

Uniform Appraisal Dataset (UAD) Specification

Issued by Fannie Mae and Freddie Mac

Appendix E-3: Report Style Guide Supplement – Completion Report with Codes

Document Version 1.2

September 17, 2024

Revision History

Date	Version #	Report Section	Change #	Revision Description
9/17/2024	1.2	Footer	2024-028	Updated date in Footer to September 2024
12/12/2023	1.1	Footer	2023-061	Updated date in Footer to December 2023
		Certifications and Scope of Work	2023-003	Updated predefined text for all Supervisory Appraiser Certifications
3/29/2023	1.0			Initial Publication

Introduction

The Report Style Guide Supplement is a visual guide to the Report Style Guide.

Each section of the Uniform Residential Appraisal Report (URAR), Restricted Appraisal Update Report, and Completion Report is provided with codes in the Report Style Guide. Codes are the specific type face, placement, and visual treatment that must be applied for each component within the sections.

Appendix E Supplements are as follows:

- Report Style Guide Supplement – URAR with Codes
- Report Style Guide Supplement – Restricted Appraisal Update Report with Codes
- Report Style Guide Supplement – Completion Report with Codes

HDR-L

Completion Report

2 COLUMN PAGE FORMAT

Page [Page] of [Pages]

HDR-R

TAB

Subject Property

TXR-B

Physical Address

TXR-B

County

H1

Legal Description

TXC

TAB

Original Appraisal

TXR-B

Effective Date of Appraisal

TXR-B

Appraiser

TXR-I

Reference ID

TXR-B

Opinion of Market Value

TXR-B

Market Value Condition

TXC-B

Final Value Condition Statement

TXR-B

Original Lender

TAB

Itemized List of Repairs

TCH

TB

Feature

Location

Description

Affects Soundness or Structural Integrity

Repair Completed

Inspection Date

Completion Comment

TAB

New Observed Items for Repair

TCH

TB

Feature

Location

Description

Affects Soundness or Structural Integrity

Recommended Action

Inspection Date

TAB

Completion Status

CK

Is construction complete?

Y/N

Yes

No

CK

Was construction completed in a manner consistent with the original plans and specifications?

TCH

TB

Feature

Location

Comparison to Original Plans/Specs

Comment

TAB

Completion Report Commentary

TXC

TAB

Completion Report Exhibits

TAB

Assignment Information

TXR-B

Borrower Name

TXR-B

Appraiser Fee

TXR-B

AMC Fee

TXR-B

Government Agency

TXR-B

Investor Requested Special Identification

FTR-L

Completion Version #

Fannie Mae | Freddie Mac
September 2024

Appraiser Reference ID
Agency Case File ID
Client Reference ID
AMC Reference ID

FTR-R

H1

Contact Information

H2

[Role]/[Role]

TXR-I

Company Name

TXR-I

Company Address

TX-B

Credentials

TXR-I

ID

TXR-I

State

TXR-I

Expires

H2

Appraiser

TXR-I

Name

TXR-I

Designation

TXR-I

Company Name

TXR-I

Company Address

TX-B

Scope of Inspection by Appraiser

TXR-I

Subject Property Inspection

TXR-II

Exterior

TXR-II

Interior

TXR-II

Inspection Date

TX-B

Credentials

TXR-I

Level

TXR-I

ID

TXR-I

State

TXR-I

Expires

TXR-B

ASC Identifier

TXR-B

VA Appraiser ID

TXR-B

FHA Appraiser ID

TXR-B

Employment Type

H2

Supervisory Appraiser

TXR-I

Name

TXR-I

Designation

TXR-I

Company Name

TXR-I

Company Address

TX-B

Scope of Inspection by Supervisory Appraiser

TXR-I

Subject Property Inspection

TXR-II

Exterior

TXR-II

Interior

TXR-II

Inspection Date

TX-B

Credentials

TXR-I

Level

TXR-I

ID

TXR-I

State

TXR-I

Expires

TXR-B

ASC Identifier

TXR-B

VA Appraiser ID

TXR-B

FHA Appraiser ID

TXR-B

Employment Type

H1

Assignment Information and Scope of Work Commentary

TXC

H1Intended Use

TXCThe intended use of this certification of completion is for the lender/client to confirm that the requirements or conditions stated in the appraisal report referenced above have been met.

H2Additional Intended Use

TXC-IAdditional Intended Use cannot be contrary to the original Intended Use.

TXC

H1Intended User

TXCThe intended user of this report is the lender/client.

FHA and the Mortgagee are the intended users of this report.

The USDA and any other identified lender/client are intended users of this report.

TXCThe VA is also an intended user of this report.

H2Additional Intended Users

TXC-IAdditional Intended Users cannot be contrary to the original Intended User.

TXC

TABCertifications

H1Appraiser Certifications

TXCThe Appraiser certifies and agrees that:

TXC-NP1. I have no present or prospective interest in the subject property, or relationship with the present or prospective owners or occupants of the subject property, or other parties involved in this transaction.

2. I performed this assignment without bias with respect to the parties involved in this transaction, the subject property, or the demographics of the area where the property is located.

3. I am aware of and have complied with all applicable laws and regulations including antidiscrimination laws, rules, and requirements that apply to the appraiser and to the assignment.

4. I did not base any part of my conclusions on the actual or perceived race, color, religion, sex (including sexual orientation or gender identity), age (other than as applicable for legally age-restricted communities), marital status, disability, familial status, or national origin of the present or prospective owners or occupants of either the subject property or properties in the area of the subject property or on any other basis prohibited by the Fair Housing Act or the Equal Credit Opportunity Act, or any other basis prohibited by law.

5. I stated my own personal, unbiased, and professional analyses, opinions, and conclusions, which are subject only to the assumptions and limiting conditions herein.

6. I certify that I did perform a personal onsite inspection of the subject property to determine if the conditions or requirements stated in the original appraisal have been satisfied.

TXC-NP6. I certify that I did not perform a personal onsite inspection of the subject property to determine if the conditions or requirements stated in the original appraisal have been satisfied.

TXC-NPI-BDescription:

TXC-NP7. If this report was transmitted as an “electronic record” containing my “electronic signature,” as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this report containing a copy or representation of my signature, I agree that my electronic signature has the same force and effect as my manual handwritten signature, and that the report is enforceable and valid as a paper version of this report would be if delivered containing my manual handwritten signature.

H2Additional Appraiser Certifications

TXC-IAdditional Appraiser Certifications cannot be contrary to the original Appraiser Certifications.

TXC-NP1.

H1Supervisory Appraiser Certifications

TXCThe Supervisory Appraiser certifies and agrees that:

TXC-NP1. I have no present or prospective interest in the subject property, or relationship with the present or prospective owners or occupants of the subject property, or other parties involved in this transaction.

2. I performed this assignment without bias with respect to the parties involved in this transaction, the subject property, or the demographics of the area where the property is located.

3. I am aware of and have complied with all applicable laws and regulations including antidiscrimination laws, rules, and requirements that apply to the appraiser and to the assignment.

TXC-NP4. I accept full responsibility for this certification of completion.

TXC-NP

5. The assignment information regarding the scope of inspection by the Supervisory Appraiser is correct.

TXC-NP

6. If this report was transmitted as an “electronic record” containing my “electronic signature,” as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this report containing a copy or representation of my signature, I agree that my electronic signature has the same force and effect as my manual handwritten signature, and that the report is enforceable and valid as a paper version of this report would be if delivered containing my manual handwritten signature.

H2

Additional Supervisory Appraiser Certifications

TXC-I

Additional Supervisory Appraiser Certifications cannot be contrary to the original Supervisory Appraiser Certifications.

TXC-NP

1.

H1

Signature

TX-B

[Role]

SIG

SIG-B

[Contact Name]

TXR-B

level

TXR-B

ID

TXR-B

State

TXR-B

expires

Date of Signature and Report

FTR-L

Completion Version #

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September 2024

Appraiser Reference ID

Agency Case File ID

Client Reference ID

AMC Reference ID

FTR-R