**Instructions: Appraisal Report (Short Format Summary)** Wisconsin Department of Transportation

RE1005 06/2015

The example that follows is an Appraisal Report (Short Format Summary) (RE1005). Reminder: The rule of thumb for deciding the degree of detail and areas that need to be included in the report is - if the highway acquisition does not affect something on the property (i.e., buildings), it is not necessary to give a detailed description of the buildings or do a comparison and analysis of the property’s improvements. This format is ONLY to be used for non-complex acquisitions with damages less than or equal to $10,000 and easily explainable severance damages under $5,000. An Appraisal Report (Short Format Summary) (RE1005) can only be completed when there is an approved Project Data Book completed for the project.

The appraisal form has been prepared to the best of the department’s ability to comply with the 2014-2015 edition of USPAP, the Real Estate Program Manual (REPM), and the Uniform Act and Wisconsin State Statutes. The appraiser is responsible to be aware of any changes or updates to these guiding forces. Ultimately, USPAP, Uniform Act, Wisconsin Statute, REPM compliance is shouldered by the appraiser. This format is intended to comply with those guiding forces, but is not guaranteed.\*

**Appraisal Report (Short Format Summary) (RE1005)**

1. Title Page
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\* The order of the sections is already established within the template. See the corresponding numbered section for a further description.

The footer of each appraisal page has a space to identify the project ID, and parcel number. This must be included on each page.

**1. TITLE PAGE**

The title page includes five distinct areas:

1. Appraisal Report of – include:
   1. Project ID;
   2. Parcel Number – project parcel number (not tax ID number);
   3. The \_ Property (owner’s name from title; property address; municipality; county; state; and, zip code).
2. Effective Date of the Appraisal – most often, will be date of inspection.
3. Date of Report – date final signed copy is submitted.
4. Client – include:
   1. Region;
   2. Real Estate project manager;
   3. Full address.
5. Appraised by – include:
   1. Your name;
   2. Region;
   3. Full address.

The WisDOT seal can be affixed to the lower right hand corner for staff appraisers, consultants can add their company logo. Optionally, you may also include a photo of the subject property.

**2. PARCEL DESCRIPTION**

The following boxes are included in the parcel description and must be filled in:

1. Property owner(s) – owner’s name (from title).
2. Owner phone # – owner’s phone number used to contact them.
3. Property address – where property is located.
4. Contact name – if someone other than owner, or if ownership is not an individual, state their name; otherwise, enter “same as above.”
5. Contact phone # – contact’s phone number, if owner is the contact, leave blank.
6. Contact address – contact’s mailing address, if same as property address, enter “same as above.”
7. Plat page – number of the transportation project (or traditional right of way) plat page that subject appears on (4.01, 4.02, 4.03, etc.); include Amendment #, if applicable (if no amendment, leave blank).
8. Plat approved / recorded date – date is found on the specific plat page in signature block or recording information; most recent date should be used with appropriate box checked.
9. Property Tax Assessment (PTA) – taken from tax bill.
10. Fair Market Value (FMV) – taken from tax bill or calculated using Assessor’s PTA ratio (%). This is calculated by taking assessed dollar amount and *dividing (****÷****)* it by assessor’s PTA ratio. Often, a tax bill shows only total FMV; therefore, it may need to be done for both land and improvements.
11. Sales history – include all sales of subject in last five years; analyze transfers that have occurred within past three years.
12. Zoning – brief summary of present zoning. Do not put just put the abbreviated district name, spell it out. Priority should be given to understand minimum size of lot in relation to its zoned highest and best use and understanding minimum setback from centerline and R/W line from all roads involved. Indicate if property conforms to zoning both before and after acquisition. If property does not conform after, seek instruction from project’s statewide review appraiser. This may need to be completed as a standard abbreviated or before and after appraisal.
13. Neighborhood land use change – use check boxes to indicate correct market.
14. Brief neighborhood description – can be summarized from Project Data Book and should include what economic, physical and social trends are at force in market area of subject property. In this area, appraiser needs to report only appropriate data directly affecting value of the subject property. Type of data used in this area depends on what type of property is being appraised. On projects where there are a number of standard appraisals required for similar type properties, the same general area analysis can be used in each report. If properties or neighborhoods vary, analysis should be modified to fit specific neighborhood and subject property. Data in this section should be organized from general to specific. Type of data that should be considered for this section is - location in regard to county; city or village; utilities; population; school districts; major transportation routes; typical land uses in area.
15. Brief property description including identification of larger parcel –
16. Larger parcel: defined as that tract, or those tracts of land, which possess a unity of ownership and have the same, or an integrated, highest and best use. Elements of consideration by the appraiser in making a determination in this regard are contiguity, or proximity, as it bears on highest and best use of the property, unity of ownership, and unity of highest and best use. See REPM/Sub-Section 2.8.7 for more information. Identify larger parcel by tax id number(s). If it is difficult to determine larger parcel, talk to project’s statewide review appraiser. This form may be inappropriate for assignment.
17. Property description: should include size, topography, view, utilities, water features, etc. If they are appropriate for that property type. Items that may be appropriate to report are shape, amount of frontage, grade along frontage, drainage characteristics and access. Describe any impacted areas. On farm properties, site description is an overall description of the total larger parcel. Field layout entrances and driveways should be explained. Field drainage ditches and tile should be reported in detail if affected by acquisition. Predominant soil types should be given. If there are any sand, gravel or mineral deposits of value in acquisition area, this may be a complex appraisal problem. Talk to project’s statewide review appraiser for further instructions.
18. Highest and best use –
19. As Vacant: state most likely highest and best use of property at date of appraisal. This should be based on its most valuable utilization in considering its legal, physical, and economic attributes in its location. If highest and best use is not the existing use, seek instructions from project’s statewide review appraiser. This may be a complex appraisal problem, not intended for this type of format. (See scope of work and Sub-Section 2.8.1 of this manual for more on determining highest and best use.)
20. As Improved: if subject is not improved, state that. If it is improved, state most likely highest and best use of property at effective date of appraisal. This should be based on its most valuable utilization in considering its legal, physical, and economic attributes in its location. If highest and best use is not the existing use, seek instructions from project’s statewide review appraiser. This may be a complex appraisal problem, not intended for this type of format. (See scope of work and Sub-Section 2.8.1 of this manual for more on determining highest and best use.)
21. Present use – current use of subject.
22. Brief legal description – a brief legal description such as the brief legal from tax bill or assessment information, a reference to the plat (when it contains such information), a CSM, or a brief metes and bounds description (full description is not necessary).

**3. DESCRIPTION OF PROPOSED ACQUISITION**

**NOTE: If access is being acquired, if there is a larger parcel issue, if the acquisition could result in a separate entity, and/or if there is severance or special benefits, contact the project’s statewide review appraiser. This may be a complex appraisal problem.**

Rights Being Acquired / Acquired Area:

1. Access rights – as described on R/W plat (check yes or no).
2. Fee Simple – as described on R/W plat.
3. Permanent Limited Easement – as described on R/W plat.
4. Temporary Limited Easement – as described on R/W plat.
5. Highway Easement – as described on R/W plat.
6. Existing right of way/no compensation – as described on R/W plat.
7. Land size before – size of subject land, typically taken from county land records (i.e., tax information, property lister, GIS, etc.). Size should be given in same unit as schedule of interests (e.g., if schedule says square feet, show subject size in square feet).
8. Acquired area – fee acquisition size.
9. Land size after – land’s size before *minus (****–****)* fee acquisition area.
10. Brief description of landscaping being acquired – specific description, type, quality, layout, etc.
11. Brief description and value opinion of other compensable items being acquired – specific description, type, quality, layout, etc. of concrete and blacktop driveways, fencing, on premise signs, septic system, private sidewalks, underground wiring, well, etc.
12. Other – anything else appraiser feels is relevant and necessary to appraisal problem.

**4. CERTIFICATE OF APPRAISER**

The certificate of appraisal has been taken from the 2014-2015 edition of USPAP as well as the Real Estate Program Manual. The language within the template at a minimum, must be included, and signed by the appraiser:

1. I have performed  no ( the following specified      ) services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

*NOTE: If the appraiser has performed* ***any*** *services (not just appraisal or valuation) as an appraiser or in any other capacity regarding the subject in the last three years, the appraiser must disclose this to the client at the time of acceptance and within the certification. Each service (and type must be defined) must be disclosed. Check the appropriate box and explain if needed. Be sure to disclose to the client as soon as any prior service is discovered!*

1. No one  (name and extent of assistance      ) provided significant real property appraisal assistance to me in making this report.

*NOTE: If anyone other than the appraiser has provided significant real property assistance, the name of the individual and the extent of the service must be disclosed within the certificate. USPAP does not define significant real property assistance, but does clarify its meaning in FAQ 247. “First, the adjective significant means that the contribution must be of substance to the development of the assignment results. In other words, the individual must contribute to the valuation analysis in a noteworthy way. An individual who merely collects or provides data for use in the analysis does not provide significant appraisal assistance. Secondly, the reference to the term appraisal assistance means that the contribution is related to the appraisal process or requires appraiser competency. One misconception is that non-appraisers who provide assistance should be identified in the certification. This is incorrect because the certification requirements in USPAP apply only to appraisers. Thus, only appraisers sign the certification or are identified as providing significant appraisal assistance. For example, the use of an environmental expert to determine wetland boundaries would not be considered significant real property appraisal assistance. Examples of contributions made by appraisers that constitute significant real property appraisal assistance include the identification of comparable properties and data, inspection of the subject property and comparables, estimating accrued depreciation or forecasting income and expenses.”*

1. On      , I invited       ( verbally  in writing) to accompany me on an inspection of the property. My invitation was  accepted  declined. On      , I made a personal inspection of the property. I have made a field inspection of and verified the sales relied upon in making this appraisal. The subject and sales relied upon in making this appraisal are as represented in this appraisal. It is my opinion that as of      , the total damages herein described are: $      .
2. On \_\_\_, – this is the date you invited the property owner or their representative on the inspection of the property.
3. I invited \_\_\_ – name of property owner or property representative.
4. (verbally / in writing) to accompany me… – check appropriate box.
5. My invitation was accepted / declined. – check appropriate box.
6. On \_\_\_, I made a personal inspection... – date of inspection.
7. It is my opinion that as of \_\_\_, – effective date of appraisal, typically the last date of inspection.
8. total damages herein described are: $ \_\_\_. – this is the total damages including the TLE.
9. Appraiser’s signature – to be signed only AFTER the appraisal has been accepted and recommended.
10. Appraiser’s name – your name.
11. Date of report – this is the date you sign the final, accepted, recommended appraisal.
12. Level of certification – your job title or license information (optional) if appraiser holds a state license, they may include that number here, if they so choose.

**5. SCOPE OF WORK**

The appraisal report must include a scope of work. The scope of work is a written statement agreed upon by the appraiser and the agency describing the appraisal work the appraiser is to do. The scope of work is provided within a short format appraisal template. There are areas the appraiser will have to check boxes or explain. These will be described below. However, the appraiser must be aware that USPAP requires:

*“An appraiser must not allow assignment conditions to limit the scope of work to such a degree that the assignment results are not credible in the context of the intended use. An appraiser must not allow the intended use of an assignment or a client’s objectives to cause the assignment to be biased.”*

The scope of work defines the general parameters of the appraisal. In the scope of work, the appraiser must identify the problem to be solved. This identification requires an explanation of the elements of the assignment that specifically identify the problem that appraiser sets forth to resolve. The appraiser must explain what research was necessary for a credible report and the process used to arrive at a credible solution.

In paragraph 3 *(The scope of work for this assignment included… ),* the appraiser must check the box indicating if they inspected the comparable sales. NOTE: The only time it is acceptable for the appraiser to not inspect the comparable sales is if another trusted appraiser has already done so. This should then be disclosed in the box at the end of this statement.

Intended Use / Intended Users: This section is already provided and filled out as part of the scope of work.

Definition of Value: This section is already proved and filled out as part of the scope of work. Definition source is *12 CFR 563.17*

Exposure Time: The appraiser shall identify the exposure time for the subject. Exposure time is defined as the estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical sale at market value on the effective date of the appraisal; a retrospective estimate based upon an analysis of past events assuming a competitive and open market. Exposure time is different for various types of property and under various market conditions. It is not a fixed period and should not be a boilerplate statement. The reasonable exposure period is a function of the price, market conditions, and property characteristics.

The appraiser can develop an exposure time by using one or more of the following:

* Statistical information about days on market for similar types of property
* Information gathered through sales verification
* Interviews of market participants
* Market information from data collection services

Gathering and analyzing information for days on the market from these sources is required for proper development of an opinion of exposure time.

Days on market (DOM) may differ from exposure time. DOM can be less than exposure time. DOM is intended to reflect the time it took to sell after the property was exposed to the market at a reasonably acceptable price. Often, a property is exposed to the market for lengthy periods because the asking price is too high. However, once the price is reduced within a range that would induce a buyer and this time frame is calculated, a more meaningful exposure time can be deduced.

The data used in the development of an exposure time opinion must be drawn from the subject market, including consideration of property type, location, property characteristics, typical buyer, and price segment. The use of generic or overly broad market data to support an exposure time opinion is inappropriate. Opinions of exposure time can be presented as a single time period (e.g. six months) or as a range of time (e.g. six to twelve months). Both are acceptable, but must be supported and linked to the value opinion.

Extraordinary Assumption: The appraiser must check the appropriate box(es) if they employ any extraordinary assumptions.

Hypothetical Condition: There are two hypothetical conditions defined in the appraisal as part of the scope of work. The appraiser should be familiar with these conditions.

**6. RECONCILIATION**

The appraiser must check the appropriate box indicating whether land leases are prevalent in the area.

**7. BEFORE VALUATION ANALYSIS**

The valuation analysis from the project data book can be pasted here. If the appraiser chooses, his or her own adjustment grid or narrative regarding valuation may be inserted here.

A discussion of each of the comparable sales should be included at this point. Such items as sale date, site size, sale price, price per unit, allocation of improvements, etc., should be addressed. These may be presented in a narrative or grid format. The following is sample language that may be included:

*In order to arrive at an estimated range of value for the subject property, the following comparison between the subject and sales is used. When the subject is superior to the sale in a given area, a plus (****+****) adjustment will be used in the grid. Conversely, when the subject is inferior to the sale in a given area, a minus (****–****) adjustment will be used.*

The adjustment categories will depend on the type of property being appraised. A dollar adjustment or a percentage adjustment is strongly recommended.

Each adjustment requires a brief explanation of what it was for, how it was applied, and why it was necessary. This is required for each adjustment category, even when a zero adjustment is applied. This explanation must establish the reasonableness of the adjustment. It must be tied to some recognized physical evidence or logical reasoning such as a paired sale analysis.

There has been some confusion as to the appraisers’ use of adjustments in the narrative appraisal. The issues arise from the explanations for adjustments that do not appear to be market data driven. The market recognizes two types of adjustments in the narrative report. The first is the quantitative adjustment, which can be measured in the market through paired sales analysis, statistical analysis, mathematical analysis, grouped data analysis, graphic analysis, cost analysis, direct comparisons, capitalization of income, direct capitalization, or some other quantifiable process. Quantitative adjustments are either dollar adjustments or percent adjustments. The appraiser explains in depth the process used to arrive at and make the adjustment. These adjustments are market driven and it is the appraiser’s responsibility to explain the quantification process and the corresponding adjustment.

The second type of adjustment is the qualitative analysis. This type of adjustment is used only when adequate market data does not exist. This adjustment process relies on relative comparison analysis, ranking analysis, and personal interview. These adjustments are based on opinions and are not quantifiable. They result in small adjustments relating to superior, inferior, etc. qualities. At times, they result in a weighted average for value determination.

Comparative analysis is the general term to identify the process in which quantitative and/or qualitative techniques derive a value indication in the sales comparison approach. These adjustments are not mutually exclusive. When appraisers use both types of adjustments, the quantitative adjustments must be made first. The appraiser must recognize that when they use these types of adjustments, they will often require more extensive narrative discussion to explain the reasoning. When using the qualitative analysis, it is critical that the appraiser bracket the subject. Bracketing the subject with superior and inferior sales avoids the tendency to merely be demonstrating that a property is worth more than a certain number or less than a certain number.

Utilizing the range of value established – the appraiser must conclude a value within that range; a statement of why a particular adjusted value was chosen must accompany this decision.

Appraiser’s opinion of value of subject property:

1. Unit value of land $ – concluded per unit value of subject.
2. Land size before $ – size of subject land before acquisition.
3. Land value before $ – concluded land value per unit *multiplied (x)* by total land size.
4. Assessed improvements Fair Market Value (FMV) – taken from tax bill or calculated using Assessor’s PTA ratio (%). NOTE: This is for improvements only. This is used only if there are improvements:
5. Property value before $ – Land value before *plus (+)* Assessed improvements FMV.

**8. EASEMENT VALUATION CALCULATION**

The easement valuation analysis from the Project Data Book can be pasted here. If there is more than one type of easement affecting the property (PLE and TLE, TLE and HE, etc.), include the valuation analysis for each easement type.

**9. Statement/calculation and allocation of damages - direct damages**

1. Access rights – if access was acquired and compensation was due, enter amount here. NOTE: If compensation is appropriate for access, this may not be appropriate form; talk to project’s statewide review appraiser.
2. Fee area – size of fee acquisition area *multiplied (x)* by per unit value to determine damages for fee acquisition.
3. Permanent Limited Easement – size of PLE acquisition and total damage amount from previous analysis.
4. Highway Easement – size of HE acquisition and total damage amount from previous analysis.
5. Existing ROW – right of way area described on R/W plat (no compensation).
6. Landscaping – Landscaping is a very subjective adjustment based on the appraiser's understanding and analysis of the market. The best way an appraiser can understand and explain the contributory value of landscaping is by allocation of improved sales into the various components (i.e., lot value, value of house and garage, value of well, septic system and driveway, and finally landscaping). The following chart shows the results of such a study. These results can be used as a guide in the appraisal of improved properties. Care should be taken to test the results of any application of this type for reasonableness as it is applied to the property being appraised. This chart of landscaping values that was formulated by allocating a large number of improved residential sales. The chart shows typical ranges of contributory value for landscaping of varying quality for residential properties in three different price ranges. The chart demonstrates how the contributory value of landscaping changes according to the quality of the landscaping and the market value of the property.

Contributory Value of Landscaping Changes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quality | Description | Landscaping  Contribution | Property  Price | Landscaping  Contribution |
| Excellent | Landscape designer or equal with well-maintained trees and shrubs; lawn quality similar to new sod. | 8 to 10% | $50,000  $100,000  $150,000 | $4,000 - $5,000  $8,000 - $10,000  $12,000 - $15,000 |
| Good | Well-designed and good placement; maintenance, pruning and fertilization above average; lawn fertilized and sod thick. | 6 to 8% | $50,000  $100,000  $150,000 | $3,000 - $4,000  $6,000 - $8,000  $9,000 - $12,000 |
| Average | No particular plan, but plans and lawn show some indications of maintenance, pruning and fertilization; lawn has some weeds and thin areas. | 4 to 6% | $50,000  $100,000  $150,000 | $2,000 - $3,000  $4,000 - $6,000  $6,000 - $9,000 |
| Fair to Poor | Native trees - not pruned, shrubs few and poorly maintained, thin areas and weeds. | 3 to 4% | $50,000  $100,000  $150,000**\*** | $1,500 - $2,000  $3,000 - $4,000  $4,500 - $6,000 |

***\**** *It is unlikely that you would encounter a residential property in a higher value range with landscaping of this type.*

The value of landscaping varies according to the quality and arrangement of the landscaping and also according to the market value of the overall property. For example, it is appropriate to spend a considerable amount of money to landscape a very expensive home, but the same landscaping would be super adequate for a modest home and would contribute less to market value. The various components of a property must be in balance to achieve maximum value.

The appraiser must make landscaping contribution estimates in a very subjective manner based upon observations of the market. The appraiser should also make a comprehensive search of the market that will logically support the landscaping contribution. Greater explanation will be required if the value of the landscaping falls outside the typical range. It is also important that each appraiser rely upon the above definitions for the quality of landscaping so that the terms "fair," "average," "good," and "excellent" are used consistently by all appraisers.

In the case of partial takings, the preferred method of adjustment would be the percentage of total landscaping value that is acquired with an explanation of how the percentage was calculated. In the case of acquisition of a few items of landscaping which are properly located and important to the landscaping scheme, replacement cost or replacement with a smaller specimen of the same species may be representative of contributory value and a proper method of appraisal.

Under landscaping heading, using format provided, enter the following information:

1. Property value before $ – concluded value from before value analysis.
2. Attributed to landscaping (%) – total percent of value landscaping contributes using above chart.
3. Est. value of landscaping $ – property value before *multiplied (x)* by percentage attributed to landscaping.
4. Landscaping acquired (%) – total percent of landscaping impacted by project; this is based on a subjective evaluation by appraiser using aerial photos, site inspection, site photos, etc.
5. Landscaping damages $ – estimated value of landscaping *multiplied (x)* by percentage of landscaping acquired.
6. Fencing – The cost approach is generally the most practical method of valuing the various types of fencing that can be encountered during a highway acquisition (such as: farm, residential, commercial or industrial fence). Depreciation, however, is the most difficult cost determination to make in such a valuation. In considering the amount of depreciation, appraiser should try to keep the contributory value of the fence in reasonable proportion to the value of the entire property.

A detailed description of the fence acquired and photos showing the construction detail should be included in the appraisal to help in the processing of any future fencing claims. The location of the fence in relation to the existing right of way (R/W) line should be checked since it can vary depending on the circumstances. These three different scenarios can exist:

* Legal width of road was established by statute;
* Centerline varies from center of R/W; or,
* Road is laid out along a section line that does not follow centerline as road is constructed.

Fencing should not be considered to be in the existing R/W if it is constructed within a reasonable distance of the R/W line. If the fence has utility and is within reasonable proximity to the property line, it should be considered as part of the acquisition. Clear and intentional encroachments should be reported and are not considered compensable.

The value of cross fences should be included in the fence computation. The cost to cure to establish new end posts where old end posts are removed may be considered. The contributory value of gates should also be considered, and a cost to cure to relocate a gate may be necessary in some situations.

Temporary electric farm fences can be estimated based on the cost to move them. The appraiser should state that the in-place contributory value is equal to the cost of moving the fence.

In some cases, when the size of a fenced-in area is reduced by an acquisition, it may lose its utility due to its reduced size or change in shape. This could happen in the case of a dry lot or barnyard. It may be possible to cure this severance damage by enlarging the area, moving an interior fence or building a new fence. If the cost to cure is less than or equal to the severance damage, it should be included in the appraisal.

As a rule, no contributory value is placed on fencing remnants when the fences are in disrepair and there's no longer an obvious need for the fencing. Additional compensation is also not warranted when acquiring the end of a line fence that is not connected to other fences.

There are many types of residential fences and generally they are valued on a depreciated cost basis. If the fence is unique and it can be moved for about the same cost as its contributory value, a cost to cure can be considered. It should be stated, however, that compensation has been included to acquire the fence.

Replacement cost should be considered only if:

* Fence will definitely be replaced, and
* Will serve as a cost to cure to avoid larger severance damages to remaining property.

Updated fencing cost guidelines may be provided to the appraiser at the project management conference by the project manager. These guidelines can be used with most agricultural fencing. The guidelines should be used wherever possible to save appraisal and review time. If a particular type of fence cannot be found in the table, the appraiser can do his/her own fencing cost estimate. The material supply source consulted and the method of calculating labor costs should be included in the appraisal. When a different cost data manual is used as a source for fencing costs, the name and page where the cost is obtained should be given. If an estimate from a fencing contractor is used, it should be included in the appraisal.

Prices may be lower for larger projects. Prices may also vary by area and because of soil or topographic differences. When considering functional utility of a fence, it is acceptable to use the replacement cost of a fence with steel posts rather than wood if there is no practical reason why wood is required. The difference between the cost of wood and steel may be considered as functional obsolescence depending on the circumstances. Depreciation is based on age, condition, and utility. Depreciated value of the fence or contributory value is subject to the same economic factors as other agricultural improvements.

Under fencing heading, using format provided, enter the following information:

1. Linear feet of fence acquired – length of fencing impacted by project.
2. Fencing cost / linear foot $ – From the cost guide, cost estimating service, estimate, etc.
3. % Effective life remaining – percent of life remaining on fence (i.e., 10 of 20 years would be 50%, 5 of 25 years would be 20%, etc.).
4. Fencing damages $ – Linear feet of fence acquired *multiplied (x)* by cost per linear foot, then *multiplied (x)* by percentage of life remaining.
5. Other Items – Under ‘other items’ heading, include any other compensable items impacted by project, such as: concrete, gravel or blacktop driveways, on premise signs, septic system, sewer and water, private sidewalks, underground wiring, well, etc. Use a similar methodology to that of fencing. Use a reliable cost-estimating source, determine depreciation and determine damages. Cite your cost-estimating source.
6. TOTAL: – total $ value of all direct damages.

**10. Statement/calculation and allocation of damages - other compensable damages**

1. TLE area – size of temporary limited easement acquisition and total damage amount from previous analysis.
2. Cost to cure – include any cost to cure items, such as: replacing asphalt, fencing, etc.
3. Other – include any other compensable damages that are not direct damages here.
4. TOTAL: – total $ value of all other compensable damages.

**11. AFTER VALUATION ANALYSIS**

1. Property value before $ – before value concluded including Fair Market Improvement (FMV) value.
2. Direct damages $ – total of direct damages.
3. Property value after $ – Property value before *minus (****–****)* total direct damages.
4. TLE impact $ – if acquisition is a TLE only and does not impact the after value, check the box.

In the box below, restate:

1. Property value before $\_;
2. Property value after direct damages $\_;
3. Direct damages amount $\_;
4. Other compensable damage amount $\_;
5. Add Direct damages and Other compensable damages for a TOTAL DAMAGES amount $\_.

**12. PHOTOGRAPHS**

Photographs taken by the appraiser are required in the addendum. The description should include what the photo is looking at and in which direction the camera is pointed. At minimum, photos should include:

1. Front of subject (view from street)
2. Primary building improvement, even if not impacted
3. Street scene photos in both directions
4. Acquisition areas (fee, TLE, PLE, HE) from both directions
5. Impacted landscaping
6. Impacted site improvements
7. Impacted fencing
8. Any other impacted compensable items

An area for photographs is included within the report. The empty boxes in the chart are for photos. The boxes underneath with fill able text area are for descriptions of photos.

Use Reduced Size / Compressed Images in the documents. See "how to" [re-size appraisal images](http://dotnet/dtid_real_estate/repm/chapter2/compress-appraisal-images.pdf) in REPM/Chapter 2.

**13. SITE MAPS**

Exhibits taken from county GIS, Google, Bing, NRCs, etc. Orient all maps north or include a north-orienting arrow ⮝. The first site map should outline subject property. At a minimum, they should include:

A. Aerial photo of subject.

B. Parcel or plat map showing nearest intersection or showing PLSS (section, township, range).

C. If applicable to value of the subject, include other mapping photos, examples:

* 1. Contour / topographical
  2. Zoning
  3. Wetland
  4. Soil
  5. Floodplain.

An area for site maps is included within the report. The empty boxes in the chart are for maps. The boxes underneath provide descriptions for each map. Extra fill able text boxes are provided should you decide to include any other maps.

**14. PARCEL SKETCH**

Taken from plan and profile or other source showing landscaping, utilities, etc, if available. An area for a parcel sketch is included within the report. The empty box is to insert the sketch.

**15. TRANSPORTATION PROJECT PLAT OR RIGHT OF WAY PLAT**

Include a copy of the right of way plat colored or highlighted to show the acquisition area. An area for a TPP of Traditional Plat is included within the report. The empty box in the chart is for the exhibit.

**16. COMPARABLE SALES MAP**

A map showing both the subject and the comparable sales with sufficient detail for another person to drive to the site and comparables. An area for a Comparable Sales Map is included within the report. The empty box in the chart is for the exhibit.

**17. SALES DATA SHEETS OR COMPARABLE SALES SHEETS**

See sample of a Sales Data Sheet and sales information required in the REPM/Sub-Section 2.5.4. An area for Comparable Sales Data Sheets is provided. Complete your data sheets within the document or copy and paste the data to the document.