

Checklist Form - To be Submitted by Appraiser

For the Appraiser:

- 1) This Appraisal Report will use a number to identify the appraiser (issued by EAANA Administrative Staff). This number can be found in the box below.
- 2) This form is to be submitted with your Appraisal Report. Restricted Appraisal Reports will not be accepted for Certification/Recertification.
- 3) 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.
- 4) If you wish to bring the reviewers attention to any item, use the comment column next to the item.
- 5) For a detailed explanation of the expectations for any item, refer to Explanation of Checklist Requirements document.
- 6) Return this form with your Appraisal Report.
- 7) If this Appraisal Report is a "resubmit", note (circle) this in the box below.
- 8) Please note (circle below) if this submission is for "re-accreditation" or for "accreditation".

Appraisal Report #	re-accreditation / accreditation
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Is this Appraisal Report a resubmit?	Yes / No
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Note for Reviewers: use the separate Reviewers Tab to record your comments.

Item #	Page #	Comment	Required by USPAP and/or EAANA
1			Report is an Appraisal Report. Ensure that any identifying information of appraiser, client and or subject 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. The report is no more than one year old and must be dated.
2			Signed "Cover Letter" or "Letter of Transmittal"
3			Type of Report stated and is consistent throughout the report
4			Effective Date stated within the report <u>and on</u> the "Certificate of Value" page if provided
5			Report Date stated within the report <u>and on</u> the "Certificate of Value" page if provided
6			Table of Contents and correlating page numbers
7			The Intended User(s) of the appraisal must be clearly stated
8			The Intended Use(s) of the appraisal must be clearly stated
9			Use a "type" description for the client and intended user(s). See #7 and #8 above

Item #	Page #	Comment	Required by USPAP and/or EAANA
10			States Inspection was or was not performed and must be (also) stated in the <u>Appraiser's Certification</u>
11			If inspected, state the Inspection Date
12			Provide a limited sample of asset descriptions without values
13			Property ownership interest stated
14			Type of Value and Definition stated with source of the definition
15			Value stated whether "in terms of cash" or another form. Currency type stated such as USD, CAD, Euro, etc.
16			If required, marketing time and/or exposure time explained
17			Scope of Work adequately explained and summarized
18			Definition of Approaches to Value & Types of Depreciation
19			Summary of reasoning that supports the analyses, opinions, and conclusions. Includes a statement of any Approaches to Value excluded <u>with the reasoning for exclusion</u>
20			Asset Use: Statement of actual use or assumed use
21			Extraordinary/Hypothetical assumptions: If used, statement that use might have affected the assignment results
22			A blank page with heading "Appraisers Qualifications", "Curriculum Vitae" or similar
23			Certification: states "my analyses, opinions, and conclusions were developed, and this report.....with USPAP" and to include with stated Edition of USPAP, example (2018-2019 Edition)
24			Certification: states conforms with EAANA Code of Ethics.
25			Certification: statement in compliance with EAANA CSA program requirements
26			Certification: signature & seal