**Appraisal Assignment Scope of Work**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Federal aid Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**R/W Plan Sheet Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date approved) & revised on \_\_\_\_\_\_\_\_\_\_\_\_\_\_(date revised)**

1. The Agency shall be listed in the appraisal report as the client and intended user;
2. The Appraisal assignment will be completed in compliance with all applicable State and Federal Appraisal Standards, including USPAP and Chapter 4 of the WSDOT R/W Manual; Chapter 25 of the LAG Manual if report is being prepared for a Local Agency; WSDOT approved format and RES/LPA forms.
3. Incorporated into this Task Assignment by reference is *Page 3 of the WSDOT Narrative Appraisal Report template*, which is intended as supplemental guidance and instruction. *WSDOT reserves the right to reject without review or partial payment for any Appraisal report submitted for review that does not conform to the above format without advance written approval;*
4. Complete Before & After Narrative Appraisal Reports are required;
5. The appraisal reports shall each include a complete analysis of subject larger parcel.
6. The report shall include an Assignment Scope of Work. The purpose of the Assignment Scope of Work is to inform the user of the report of the Scope of Work that is expected from the appraiser. **Note: *The Assignment Scope of Work will be developed by the appraiser with active input by the WSDOT Senior Appraiser & Review Appraiser;***
7. Each appraisal report shall include a sufficient number of photographs, sketches, location maps and other properly identifications so as to sufficiently identify significant features of the property appraised;
8. Sufficient mapping shall be contained within the appraisal report that the review appraiser can drive to the comparables without developing additional maps;
9. All sales must be confirmed with a party involved with the transaction consistent with Chapter 4 of the WSDOT R/W Manual. List name of party and date of confirmation. Detailed sale write-ups including photos and sketches are required to be included in each appraisal;
10. The appraiser is required to contact the owner, or owner’s designated representative, as well as any tenants, and offer the opportunity to accompany the appraiser during the appraiser's inspection of the property. If the owner was not contacted the appraiser must document the efforts made to contact the owner and reasons for the failed contact;
11. Where possible, the review appraiser shall accompany the appraiser on inspection of the subject property;
12. Whenever there is personal property, residential or non-residential displacements, the relocation agent shall accompany the appraiser on inspection of the subject property;
13. Whenever the property is occupied by a tenant, obtain a copy of the lease for confirmation of existing rent, ownership of fixtures and improvements and tenant’s right to remove fixtures and improvements;
14. Include an identification or listing of the buildings, structures, and other improvements on the land, as well as the fixtures affecting the value of the property to be acquired or damaged;
15. Include the personalty/realty report;
16. Provide the contributory value of improvements where cost to cure damages are applied;
17. Provide fair market rent when there are displacements requiring relocation;
18. Provide salvage value for any improvements anticipated to be salvaged by the owner and/or tenant;
19. Report and consider in your valuation any project construction items that would mitigate damages;
20. Title reports and Right of Way maps will be provided by WSDOT. If requested by the appraiser, environmental reports, as available will be provided by WSDOT;
21. Consistent with Chapter 4 of the WSDOT Right of Way Manual “Fair market value” is the amount in cash which a well-informed buyer, willing but not obliged to buy the property, would pay, and which a well-informed seller, willing but not obligated to sell it would accept, taking into consideration all uses to which the property is adapted or may be reasonably adaptable. The mathematical difference between the two values (market value “before” minus market value “after”) is the just compensation after adjusting for items that are not compensable under the law. The “after value” is based on the value of the remainder property assuming that the actual construction of the proposed project will not be completed until an estimated future date. Any temporary inconvenience during or caused by, the actual construction of the project is not considered in the appraisal. Fair market value shall normally be that of fee simple title.
22. The estimate of value or compensation shall be current market value before and after acquisition(s) as shown on the Right of Way plan provided. Any decrease or increase in the fair market value of the real property to be acquired prior to the date of valuation caused by the public improvement for which such property is acquired, or by the likelihood that the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner, will be disregarded in determining the compensation for the property.
23. All sale, lease rate, and discount rate analysis shall include comparison charts or grids, be supported by current market data and a narrative analysis explaining supporting necessary adjustments;
24. The appraiser ***agrees to work closely with the review appraiser throughout the appraisal process*** in an effort to minimize corrective actions that may be required by the review appraiser after delivery of the appraisal report for review. All corrective actions requested by the review appraiser must be adequately addressed by the appraiser and in a timely manner;
25. The report shall include a “5 year sales history” of the subject property. This must be clearly labeled “5 Year Sales History”;
26. Footers on each page shall contain, at a minimum, the WSDOT Right of Way parcel number, appraiser’s file number and date of value.