal description
- h. Property rights conveyed
- i. Consideration
- j. Financing terms
- k. Verify if the sale was an arm's length or distressed sale.
- l. Improvements

- m. Physical description
Describe topography, vegetative cover, water influence, improvements, irrigation water, soils, and other characteristics.
- n. Nonrealty items
- o. Economic characteristics
- p. Zoning
- q. Current use
- r. Topographic map
- s. Photographs

In order to make meaningful comparisons between the sales and the appraised property, NRCS requires inspection of all sales directly compared with the appraised property. Waiver of the comparable sale inspection requirement must be made in writing by an authorized official in the form of a supplemental appraisal instruction. There must be no waiver of the requirement for inspection of the appraised property.

Include a list of the sales considered but not actually used in the addenda. Cite pertinent facts such as date, size, buyer, seller, price, terms, and location, and explain why each sale was not used.

The contract appraiser must adhere to UASFLA direction pertaining to comparable sales requiring extraordinary verification and weighting considerations. These include sales to governmental agencies, sales to environmental organizations, sales to parties desiring to exchange the land to the government, distressed sales, and other atypical or non-arm's-length sales.

- 18. Value estimate by the income approach
All data must be market supported.

- 19. Correlation and final estimate
The contract appraiser must avoid making a summation appraisal. Appraisers are responsible for the final opinion of value even if it relies upon estimates developed by others (such as, timber cruisers or cost estimators). Value estimates developed by others will be the appraiser's responsibility if needed.

Part 4 Factual Data after Acquisition

20. Legal description

If only a portion of the bundle of rights pertaining to a specific parcel of real estate is being acquired, this will be the same as in the *before* condition. If all of the rights held by the grantor for only a portion of the larger parcel are being acquired, this section will describe only the real estate being retained in the *after* condition.

If the partial interest being acquired is only a portion of the property rights associated with the larger parcel, the rights being acquired are outstanding rights for the *after* appraisal.

21. Neighborhood factors

22. Property data

- a. Site
- b. Improvements
- c. Fixtures
- d. History
- e. Assessed value and annual tax load
- f. Zoning and other land use regulations

Part 5 Data Analysis and Conclusions After Acquisition

23. Analysis of highest and best use

24. Land valuation

25. Value estimate by cost approach

26. Value estimate by sales comparison approach

27. Value estimate by income capitalization approach

28. Correlation and final value estimate

Part 6 Acquisition Analysis

29. Recapitulation

Show the difference between the value of the entire property and the value of the remainder by deducting the property's *after* value from its *before* value.

30. For Yellow Book appraisals only: Allocation and explanation of damages.

Briefly explain any damages to the remainder property.

31. For Yellow Book appraisals only: Explanation of special benefits.

Identify any special benefits accruing to the remainder.

Part 7 Exhibits and addenda

32. Location map

Maps must clearly identify the property and be of sufficient quality to enable the review appraiser to locate the property on the ground. Maps must be dated and include a legend, scale, and north arrow. The original copy of the report must contain original maps or vivid color copies.

a. Area Map.—This is a small-scale map showing the general location of the subject market area.

b. Neighborhood Map.—This map shows the appraised property and its immediate neighborhood.

c. Tract Map or Plat.—This map is a large-scale (2-inch per mile) United States Geological Survey (USGS) or similar-quality map that shows the appraised property and pertinent physical features such as roads, streams, and improvements. If portions of the appraised property are assigned separate contributory values to the whole, these areas must be delineated on this map or a separate map.

33. Comparable data maps

This map must show the location of the appraised property and the sales. Delineate the boundaries of the appraised properties and comparable sales when the map is of sufficient scale to be meaningful. If all pertinent comparable sales cannot be shown on the same map as the appraised property, a smaller-scale map (such as a state road map) may be included in addition to the larger scale map.

34. Detail of comparative data

Include a completed form showing all information for each comparable transaction used in the appraisal. Include a plat (if available), a USGS topographic map (if appropriate), and color photos of each sale. The transaction number must match the number of the transaction listed in the report.

35. Plot plan

36. Floor plan

37. Title evidence report

Include a copy of the preliminary title report for the non-Federal land if available.

38. Other pertinent exhibits

Present additional data such as documents and charts pertinent to the valuation and referred to in the body of the appraisal. Exhibits may include:

a. A copy of the conservation easement deed.

b. A copy of technical reports from specialists. This may include a timber cruise summary signed by a timber cruiser or a road plan signed by an engineer.

c. Property owner permission to appraise.

39. Qualifications of appraiser

Include the qualifications of all contract appraisers or technicians who made significant contributions to the completion of the appraisal assignment. The contract appraisers must provide evidence of compliance with the certification requirements of the State or States where the properties are located.

F. Appraisal Reviews

All appraisal reports are subject to a technical appraisal review conducted for compliance with appraisal instructions, UASFLA, and USPAP as applicable prior to acceptance by NRCS as determined by NRCS. All appraisal reports will have, as a minimum, an administrative appraisal review conducted by NRCS on each appraisal report in accordance with Attachment 1, Section 519.62F.

G. Format for Supplemental Appraisal Reports.

Supplements or amendments to appraisal reports, such as for updating value estimates, changes in acreage, additional support or explanation, or to correct a previous appraisal report, must be referenced for incorporation with the original report in accordance with USPAP. The following format is recommended. All items must be addressed.

- (1) **Title Page.**—Include the same information as on the original appraisal report. Label the report as a “Supplemental Appraisal Report.”
- (2) **Summary of Facts.**—Include:
 - (i) Owner's name or other identification of the property
 - (ii) Size
 - (iii) Highest and best use
 - (iv) New opinion of value
 - (v) Valuation date is the effective date of the original report
- (3) **Summary of Original Appraisal.**—Cite the date and value opinion from the original appraisal. If previous updates have been made since the original appraisal, cite value opinions and value dates from all updates as well as the original appraisal.
- (4) **Changes.**—Explain the reason for the appraisal supplement such as, to update an opinion of value due to survey acres, amend a previous appraisal report, add additional support or explanation, or other.
- (5) **New Opinion of Value.**—Discuss the changes that have occurred since the original appraisal. Discuss the method used to update the opinion of value and cite the evidence or analysis of trends that support the updated value opinion. Conclude with a statement of the new opinion of value and the valuation date which is the effective date of the original report, followed by the contract appraiser's signature.
- (6) **Certification as required in Attachment 2 item F2.**
- (7) **Addenda.**—Include sales data detail for new sales cited, summaries of data and trend analyses, maps of sales analyzed, and any other information relied upon but not included in the text.
- (8) **Binding.**—If the supplemental appraisal report comprises more than four pages, it must be bound in a durable report cover with appropriate identification.