

Appraisal Review Checklist- Revised January 12,2018

Checklist Form -To be Submitted by Appraiser

For the Appraiser: This form is to be submitted with your **Appraisal Report**. Restricted Appraisal Reports will not be accepted for Certification/Recertification.

- 1) This Appraisal Report will use a number to identify the appraiser. This number can be found in the box below.
- 2) Use this form to mark the page number in the Page # column below where the item to be identified can be found in your Appraisal Report. Some items will occur several times but only one occurrence need be identified.
- 3) If you wish to bring the reviewers attention to any item, use the comment column next to the item.
- 4) For a detailed explanation of the expectations for any item, refer to Explanation of Checklist Requirements document.
- 5) Return this form with your Appraisal Report.
- 6) If this Appraisal Report is a "resubmit", note this in the box below.

Appraisal Report #	This Number is issued by EAANA Admin.		
Is this Appraisal Report a resubmit?	Yes / No		
Note for Reviewers: use the separate Reviewers Tab to record your comments.			
	Page #	Comment	Required by USPAP and/or EAANA
1			Report is an Appraisal Report. Ensure that any identifying information of appraiser, client, companies is fully redacted. You will receive a number to use in place of your name. This number can be found in the box on your checklist. Date the report with the current date.
2			Signed "Cover Letter" or "Letter of Transmittal"
3			Type of Report stated and is consistent throughout the report
4			Effective Date stated
5			Report Date stated
6			Use a type description for the client and intended users.
7			States Inspection was or was not performed

8			If inspected, state the Inspection Date
9			Provide a limited sample of asset descriptions without values.
10			Property ownership interest stated.
11			Type of Value stated.
12			Definition of Value stated with source of value definition.
13			Value stated whether “in terms of cash” or another form. Currency type stated such as USD, CAD, EUR etc.
14			If required, market time/exposure time done correctly
15			Scope of Work adequately summarized
16			Summary of the information analyzed
17			Definition of Approaches to Value & Types of Depreciation
18			Summary of reasoning that supports the analyses, opinions, and conclusions. Statement of any Approaches to Value excluded with reasoning.
19			Asset Use: Statement of actual use or assumed use
20			Extraordinary / Hypothetical : If used, statement use might have affected the assignment results.
21			A blank page with heading Appraisers Qualifications or Curriculum Vitae.
22			Certification : compliance with stated version of USPAP
23			Certification: states USPAP version example (2018 - 2019)
24			Certification: states conforms with EAANA Code of Ethics.
25			Certification: statement in compliance with CSA program requirements
26			Certification : signature & seal