One-Unit Residential Appraisal Field Review Report

File No.

The purpose of this appraisal review is to verify the accuracy of the factual data and conclusions and to determine the reasonableness of the value opinion contained in the appraisal report under review. When the value is determined to be unreasonable, the review appraiser is required to develop and report his or her own opinion of value. The intended use of this report is for quality assurance for the lender/client and may be used as part of a state licensing or regulatory board referral.

Property Address	City	State	Zip Code
Legal Description		County	
Assessor's Parcel No.	Map Reference	Census Tract	
Borrower	Current Owner		
Property rights appraised ☐ Fee Simple ☐ Leasehold	Project Type ☐ Condo ☐ PUD ☐ Cooperative		
Loan No.	Effective Date of Original Appraisal	Manufactured Housing ☐ YES ☐ NO	

SCOPE OF WORK: In order to make a determination as to the reasonableness of the opinion of value, the review appraiser has, at a minimum, read the entire appraisal report under review, inspected the subject property and comparable sales described in the appraisal report from the street, inspected the neighborhood in which the subject is located, researched all appropriate data, verified the data in the appraisal report using all reliable sources, and assumed the property condition reported in the original appraisal is accurate unless there is evidence to the contrary.

If the review appraiser determines the opinion of value is unreasonable, he or she is required to provide an opinion of value. The review appraiser is not required to replicate the steps completed by the original appraiser. Those items in the original appraisal report that the review appraiser believes to be credible and in compliance with the applicable development standards of the Uniform Standards of Professional Appraisal Practice (USPAP) are extended to this report by the use of an extraordinary assumption, which is identified in Section III, Question 2. If the review appraiser determines the opinion of value is unreasonable, he or she must present additional data that has been researched and analyzed to produce a credible opinion of value in accordance with the applicable section of Standard 1 of the USPAP.

Section I — Complete for all assignments

1. Provide a sale/transfer and listing history for the subject property for a minimum of three years prior to the effective date of the original appraisal (if the information is available to the review appraiser in the normal course of business from a reliable source).

Sale/Recording Date	Sales Price	List/Asking Price	Grantor/Grantee	Data Source

Analyze the sale/transfer history for the subject property and report its impact, if any, on the value opinion in the appraisal report under review:

Did the appraisal report contain the appropriate prior sale(s) and/or prior listing(s) of the subject property and comparable sales?
☐ YES ☐ NO - explain.

2. Is the data in the appraisal report factual and accurate? ☐ YES - provide a brief summary. ☐ NO - explain and complete Section II.

3. Is the final opinion of market value for the subject property reasonable as of the effective date of the appraisal under review?
☐ YES - provide a brief summary. ☐ NO - explain and complete Sections II and III.

Section II — Complete only if review appraiser answers "No" to Section I, Questions 2 or 3

1. Is the analysis of the neighborhood complete and accurate? ☐ YES - provide a brief summary. ☐ NO - explain.

2. Is the analysis of the site, including any apparent adverse site conditions and the highest and best use, complete and accurate?
☐ YES - provide a brief summary. ☐ NO - explain.

3. Are the specific zoning class, description, and compliance accurate? ☐ YES - provide a brief summary. ☐ NO - explain.

4. Is the data in the improvements section complete and accurate? ☐ YES - provide a brief summary. ☐ NO - explain.

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5. Is the data presented in the approaches to value appropriate, accurate and correctly applied, including the individual adjustments in the sales comparison approach? ☐ YES - provide a brief summary. ☐ NO - provide a detailed explanation of the problem areas.

6. Are the comparable sales selected truly relevant to the subject property and the most reflective of the market area?
☐ YES - provide a brief summary. ☐ NO - provide a detailed explanation as to why they are not the best comparables.

Section III — Complete only if the review appraiser answers "No" to Section I, Question 3

1. Provide detailed reasoning for disagreement with the opinion of value in the original appraisal report.

2. State all extraordinary assumptions used (i.e. gross living area, room count, condition, etc.)

3. Provide a new opinion of value as of the effective date of the original appraisal report using the sales grid below.
(NOTE: This may or may not include the use of the same comparable sales in the original appraisal report.)

FEATURE	SUBJECT	SALE 1		SALE 2		SALE 3	
Address							
Proximity to Subject							
Sales Price	$		$		$		$
Price/Gross Living Area	$	$		$		$	
Data & Verification Sources							
VALUE ADJUSTMENTS	Description	Description	+(−)$ Adjustment	Description	+(−)$ Adjustment	Description	+(−)$ Adjustment
Sales or Financing Concessions							
Date of Sale/Time							
Location							
Site							
View							
Design (Style)							
Actual Age (Yrs.)							
Condition							
Above Grade Room Count	Total Bdrms Baths	Total Bdrms Baths		Total Bdrms Baths		Total Bdrms Baths	
Gross Living Area	Sq. Ft.	Sq. Ft.		Sq. Ft.		Sq. Ft.	
Basement & Finished Rooms Below Grade							
Garage/Carport							
Net Adj. (total)		☐ + ☐ −	$	☐ + ☐ −	$	☐ + ☐ −	$
Adjusted Sales Price of Comparables		Net % Gross %	$	Net % Gross %	$	Net % Gross %	$

Provide a sale/transfer history for the above comparable sales for a minimum of three years prior to the effective date of the original appraisal (if the information is available in the normal course of business from a reliable source.)

Summary of Value Conclusion (including detailed support for the opinion of value and reasons why the new comparables are better than the sales used in the original appraisal report).

REVIEW APPRAISER'S OPINION OF MARKET VALUE (required only if reviewer answered "No" to Section I, Question 3)

My opinion of market value of the real property that is the subject of this report is $ _____
as of _____, the effective date of the original appraisal report.

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GUIDANCE FOR COMPLETING THE ONE-UNIT RESIDENTIAL APPRAISAL FIELD REVIEW REPORT

The appraisal review function is important to maintaining the integrity of both the appraisal and the loan underwriting processes. The following guidance is intended to aid the appraiser and client in the development of an appraisal review:

1. This One-Unit Residential Appraisal Field Review Report form may be used to report the results of a field review for a one-unit property, including individual units in condominium, cooperative, and PUD projects.

2. The review appraiser must, at a minimum:
   - have the technical and geographic competence to complete the appraisal review;
   - read the entire appraisal report under review;
   - inspect from the street the subject property and comparable sales described in the appraisal report;
   - inspect the neighborhood in which the subject property is located;
   - verify the data described in the appraisal report; and
   - research all data relevant to the property that is the subject of the review.

3. The review appraiser must be the individual who personally inspected, from the street, the property that is the subject of the appraisal review (unless otherwise indicated in this report that he or she completed an interior inspection) and the exterior of the comparables sales, performed the analysis, and prepared and signed the appraisal field review report.

4. The review appraiser must focus his or her comments on the appraisal report under review and not include personal opinions about the appraiser(s) who performed the original appraisal report.

5. The review appraiser must assume that the condition reported in the appraisal report is accurate unless there is evidence to the contrary.

6. Unless noted elsewhere in this appraisal review report, the lender/client has withheld the identity of the appraiser who prepared the appraisal report under review.

7. The One-Unit Residential Appraisal Review report is divided into three Sections. Section I must be completed for all assignments. Section II must be completed if the answer to either Question 2 or 3 in Section I is "NO". Section III must be completed only when the answer to Question 3 in Section I is "NO".

8. The review appraiser must provide a sale/transfer and listing history of the subject property for a minimum period of three years, if the information is available from a reliable source. The review appraiser is expected to report ALL listings, sales, and/or transfers that took place during the three-year time frame prior to the effective date of the appraisal under review. In non-disclosure states the transfer history should be provided. The review appraiser must analyze the sales transfer data and report the effect, if any, on the value conclusions in the original appraisal report.

9. The review appraiser must form an opinion about the overall accuracy and quality of the factual data in the original appraisal report. The objective is to determine whether material errors exist and what effect they have on the opinions and conclusions in the appraisal report. When the review appraiser agrees that the factual data is essentially correct (although minor errors may exist), he or she must summarize the overall findings. Identification of any minor deficiencies and the review appraiser's statement of the effect on the value opinion should be included. When the review appraiser determines that material errors exist in the factual data, he or she must identify them, comment on their overall effect on the opinions and conclusions in the appraisal report, and complete Section II.

10. The review appraiser, after completing appropriate research, must determine whether the opinion of market value is reasonable and supported by market evidence. Because appraisers' opinions can vary, the review appraiser must have conclusive evidence that the value opinion is unreasonable. When the review appraiser determines that the opinion of value in the original appraisal report is reasonable, he or she must summarize the overall findings, including identifying minor value-related issues that do not affect the value conclusion. When the review appraiser disagrees with the opinion of value, he or she must complete Sections II and III.

11. The questions in Section II are intended to identify both the positive and negative elements of the original appraisal and to detail deficiencies. The review appraiser must make it clear to the reader the effect the deficiencies have on the opinions and conclusions in the appraisal report. Simple "YES" and "NO" answers are unacceptable.

12. The review appraiser must explain why the comparable sales in the original appraisal should not have been used.

13. The review appraiser must provide specific, supportable reasons for disagreeing with the opinion of value in the original appraisal report.

14. The review appraiser must identify the extraordinary assumptions that were necessary in order to arrive at his or her opinion of market value. Extraordinary assumptions include the use of information from the original appraisal report that the review appraiser concludes is credible (such as an assumption that the reported condition of the subject is correct).

15. The review appraiser must include the rationale for using new comparable sales. The following question must be answered: Why are these sales better than the sales in the original appraisal report?

16. The new comparable sales provided by the review appraiser and reported in the sales comparison grid must have closed on or before the effective date of the appraisal report under review. It may be appropriate to include data that the original appraiser did not have available as of the effective date of the original value opinion. However, this information should only be reported as "supplemental" to the data that would have been available to the original appraiser.

17. The review appraiser must provide a sale/transfer history of the new comparable sales for a minimum of three years (if the information is available in the normal course of business from a reliable source). The review appraiser must analyze the sale/transfer data and report the effect, if any, on the review appraiser's value conclusion.

18. An appraisal review of an individual unit in a condominium, cooperative, or PUD project requires the review appraiser to analyze the project information in the appraisal report and to report this information by using addenda when necessary.

19. The review appraiser is required to provide a new opinion of market value only when he or she answers "NO" to Section I, Question 3.

20. The review appraiser's opinion of market value must be "as of" the effective date of the original appraisal report.

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STATEMENT OF LIMITING CONDITIONS

1. The review appraiser will not be responsible for matters of a legal nature that affect either the property that is the subject of the appraisal review or the title to it. The review appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is reviewed on the basis of it being under responsible ownership.

2. The review appraiser has noted in the review appraisal report any adverse conditions (such as, but not limited to, needed repairs, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the normal research involved in performing the appraisal review. Unless otherwise stated in the review appraisal report, the review appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, expressed or implied, regarding the condition of the property. The review appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the review appraiser is not an expert in the field of environmental hazards, the appraisal review report must not be considered as an environmental assessment of the property.

3. The review appraiser obtained the information, estimates, and opinions that were expressed in the appraisal review report from sources that he or she considers to be reliable and believes them to be true and correct. The review appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.

4. The review appraiser will not disclose the contents of either the appraisal report or the appraisal review report except as provided for in the Uniform Standards of Professional Appraisal Practice.

CERTIFICATIONS

I certify that, to the best of my knowledge and belief:

1. I reported and used in the review process facts and data that are true and correct.

2. I have the technical and geographic competence to complete the appraisal review, read the entire appraisal report under review, inspected the neighborhood in which the subject property is located, verified the data described in the original appraisal report, and researched all data relevant to the property that is the subject of this review.

3. I stated in the appraisal review report only my personal, unbiased, and professional analyses, opinions, and conclusions, which are subject only to the contingent and limiting conditions specified in this form.

4. I have no present or prospective interest in the property that is the subject of this appraisal review report and I have no present or prospective interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or the opinion of market value (if any) in the appraisal review report on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.

5. I was not required to report a predetermined value or direction in value that favors the cause of the client or any related party, the amount of the value opinion, the attainment of a specific result, or the occurrence of a subsequent event in order to receive my compensation and/or employment for performing the appraisal review. I did not base the appraisal review report on a required minimum valuation, a specific valuation, or the need to approve a specific mortgage.

6. I developed my analyses, opinions, and conclusions and prepared this report in conformity with the Uniform Standards of Professional Appraisal Practice.

7. I personally inspected the subject property from the street (unless I have otherwise indicated in this report that I completed an interior inspection) and the comparable sales described in the appraisal report.

8. I personally prepared all conclusions and opinions about the real estate that were set forth in the appraisal review report. I further certify that no one provided significant professional assistance to me in the development of this appraisal review. report.

REVIEW APPRAISER:

Signature:
Name:
Company Name:
Company Address:
Telephone Number:
E-mail Address (if available)
Date of Report/Signature
State Certification #
or State License #
State
Expiration Date of Certification or License
Reviewer's Opinion of Market Value $ (If the review appraiser answered "NO" to Question 3, Section I)
Effective Date of Original Appraisal

LENDER/CLIENT:

Name
Company Name
Company Address

ORIGINAL LENDER/CLIENT OF THE APPRAISAL REPORT UNDER REVIEW:

Name
Company Name
Company Address

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