

SAMPLE APPRAISER'S PACKAGE

Note: The Appraiser's Package is information that can be shared with the appraiser prior to appraisal. The goal of the Appraiser's Package is to share facts that will help inform the appraiser about the subject property and contract price. In addition to the below information, additional attachments may include a copy of the sales contract, a comparative market analysis (CMA), a neighborhood market report, and listing sheets for comparable properties. Depending on the subject property, it may also help to include a recent survey, information about multiple offers, blueprints and information about any off-market sales or pocket listings.

SUBJECT PROPERTY INFORMATION

- Complete Property Address (including County):
- Legal Description:
- Parcel Identification Number (PIN):
- Tax Year and Real Estate Taxes:
- Neighborhood Name:
- Special Tax Assessments (if any):
- HOA Dues Annually or Monthly:

Note: If there are multiple parcels, make sure to include all of the details.

SUBJECT PROPERTY LISTING INFORMATION

- MLS Record #:
- List Date:
- List Price:
- Multiple Offers Received:
- Date/Amount of any price changes:

NEIGHBORHOOD AND MARKET INFORMATION

- Property Values information (Increasing, Stable, Declining):
- Price per sq/ft (High, Low, Average):
- Demand/Supply information (Shortage, In Balance, Over Supply):
- Marketing Time Information (Under 3 months, 3-6 months, Over 6 months):
- Neighborhood Boundaries (Typically the North, South, East and West Street names that define the Subject Neighborhood):
- Neighborhood Description: (These vary widely but providing information that the appraiser could potentially consider could help.)
- Market Conditions: (This will also vary; some appraisers include a referenced addendum. Here is an example of a non-addendum, brief version: "MLS statistics and local Realtors® note an average market for homes in this area. Property values are stable due to good financing (2.50%-4.50%) and a stable employment market. Typical exposure time is between 3 and 6 months for homes in this area. Financing is readily available from a variety of sources.")

Note: include neighborhood market analysis or other data as an attachment to support answers.

SUBJECT PROPERTY SITE INFORMATION

- Lot(s) dimensions, including sf/acres and shape:
- Zoning information and compliance (*if known*)
- FEMA Flood Zone Information (*Note: Especially important if there is a waiver or recent updated flood panel that appraiser may not be aware of*)
- Adverse Site Conditions or External Factors: (*Easements, encroachments environmental conditions land uses*)

SUBJECT PROPERTY

CONDITION

- Recent Improvements Made to the Subject Property:
- Major Mechanical Systems Ages:

Note: This section of the appraisal will directly impact the appraised value of the subject property. Any improvements made – even dating back multiple years – should be included. This is especially important for items the appraiser is unable to see or verify such as electrical wiring, rough plumbing, insulation etc.

Improvement	Year	Cost
	TOTAL COST:	

ABOVE GRADE ROOM COUNTS

- Total Rooms:
- Bedrooms:
- Full Bath:
- Half Bath:

Note: Does not include basements and many markets do not include lower levels of bi-level/tri-level style homes. bedroom requirements vary by market area, generally a bedroom must include 88sf, a door, egress capable window, and a closet. Generally a bathroom includes a sink, toilet and bath or shower, a ½ bathroom is a minimum of two fixtures, usually a toilet and sink or shower and sink.)



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GARAGE INFORMATION

- Number of Car Spaces:
- Dimensions:
- Additional Features:

Note: varies by market area, but generally garages are based on the width and number of overhead doors and width of the driveway – does not account for stacking of vehicles and only includes whole numbers

DESCRIBE THE CONDITION OF THE PROPERTY

- Provide a brief description of the condition of the property: (new construction/well maintained/slight wear/substantial damage?)
- Known physical deficiencies:

Note: the appraiser is required to rate the overall condition of the property for Uniform Appraisal Dataset, or UAD, Condition Ratings C1 through C6. C1 describes new construction, C6 indicates substantial damage or deferred maintenance. Also, the appraiser is required to include whether the kitchen and bathrooms have been updated or remodeled and when.

PUD INFORMATION

Note: PUD/HOA information can sometimes be hard to obtain, consider providing any verified information that would help the appraiser complete this section. See clip from Uniform Residential Appraisal Report.

PROJECT INFORMATION FOR PUDs (if applicable)			
P U D I N F O R M A T I O N	Is the developer/builder in control of the Homeowners' Association (HOA)? <input type="checkbox"/> Yes <input type="checkbox"/> No Unit type(s) <input type="checkbox"/> Detached <input type="checkbox"/> Attached		
	Provide the following information for PUDs ONLY if the developer/builder is in control of the HOA and the subject property is an attached dwelling unit.		
	Legal name of project		
	Total number of phases	Total number of units	Total number of units sold
	Total number of units rented	Total number of units for sale	Data source(s)
	Was the project created by the conversion of an existing building(s) into a PUD? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, date of conversion		
	Does the project contain any multi-dwelling units? <input type="checkbox"/> Yes <input type="checkbox"/> No Data source(s)		
	Are the units, common elements, and recreation facilities complete? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe the status of completion.		
	Are the common elements leased to or by the Homeowners' Association? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe the rental terms and options.		
	Describe common elements and recreational facilities		



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COMPARABLE PROPERTIES

- Include a list of comparable property sales or a Comparative Market Analysis (CMA).
- Include specific comments as to why a comparable property was included.
- Consider attaching MLS Listing Sheets for comparable properties.

Note: The Sales Comparison Approach is most common in residential appraisals.

TIPS FOR COMPARABLE PROPERTY SELECTION

- An appraisal report will include properties that bracket the subject property in terms of inclusions and amenities. Typically, sales that occurred most recently are given weight over sales that occurred further in the past. Generally, appraisal reports require a minimum of three closed sales in the previous 12 months. Active and Pending sales may be utilized for further support of final value but are not generally presented as Comparable Sales 1-3.
- Geographically proximate sales that were not used and why. If there is a similar property that sold nearby and the broker feels it should not be utilized as a comparable sale, the broker is encouraged to describe why (not an arms-length transaction, REO, inferior condition, etc.)
- Quality of Construction – The appraiser is required to rate the Quality of Construction of the subject and comparable sales per the Uniform Appraisal Dataset (UAD) Q1-Q6 Guidelines.
- Condition of Comparable Sales - The appraiser is required to rate the overall condition of the comparable properties per the Uniform Appraisal Dataset (UAD) C1-C6 Guidelines.
- Location - The appraiser is required to rate the Location as Adverse, Neutral, or Beneficial and select the associated location from the following choices (Residential, Industrial, Commercial, Busy Road, Waterfront, Golf Course, Adj. to Park, Adj. to Power Lines, Landfill, Public Transit, or Other.
- View - The appraiser is required to rate the view as Adverse, Neutral, or Beneficial and select the associated view from the following choices (Water, Pastoral, Woods, Park, Golf Course, City/Skyline, Mountain, Residential, City Street, Industrial, Power Lines, Limited Sight, or Other.
- Recent transfers of the subject (within three years of the effective date of the appraisal) or comparable sales (within one year of date of sale).

DISCLOSURE

- Consider including information similar to what is contained in many MLS providers.
- Example: Information deemed reliable but not guaranteed; should be verified. Content provided “AS IS,” without any warranty, express or implied.

