



2.11 EARLY APPRAISAL PROCEDURE

Expanding programming schedules do not always allow enough lead time for Real Estate procedures to be followed in the typical manner. Sometimes it is necessary to start the appraisal process as early as possible in order to meet project delivery dates. This early appraisal procedure is intended for projects that will not be able to meet the project deadlines without the ability to start the appraisals prior to relocation order approval, and where it is not in the best interest of the state to defer the project. Regional Real Estate management has been delegated the authority to determine which projects would justify the use of such a procedure.

To successfully utilize this process, it is imperative that the plat has developed to a stage where the real estate needs can be clearly defined. Project Data Books (PDBs) can be developed, property inspections can be done and the appraisers may complete their reports and submit them to the review appraiser. The reviewer, however, cannot approve the offering price until the design study report is complete and a relocation plan (if applicable) and relocation order has been approved. It is the responsibility of the regions upon submittal of these early appraisals, to inform the reviewer if a Relocation Order (RE1708) has not yet been approved and followup with notification to them when such approval has been accomplished. It is equally important to make sure that the appraisal process is not started too early. Appraisals can become outdated quickly. The time frame between the appraisal completion date and the date of the relocation order should not exceed 60 days.

To utilize the early appraisal process, it will be necessary for Real Estate to work with regional Planning units to authorize the Real Estate project ID for charging according to the procedures defined in Section 1.4 of this manual. Appraisers must be given a plat that has developed to the stage where lands to be acquired are accurate and clearly defined.