

APPRAISAL REVIEW CHECKLIST

Property Identified As _____

Subject (PURCHASE ONLY):

- 1. Do the property address and legal description match the sales contract? yes no
- 2. Does current owner of public record = seller? yes no
- 3. Is occupancy status noted (compare to 1003) and does it make sense? yes no

Contract (PURCHASE ONLY):

- 4. Did appraiser analyze the contract for sale and address any financial assistance to be paid by any party on behalf of the borrower? If any financial assistance is being paid on behalf of borrower, the amount must be disclosed. yes no

Subject (REFI ONLY):

- 5. Do the property address and legal description match the application? yes no
- 6. Does current owner of public record = borrower? yes no

Subject (ALL TRANSACTIONS):

- 7. Are property rights appraised as Fee Simple? yes no
- 8. Is subject currently offered for sale or has it been offered in the past 12 months? yes no

Neighborhood:

- 9. Is location type consistent with the location map and neighborhood description? yes no
- 10. Does built up % reflect location type? (If built up < 25%, location should be rural) yes no
- 11. Is value between low and high ranges? (If value > 10% of predominant value, appraiser should have addressed) yes no
- 12. Does present land use add up to 100%? yes no

Site:

- 13. Are dimensions listed or survey attached? yes no
- 14. Is Zoning Classification indicated as well as Zoning Description? (i.e. R1-Residential SF or Residential 1- to 4-family) yes no
 - If zoning is "legal/non-conforming", has appraiser addressed whether subject can be rebuilt if destroyed? Must provide source of opinion, and if other than "legal," did appraiser indicate any marketability impact? yes no
 - Is highest and best use the present use? yes no
- 15. If shared well, has appraiser validated shared well agreement? yes no
- 16. Does appraiser address non-public utilities and offsite improvements? yes no
- 17. If offsite access is private, does appraiser provide road condition? Must be at least average condition. yes no
- 18. If under- or above-ground tank, does appraiser provide location and condition? yes no
- 19. Does appraiser address flood zone? Cannot be left blank. yes no
- 20. Are there any adverse site conditions, external factors or land use changes? If yes, appraiser must explain. yes no

Description of Improvements:

- 21. Is general description consistent with property photographs? yes no
- 22. Is there a large difference between effective age & year built? If yes, did appraiser provide the recent renovation or extent of improvements when describing the condition of the property? yes no
 - a. yes no
 - b. yes no
- 23. Are interior photos needed to support the age/renovation adjustments? yes no
- 24. If manufactured home, is appraisal done on Fannie Mae Form 1004C or Freddie Mac Form 70C? yes no
(Note: Modular homes can be compared to "similar quality" stick built homes.)
- 25. If appraiser indicated evidence of infestation, dampness or settlement, is a full description provided in the "Condition of the property"? Note: Underwriter may need to condition for an inspection. yes no
- 26. Is anything rated less than average? If yes, has appraiser addressed properly? yes no
 - a. yes no
- 27. Is there a permanent heat source? (Space heater, kerosene and wood burning stoves are not acceptable.) yes no
- 28. Do amenities include a pool or pier/dock access? If yes, is a photo included with appraisal? yes no
- 29. Does room count/square footage agree with room count/square footage in sales comparison and cost approach, if completed? yes no
- 30. Did appraiser list any deficiencies or adverse conditions that affect the livability, soundness or structural integrity of the property? yes no
- 31. Does property conform to the neighborhood? If no, did appraiser properly describe? yes no

Sales Comparison Approach:

- 32. Did appraiser provide # comparable listings and # of closed sales in subject neighborhood along with a price range? yes no
- 33. Did appraiser provide address, city and proximity of each comparable, including data verification source? yes no
- 34. Are sales within the required time frames or addressed with support? Six months in most cases would be typical. yes no
- 35. Do comparables look similar in appeal/condition to the subject? yes no
- 36. If time adjustments made, did appraiser provide commentary / proper support? yes no
(Consistent with Neighborhood section / Demand & Supply)
- 37. Are site sizes for subject / comps provided? Has to be actual size, not "typical". yes no
- 38. Are all major aspects/ amenities of subject "bracketed" as required (site size, age and square footage)? yes no
- 39. Do at least two or all comps have same bedroom count? If no, is subject bedroom count bracketed? yes no

40. Are adjustments appropriate for the market area and supported by the sales price and price per square footage ranges? yes no
41. Are Gross (25) /Net (15) /Line (10) adjustments within guidelines and/or addressed? yes no
42. Are adjustments done in "proper direction" (+/-) and is all math correct?..... yes no
43. Are adjustments being made consistently for the same item descriptions? yes no
44. Are all adjustments above square footage section addressed and supported with details? yes no
45. Are all three comparables closed sales? Additional comps over three can be listings or pending sales. yes no
46. If comp is a listing, ensure list date is provided. Should be consistent with Neighborhood section.
Are the distances between comps reasonable with the neighborhood / location? yes no
47. Did appraiser use the same per-square-foot adjustment for each comparable sale? yes no
48. Did appraiser research the sale or transfer history of the subject and comparable sales? yes no
49. Did appraiser's research reveal any prior sales or transfers for the subject in the past three years from the effective date of the appraisal? yes no
50. Did appraiser's research reveal any prior sales or transfers for the comparables in the past year from the effective date of the appraisal? yes no
51. Purchases: Did appraiser provide list price, time on market & verify arms length transaction? If no, have appraiser provide. yes no
52. Did appraiser provide a summary of the sales comparison approach? yes no

Reconciliation:

53. Is a value indicated by the Sales Comparison Approach? Cost and Income approach are optional in most cases. yes no
54. Is appraisal marked appropriately "as is" or "subject to repairs, completion or an inspection" ? a. yes no
55. If "subject to", are conditions present? b. yes no
56. If "subject to" are the conditions/inspection reports attached? If missing, underwriter must obtain and review. c. yes no
57. Is appraisal properly signed and dated? If older than four months, does it have required Appraisal Update? yes no

Additional Items:

58. Are there sufficient comments regarding items such as second kitchens, in-law suites, commercial influence and condition adjustments and do they make sense? yes no
59. Does subject sketch include dimensions and room layout? Is layout consistent with appraisal adjustments? yes no
60. Do maps identify subject and comparables? yes no
61. Does map show subject/comps in proximity to external obsolescence (R/R tracks, highways, main arterial, etc)? yes no
62. Are subject and comparable photos included and legible? yes no
63. Are there any inconsistencies/abnormalities between photos and descriptions? If yes, has appraiser addressed properly? a. yes no
b. yes no
64. Are addendums referenced present? yes no
65. For rural or large acreage properties, is there commercial farming or large outbuildings? yes no
66. Have the subject or any of the comparables been sold multiple times in the past year? If yes, this is a Red Flag that value may be inflated. a. yes no
67. If no similar or good comparables available, did appraiser state to what extent the market was searched? b. yes no

Cost Approach: Not required as of November 1, 2005. If completed:

68. Is the land value greater than 30% of total value? If yes, has appraiser addressed properly? yes no
69. Do sales support land-to-value ratio? yes no
70. Did appraiser indicate if data supports either reproduction cost or replacement cost? yes no
71. Did appraiser provide the source of his data for the cost approach? yes no

Income Approach: Not required as of November 1, 2005, unless property is for investment purposes

PUD Information: Only required if project is under control of the builder AND is an attached property

72. If required, did appraiser provide HOA fees on page one? yes no
73. Is the legal name of the project provided and does it match the sales contract or title commitment? yes no
74. Are all questions regarding the project phase completed? If not, a project questionnaire will be required. yes no
75. Does the association own or lease the common elements? If leased, did appraiser provide rental terms? yes no
76. Did appraiser provide a description of the common elements and recreational facilities, if any? yes no

Market Condition Addendum 1004MC: Required as of April 1, 2009

77. Did appraiser complete the inventory analysis section for each time frame and calculate absorption rate? yes no
78. Did appraiser provide median sale and list price and days on market?..... yes no
79. Did appraiser address seller concession trends for the past 12 months?..... yes no
80. If foreclosures are a factor, did appraiser address trends and impact of value, and use as comparables?..... yes no
81. Did appraiser provide data source for his conclusions and fully explain his analysis of the market and his value?..... yes no
82. Did appraiser provide details or comments when information was not completed or average was used in lieu of median?... yes no

Condominium Market Condition Information

83. Did appraiser complete the subject property absorption rate and housing supply inventory?..... yes no
84. Did appraiser address any trends for the project?..... yes no