

# Uniform Appraisal Dataset (UAD) Specification

Issued by Fannie Mae and Freddie Mac

## **Appendix E: Report Style Guide**

Document Version 1.3

September 17, 2024

## Revision History

Date	Version	Change #	Revision Description
09/17/2024	1.3	2024-002	Clarified column display for Comparable Rental Analysis
		2024-024	Removed “Property Value Trend” from Market section
		2024-043	Added Reconsideration of Value subsection
		2024-056	Clarified ‘\$’ sign is only displayed in TB-SCA_sub-H1-ADJ when there is a dollar amount
12/12/2023	1.2	2023-001	Removed “Under Review” from Market section
		2023-031	Removed “Subject Conforms to Surrounding Area,” “Reason,” and “Description” from Market section Changed report label “Market Boundary” to “Market Area Boundary”
		2023-061	Genericize description of date in footer
6/27/2023	1.1		Formatting changes Revisions to content <ul style="list-style-type: none"> <li>Corrected Report Title font from Bold to Regular</li> <li>Added a subsection for “Font”</li> <li>Modified alignment in Cert 6 for Completion Report</li> </ul>
3/29/2023	1.0		Initial publication

## Introduction

The Report Style Guide describes the design and layout of the Uniform Residential Appraisal Report (URAR), Restricted Appraisal Update Report (“Appraisal Update”), and Completion Report. It includes specifications for the sizes and positioning of all elements that could appear in any of these reports, regardless of conditionality.

Part 1 describes in detail the basic page layout used throughout, along with the headers, footers, main headings, and subheadings. This is followed by a description of each text element that can appear in the reports and specifications for each table element.

- Appendix E-1: Report Style Guide Supplement – URAR with Codes shows a marked-up report with the codes indicated.

Part 2 outlines each URAR report section in detail and notes any exceptions to the elements described in Part 1 of the Report Style Guide.

Finally, Parts 3 and 4 are set aside for the Appraisal Update and the Completion Report. While these two reports follow the same basic page layout and elements of the URAR, they are separate from it, and are described here in detail.

- Appendix E-2: Report Style Guide Supplement – Restricted Appraisal Update Report with Codes shows a marked-up report with the codes indicated.
- Appendix E-3: Report Style Guide Supplement – Completion Report with Codes shows a marked-up report with the codes indicated.

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## Part 1. Design

### General Design

This chapter includes specifications for the overall design elements that apply to all pages of the URAR, Appraisal Update, and Completion Report. The overall measurements of the page in the report are defined in inches (see page 8). All other layout measurements in the Style Guide use typographic standards (see “Units Used in this Guide” below).

#### Font

Myriad Pro is the preferred font. Calibri may be used as an alternative; however, this change may affect the length and pagination of the report, e.g., line breaks within the individual certifications.

The Appendix C Layouts were designed on a particular platform with a design program. Not every design program matches others perfectly. The goal is to match the PDFs provided in the report layouts (Appendix C-1, C-2, C-3) and sample scenarios (Appendix D-1, D-2, D-3).

#### SAMPLE USING MYRIAD PRO

Site					
Total Site Size		14.19 Acres		Number of Parcels	1
Assessor Parcel Number (APN)		APN Description		Parcel Size	
Z-495-2		Land with Dwelling		14.19 Acres	
Zoning			Property Access		
Compliance		Legal		Primary Access	
Classification Code		RA-10		Street Type and Surface	
Classification Code Description		Residential-Agricultural		Local Road   Asphalt	
		10+ Acres		Typical for Market	
				Yes	
Property Use					
Non-Residential Use		None			
Site Influence					
Influence		Proximity	Detail	Impact	Comment
Agricultural		Bordering		Neutral	Pastures and crop lands

#### SAMPLE USING CALIBRI

Site						
Total Site Size		14.19 Acres		Number of Parcels	1	
Assessor Parcel Number (APN)		APN Description		Parcel Size		
Z-495-2		Land with Dwelling		14.19 Acres		
Zoning			Property Access			
Compliance		Legal		Primary Access		Public Street
Classification Code		RA-10		Street Type and Surface		Local Road   Asphalt
Classification Code Description		Residential-Agricultural		Typical for Market		Yes
		10+ Acres				
Property Use						
Non-Residential Use		None				
Site Influence						
Influence		Proximity	Detail	Impact	Comment	
Agricultural		Bordering		Neutral	Pastures and crop lands	

## Units Used in Style Guide

In this guide, the two units of measurement used in describing the widths of elements are points and picas.

A point is equal to 1/72 inch (72 points in an inch). 1 pica is equal 1/6 of an inch (or 12 points). 6 picas equal 1 inch; 3 picas equal ½ inch.

Picas are often used for fixed horizontal measurements (most often column width). Picas are often abbreviated as “p” (such as 16p). Picas are usually represented with points in this fashion: (picas)p(points), for example: 3p9 or 2p6. For example, the standard width for one column of text on this two-column grid document is 22 picas and 0 points (normally abbreviated as 22p0).

### SOME PICAS TO INCHES CONVERSIONS

Picas	Points	Inches	Picas	Points	Inches
0p4.5	4.5 pt	1/16"	3p9	45 pt	5/8"
0p9	9.0 pt	1/8"	4p1.5	49.5 pt	11/16"
1p1.5	13.5 pt	3/16"	4p6	54 pt	3/4"
1p6	18.0 pt	1/4"	4p10.5	58.5 pt	13/16"
1p10.5	22.5 pt	5/16"	5p3	63 pt	7/8"
2p3	27.0 pt	3/8"	5p7.5	67.5 pt	15/16"
2p7.5	31.5 pt	7/16"	6p0	72 pt	1"
3p0	36.0 pt	1/2"	12p0	144 pt	2"
3p4.5	40.5 pt	9/16"	18p0	216 pt	3"

## Terminology Used in Style Guide

1. In this guide, **rule** refers to all lines in the report. For example, the “line” above these sentences is a 1-½ point rule. **Offset** refers to the space between the base of text and the rule below it. For example, the rule above these sentences is offset 4 points from the heading above it.

### RULE AND OFFSET



2. **Initial Caps** refers to text set with each word capitalized, unless it is an article, conjunction, or preposition.

### INITIAL CAPS EXAMPLES

Subject Transfer History
Water Frontage with Private Access
Scope of Inspection by Appraiser

<b>Physical Address</b>	700 New Haven Ave., NW	<b>Attachment Type</b>	Attached
	Unit 1206	<b>Units Excluding ADUs</b>	1
	Washington, DC 20001	<b>Accessory Dwelling Units</b>	0
<b>County</b>	District of Columbia	<b>Special Tax Assessments</b>	No
<b>Neighborhood Name</b>	Three Tree Hill		

3. **Codes** refer to the design elements or styles described throughout this document. These define how each element is displayed. The following table is a summary of these codes:

Codes Used in Style Guide	
Code	Description
HDR (HDR-L, HDR-R)	Header (Left and Right)
FTR (FTR-L, FTR-R)	Footer (Left and Right)
TITLE	Report Title
TITLE-ADD	Subject Address for Report Title
SUM-HD	Summary Section Title
TAB	Section Title (Black Tab)
TAB-C	Section Title (Black Tab) continued to another page
H1	Subsection Title (Gray Bar)
H1-TX	Italic text that follows H1 (Gray Bar)
H2	Subheading (Black Rule)
H2-1	Subheading (Black Rule, one column)
TX-B	Subheading Bold
TXR-B	Text with Rule - Bold
TXR	Text with Rule
TXR-I	Text with Rule Indented
TXR-II	Text with Rule Double Indented
TX-BI	Text Bold Italic
TAB-TX	Italic Text above Tab Rule
H1-TX	Italic Text in H1 (Gray Bar)
TXC	Commentary Text
TXC-B	Commentary Text with Bold Intro
TXC-B1	Commentary Text, one column with Bold Intro
TXC-I	Commentary Text Italic
TXC-I1	Commentary Text Italic, one column
TXC-NP	Commentary Text Numbered Paragraph
TXC-NPI-B	Commentary Text Numbered Paragraph Bold
FN	Footnote Text
SIG	Signature
SIG-B	Signature Below Rule
Y/N	Yes / No (sets above checkbox [CK] elements )
CK	Checkbox (full page width)
CK1	Checkbox (one column)
CK-H2	Checkbox with H2
CK-TAB	Checkboxes on Black Tab
CK-1I	Checkbox one column Indented
TB	Table Text
TB-I	Table text Indented

Codes Used in Style Guide	
Code	Description
TB-B	Table text Bold
TCH	Table Column Heading
TB_sub-H1	Dark Gray Bar in table (see DDDs)
TB-sub-H1-R	Dark Gray Bar in Table Align Right (Totals and Subtotals)
TB-SCA_sub-H1	Dark Gray Bar in Comparable Grids
TB-SCA_sub-H1-ADJ	Dark Gray Bar in Comparable Grids - Adjustable Row
TB-SCA_H2	Light Gray Bar in Comparable Grids

## Page Size

8.5" x 14" (Legal)

## Layout Grid

### 2-column format:

- 2 columns each with width of 22 picas (3.66"), with 1 pica gutter (.17"). Character count: 60-65 characters per line.

### 1-column format:

- A column width of 45 picas (7.5"). Character count: 130-140 characters per line.

## Margins

Top, left, right, and bottom margins are .5".

## Header Text

Displays on all report pages except Summary.

½ point 50% black rule x 45 picas, offset 6 points above to:

### (HDR-L) Left side:

- 9-point Myriad Pro Bold "Uniform Residential Appraisal Report".

### (HDR-R) Right side:

- "Page [X] of [XX]" (where [X] stands for page number, [XX] for total pages in document) sets at top margin in 9-point Myriad Pro Regular, align right on 45 picas.

HDR

Uniform Residential Appraisal Report

Page 1 of 1

## Footer Text

Displays on all report pages.

2-point rule x 45 picas, 6 points space below to:

(FTR-L) Left side

- 8-point Myriad Pro Bold “Appraisal Version #”, one line space below to 50% black “Fannie Mae | Freddie Mac,” *Month YYYY*

(FTR-R) Right side

- 8-point Myriad Pro Bold with Myriad Pro Regular. Identifiers set stacked, aligned right, 1 em space to identifiers, set in 8 point regular, align left, longest identifier aligns right on rule above. Baseline of last line sits on bottom margin of .5".

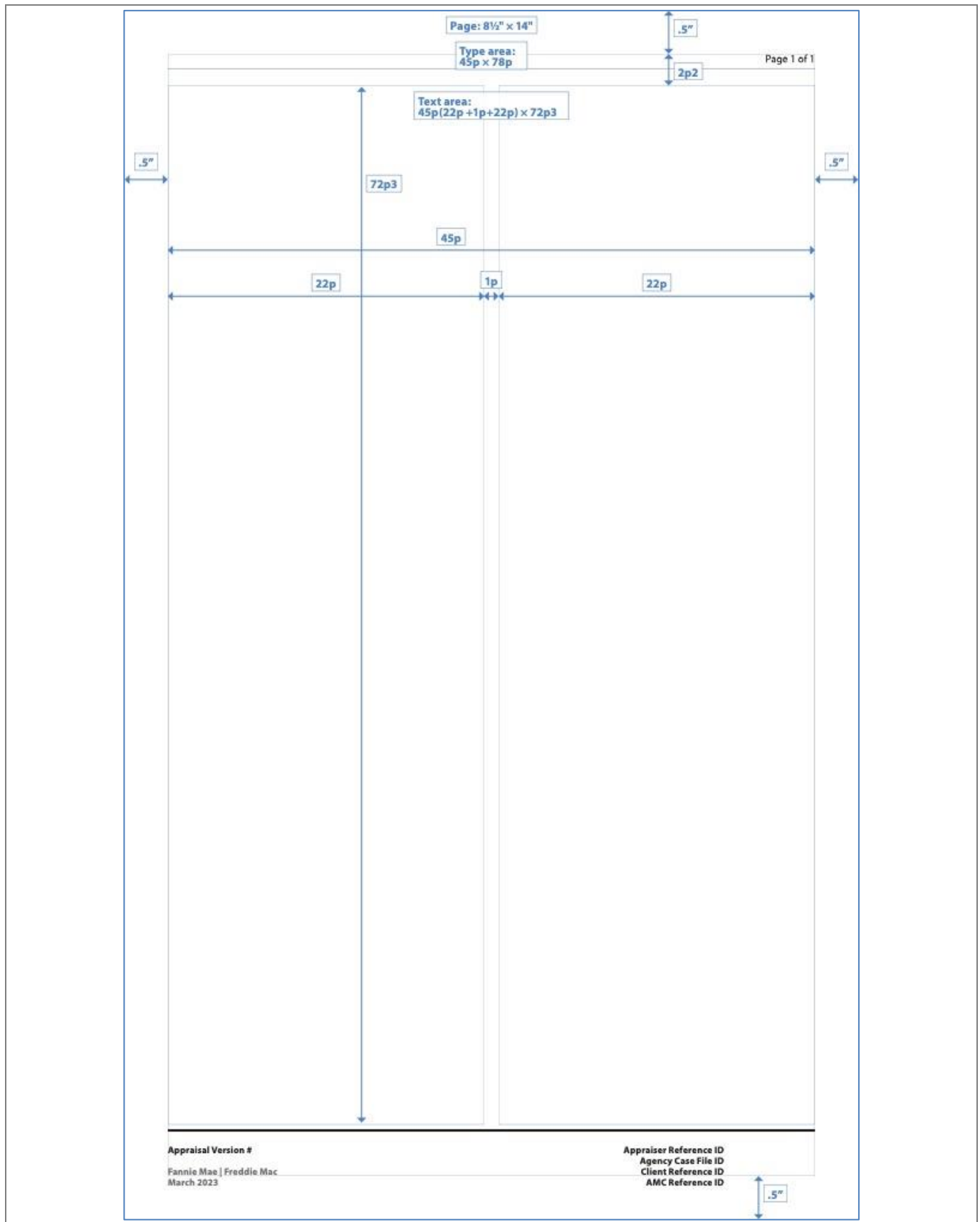
FTR

**Appraisal Version #**

Fannie Mae | Freddie Mac  
March 2023

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





## Section Headings

Below are specifications for all section headings. Unless specified otherwise, design elements print 100% black.

### TITLE – Report Title

**TEXT** 32-point Myriad Pro Regular, align left.

**SPACE** 2 picas 2 points to page margin above; 6 points space below to **TITLE-ADD**.

TITLE

# Uniform Residential Appraisal Report

### TITLE-ADD – Subject Address for Report Title

**TEXT** 12/13 Myriad Pro Black, all caps.

**SPACE** 3 picas space below to **SUM-HD**.

TITLE-ADD

**456 SOMETHING RD, SOMEWHERE, VA 12345**

### SUM-HD – Summary Section Title

**TEXT** 14-point Myriad Pro Black, all caps.

**RULE** 2-point rule x 45 picas wide. Offset: 0 picas 5 points.

SUM-HD

## **SUMMARY**

### TAB – Section Title (Black Tab)

**TEXT** 9/13 Myriad Pro Bold set white in black bar, align left and indent 0 picas 4 points.

**RULE** ½ point rule x 45 picas wide. Offset: 0 picas 3 points.

**TAB** 12 picas wide x 1p3 picas high. Top left and right corners rounded 1 pica 0 points; width can be adjusted as needed for longer titles.

**SPACE** 1 pica 7.5 points of space to element above; at the top of a page, 1 pica space to heading rule.

TAB

**Site**

**Unit Interior - Standalone ADU - ADU**

### TAB-C– Section Title (Black Tab) Continued to Another Page

<b>TEXT</b>	9/13 Myriad Pro Bold, followed by 7-point Myriad Pro Bold Italic “(continued)” set white in black bar, align left and indent 0 picas 4 points.
<b>RULE</b>	½ point rule x 45 picas wide. Offset 0 picas 3 points.
<b>TAB</b>	12 picas wide x 1 pica 3 points picas high. Top left and right corners rounded 1 pica 0 points; width can be adjusted as needed for longer titles.
<b>SPACE</b>	Sets at the top of page, 1 pica space to heading rule.

TAB-C

**Site (continued)**

## H1 – Subsection Title (Gray Bar)

<b>TEXT</b>	10/13 Myriad Pro Bold. Align left and indent 0 picas 4 points.
<b>RULE</b>	15-point rule x 45 picas wide in 10% Black. Offset: -4 points, Offset before rule: 1 pica 1 point; offset after rule: 2 points.
<b>SPACE</b>	Space above to heading is 1 pica 3 points.

H1

**Subject Transfer History**

## H1-TX – Italic text in H1 (Gray Bar)

<b>TEXT</b>	9/11 Myriad Pro Italic flush right x 45 picas; in line with “Financial Sales Concessions” <b>H1</b> head.
-------------	---

H1-TX

**Financial Sales Concessions**

*Financial assistance paid by or on behalf of the seller as an inducement to purchase the subject property*

## H2 – Subheading (Black Rule)

<b>TEXT</b>	9/13-point Myriad Pro Bold.
<b>INDENT</b>	Align left and indent 0 picas 4 points.
<b>RULE</b>	1 point rule x 45 picas wide. Offset 0 picas 4 points.
<b>SPACE</b>	Space above heading is 1 pica 3 points.

H2

**Water Frontage with Private Access**

## H2-1 - Subheading (Black Rule, one column)

<b>TEXT</b>	9/13-point Myriad Pro Bold.
<b>INDENT</b>	Align left and indent 0 picas 4 points.
<b>RULE</b>	1 point rule x 22 picas wide. Offset 0 picas 4 points.

**SPACE** Space above heading is 1 pica 3 points.

H2-1

**Actual Income (Monthly)**

**Opinion of Market Income (Monthly)**

## TX-B – Subheading Bold

**TEXT** 9/13 Myriad Pro Bold x 22 picas (~30 characters max).

**INDENT** Align left and text indent 4 points.

**RULE** No rule

TX-B

**Scope of Inspection by Appraiser**

## Main Report Text

### TXR-B – Text with Rule Bold

**TEXT** **TXR-B** – 9/13 Myriad Pro Bold (~30 characters max).

**INDENT** Align left and text indent 4 points.

**TABS** Set tab at 11 picas.

**RULE** ½ point rule in 50% black x 22 picas. Offset 0 picas 2 points.

TXR-B

<b>Physical Address</b>	456 Something Rd	<b>Attachment Type</b>	Detached
	Somewhere, VA 12345	<b>Units Excluding ADUs</b>	1
<b>County</b>	Fabricated	<b>Accessory Dwelling Units</b>	1
<b>Neighborhood Name</b>	Unreal Farms	<b>Special Tax Assessments</b>	No

### TXR –Text with Rule

**TEXT** **TXR** – 9/13 Myriad Pro Regular (~33 characters max).

**INDENT** Align left and text indent 4 points.

**TABS** Set tab at 11 picas.

**RULE** ½ point rule in 50% black x 22 picas. Offset 0 picas 2 points.

TXR

<b>Physical Address</b>	456 Something Rd	<b>Attachment Type</b>	Detached
	Somewhere, VA 12345	<b>Units Excluding ADUs</b>	1
<b>County</b>	Fabricated	<b>Accessory Dwelling Units</b>	1
<b>Neighborhood Name</b>	Unreal Farms	<b>Special Tax Assessments</b>	No

**NOTE** **TXR** usually appears with another text element.

## TXR-I – Text with Rule Indented

- TEXT** 9/13 Myriad Pro Regular (~30 characters max), tabbed at 11 picas to:  
**TXR** – 9/13 Myriad Pro Regular (~33 characters max). These two elements together set x 22 picas.
- INDENT** Align left and text indent 0 picas 12 points.
- TABS** Set tab 11 picas.
- RULE** ½ point rule in 50% black. Offset: 0 picas 2 points.

### TXR-I

<b>Caseement</b>	Unity
Impact	Neutral

## TXR-II – Text with Rule Double Indented

- TEXT** 9/13 Myriad Pro Regular (~29 characters max), tabbed at 11 picas to:  
**TXR** – 9/13 Myriad Pro Regular (~33 characters max). These two elements together set x 22 picas.
- INDENT** Align left and text indent 21 points.
- TABS** Set tab 11 picas.
- RULE** ½ point rule in 50% black. Offset: 2 points.

### TXR-II

Subject Property Inspection	
Exterior	Physical
Interior	Physical
Inspection Date	08/28/19

## TX-BI – Text Bold Italic

- TEXT** 9/13 Myriad Pro Bold Italic (~30 characters max).
- INDENT** Align left and text indent 4 points.

### TX-BI

*Is the present use of the subject property ...*

## TAB-TX – Italic Text above TAB Rule

- TEXT** 9/13 Myriad Pro Italic x 45 picas; at tab 12 picas 4 points from **TAB** head, 2 points space to rule below.

### TAB-TX

<b>Subject Listing Information</b>	Current and/or relevant listings of the subject property (minimum 1 year look back)
------------------------------------	---

## H1-TX – Italic Text in H1 (Gray Bar)

- TEXT** 9/11 Myriad Pro Italic flush right x 45 picas; in line with “Financial Sales Concessions” **H1** head.

**Financial Sales Concessions***Financial assistance paid by or on behalf of the seller as an inducement to purchase the subject property*

## TXC – Commentary Text

**TEXT** 9/11 Myriad Pro Regular x 45 picas; 5.5 points additional space above.**INDENT** Align left and text indent 4 points.

## TXC

Comparable listings #1 and 2 are from Round Hill and within the subject's immediate market area; however, they are within an area of 5-acre zoning that is more highly developed with residential properties. Comparable listings #3 and #4 are from the subject's wider market area

**NOTES** Sets sentence case.

## TXC-B – Commentary Text with Bold Intro

**TEXT** 9/11 Myriad Pro Regular (~135 characters max) with Bold intro phrase (~124 characters max); x 45 picas; 5.5 points additional space above.**INDENT** Align left and text indent 4 points.

## TXC-B

**Final Value Condition Statement** This appraisal is made subject to the itemized list of repairs or alterations below on the basis of a hypothetical condition that the repairs or alterations have been completed.

**NOTES** Intro phrase sets bold initial cap; comments set Myriad Pro Regular.

## TXC-B1 – Commentary Text, one column with Bold Intro

**TEXT** 9/11 Myriad Pro Regular (~66 characters max) with Bold intro phrase (~61 characters max) x 22 picas; 5.5 points additional space above (except at top of column).**INDENT** Align left and text indent 4 points.

## TXC-B1

**Description of Property Access** This type of street surface is not typical to the market. Most streets are hard surface not gravel in subdivisions.

**NOTES** Intro phrase sets bold initial cap; comments set Myriad Pro Regular.

## TXC-I – Commentary Text Italic

**TEXT** 9/11 Myriad Pro Italic x 45 picas (~149 characters max); 5.5 points additional space above (except at top of column).**INDENT** Align left and text indent 4 points.

## TXC-I

*The market value represents the cooperative interest. The cooperative interest is the equity portion that is over and above the pro rata share of the blanket mortgage(s).*

## TXC-I1 – Commentary Text Italic, one column

---

**TEXT** 9/11 Myriad Pro Italic x 22 picas (~73 characters max); 5.5 points additional space above (except at top of column).

**INDENT** Align left and text indent 4 points.

TXC-I1

*Existing condition of the property as of the effective date of this appraisal, excluding all required repairs, alterations or inspections*

## TXC-NP – Commentary Text Numbered Paragraph

---

**TEXT** 9/11 Myriad Pro Regular x 45 picas (~135 characters max); 5.5 points additional space above (except at top of column); Number sets bold followed by a period and word space.

TXC-NP

2. I performed this assignment without bias with respect to the parties involved in this transaction, the property that is the subject of this report, 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.

**NOTES** Sets sentence case.

## TXC-NPI-B – Commentary Text Numbered Paragraph Bold

---

**TEXT** 9/11 Myriad Pro Regular (~135 characters max) x 45 picas with Bold introductory phrase (~124 characters max); 5.5 points additional space above; Indent 1 pica 6 points.

TXC-NPI-B

**Description of Prior Services:**

**NOTES** Intro phrase “Description of Prior Services” sets bold, initial cap to sentence case description text.

## FN – Footnote Text

---

**TEXT** 8/10 Myriad Pro Regular (~148 characters max) x 45 picas; 5 points additional space above.

FN

\*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of

**NOTES** Sets sentence case.

## SIG – Signature

---

**TEXT** **Date only:** 9/13 Myriad Pro Regular x 22 picas.

**INDENT** Align left and text indent 4 points.

- TABS** Tabbed at 11 picas.
- RULE** ½ point rule in 50% black x 22 picas. Offset 0 picas 2 points.

SIG

*Appraiser Signature Here* MM/DD/YYYY

- NOTES** Area before tab is for Appraiser's or Supervisory Appraiser's signature.

#### SIG-B – Signature below Rule

- TEXT** 9/13 Myriad Pro Regular x 22 picas, below **SIG**
- INDENT** Align left and text indent 4 points.
- TABS** Tabbed at 11 picas.

SIG-B

[Appraiser's Name] Date of Signature and Report

#### Y/N – Yes/No (sets above checkbox [CK] elements)

- TEXT** 8/9 Myriad Pro Bold x 22 picas.
- INDENT** Align left and indent 19 picas 6 points.

Y/N

Yes No  
☐ ☐

#### CK – Checkbox (full page width)

- TEXT** 9/11 Myriad Pro Bold x 45 picas.
- INDENT** Align left and text indent 4 points.
- NOTES** Checkboxes set 12-point Wingdings2 “R”, unchecked boxes set 12-point Wingdings2 “#” with 7 points space between; sets initial cap.

CK

Is the highest and best use of the subject property as improved (or as proposed per plans and specifications) the present use? ☐ Yes ☐ No

- NOTES** Sets sentence case.

#### CK1 – Checkbox (one column)

- TEXT** 9/11 Myriad Pro Bold x 19 picas, 3 points.
- INDENT** Align left and text indent 4 points.



	Yes	No
Planned Unit Development (PUD)	<input type="checkbox"/>	<input type="checkbox"/>
Condominium	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative	<input type="checkbox"/>	<input type="checkbox"/>
Condom	<input type="checkbox"/>	<input type="checkbox"/>
Property on Native American Lands	<input type="checkbox"/>	<input type="checkbox"/>
Subject Site Owned in Common	<input type="checkbox"/>	<input type="checkbox"/>
Homeowner Responsible for all Exterior Maintenance of Dwelling(s)	<input type="checkbox"/>	<input type="checkbox"/>
New Construction	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES** Checkboxes set 12-point Wingdings2 “R”, unchecked boxes set 12-point Wingdings2 “#” with 7 points space between; align right at 22 picas; sets initial cap.

## CK-H2 – Checkbox with H2

**TEXT** H2 sets 9/13-point Myriad Pro Bold; Y/N sets 8/9 Myriad Pro Bold x 22 picas.

**INDENT** Align left and indent 0 picas 4 points.

**RULE** 1 point rule x 45 picas wide. Offset 0 picas 4 points.

**NOTES** Checkboxes set 12-point Wingdings2 “R”, unchecked boxes set 12-point Wingdings2 “#” with 7 points space between; align right at 22 picas; Y/N above.

	Yes	No
<u>Project Blanket Financing</u>	<input type="checkbox"/>	<input type="checkbox"/>

## CK-TAB – Checkboxes on Black Tab

**TEXT** 6 points space from TAB – “Planned Unit Development” “Condominium” “Cooperative” “Condom” set 9/11 Myriad Pro Bold x 45 picas, 6 points space to checkboxes; 1 pica 6 points between each; sets initial cap.

<b>Project Information</b>	Planned Unit Development (PUD) <input type="checkbox"/>	Condominium <input type="checkbox"/>	Cooperative <input type="checkbox"/>	Condom <input type="checkbox"/>
----------------------------	---	--------------------------------------	--------------------------------------	---------------------------------

## CK-1I – Checkbox one column Indented

**TEXT** 9/11 Myriad Pro Regular x 22 picas; no extra space above.

**INDENT** Align left and text indent 1 pica.

Project Completeness		
	Yes	No
Are units, common areas, and amenities in project complete?	<input type="checkbox"/>	<input type="checkbox"/>
Subject Property Building Complete	<input type="checkbox"/>	<input type="checkbox"/>
Converted in Past 3 Years	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES** Checkboxes set 12-point Wingdings2 “R”, unchecked boxes set 12-point Wingdings2 “#” with 7 points space between; sets sentence case; Y/N above.

## Table Guidelines

- Tables do not break from page to page UNLESS they are more than one full page long. In this case, the table only breaks before a major table heading (**TB\_sub-H1**, **TB-SCA\_sub-H1**, **TB-SCA\_H2**). Regular text follows below the table on the same page. Table column heads repeat on subsequent pages.
- Standard tables (meaning most tables) set in one page-column width (22 picas) or two page-column width (45 picas).
- Column widths are equal, unless noted in [Part 2. Specific Section Details](#).
- All rules in standard tables are ½ point and 50% black. Rules set top and bottom, and interior verticals only.
- Outermost cells, left and right, do not take a vertical rule unless otherwise noted in [Part 2. Specific Section Details](#).
- Table column heads (**TCH**) only take rule below (no vertical rules between or rule above).
- Table text (**TB**) indents left and right 4 points, 3 points top and bottom from edge of cell.
- Table text (**TB**) sets flush left except if within a stack of numbers or unless otherwise noted in [Part 2. Specific Section Details](#).
- Table text (**TB**) sets initial cap.
- When no content is chosen, cell remains empty. For the Sales Comparison Approach, Rental Information, Cost Approach, and Income Approach only, see [Part 2. Specific Section Details](#) for table/grid specifications.

## Table Elements

### TB - Table Text

<b>TEXT</b>	8/9 Myriad Pro Regular (~4 characters per pica max).
<b>INDENT</b>	Align left, unless otherwise noted in Part 2. Specific Section Details.
<b>INSET</b>	Top 0 picas 3 points; Bottom 3.2 points; Left and Right 4 points.
<b>RULE</b>	½ point rule in 50% black.

## TB

#1	None			Assessor Record MLS
#2	Typically Motivated	10/01/2018	\$779,000	Assessor Record MLS
#3	Typically Motivated	12/31/2018	\$750,000	Assessor Record MLS
	Typically Motivated	09/15/2018	\$725,000	Assessor Record

## TB-I - Table Text Indented

- TEXT** 8/9 Myriad Pro Regular (~4 characters per pica max).
- INDENT** Align left, indent 8 points, unless otherwise noted in Part 2. Specific Section Details.
- INSET** Top 0 picas 3 points; Bottom 3.2 points; Left and Right 4 points.
- RULE** ½ point rule in 50% black.

## TB-1

Property Rights Appraised							
Annual Ground Rent							
Native American Land							

## TB-B - Table Text Bold

- TEXT** 8/9 Myriad Pro Bold (~4 characters per pica max).
- INDENT** Align left, unless otherwise noted in Part 2. Specific Section Details.
- INSET** Top 0 picas 3 points; Bottom 3.2 points; Left and Right 4 points.
- RULE** ½ point rule in 50% black.

## TB-B

Quality		Q4		Q4		Q4		Q4
Condition		C3		C3		C3		C3

## TCH - Table Column Heading

- TEXT** 9/10 Myriad Pro Bold (~3 characters per pica max).
- INDENT** Align left and indent 4 points, unless otherwise noted in Part 2. Specific Section Details.
- RULE** ½ point rule in 50% black below. Offset 4 points.
- NOTE:** “DDD table” refers to the Apparent Defects, Damages, Deficiencies table in the relevant sections.

## TCH

Building Certification Organization	Certification	Year	Version	Rating
-------------------------------------	---------------	------	---------	--------

## TCH (DDD TABLE)

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
---------	----------	-------------	---	--------------------

## TB\_sub-H1 – Dark Gray Bar in table

Used in table subsections.

**TEXT** 8/9 Myriad Pro Bold sets drop out white in cell with gray fill, 40% black.

**INDENT** Align left and indent 4 points.

TB\_SUB-H1

Site
------

## TB\_sub-H1-R - Dark Gray Bar in table align right

Two cells used to show subtotal and totals.

**TEXT** 8/9 Myriad Pro Bold sets drop out white in cell with gray fill, 40% black.

**INDENT** Align right in cell.

TB\_SUB-H1-R

	Total Cost
--	------------

TB\_SUB-H1-R

Primary Site Valuation Method	Opinion of Site Value
-------------------------------	-----------------------

## TB-SCA\_sub-H1 – Dark Gray Bar in Comparable Grids

Used in Sales Comparison Approach subsections.

**TEXT** 8/9 Myriad Pro Bold sets drop out white in row with gray fill, 80% black.

**INDENT** Align left and indent 4 points.

TB-SCA\_SUB-H1

Site
------

## TB-SCA\_sub-H1-ADJ - Dark Gray Bar in Comparable Grids – Adjustable Row

Used in Sales Comparison Approach subsections.

**TEXT** 8/9 Myriad Pro Bold sets drop out white in row with gray fill, 80% black; cells defined by drop out white rules. Adjustment cells show drop out white type \$ (with adjustment amount).

**INDENT** Align left and indent 4 points.

TB-SCA\_SUB-H1-ADJ

Project Information		\$		\$		\$
---------------------	--	----	--	----	--	----

TB-SCA\_H2 - Light Gray Bar in Comparable Grids

Used in Sales Comparison Approach and Comparable Rental Analysis in table sub-subsections.

- TEXT** 8/9 Myriad Pro Bold in cell with gray fill, 10% black.
- INDENT** Align left and indent 4 points.

TB-SCA\_H2

Exterior Quality and Condition
--------------------------------

Photos, Sketch, Graphs, Maps

- Photos** Set 8 to each page (see next page for layout); can start on same page as section.
- Graphs** Set 2–3 to a page; stacked; sized proportionately to fill 45 picas x 20 picas (allow 6 points space from edge of frame).
- Sketch** Size proportionately to fill 45 pica wide x 48 pica high frame (allow 6 points space from edge of frame).
- Maps** Size proportionately to fill 45 pica wide x 48 pica high frame (one per page).

CAP—Captions

- TEXT** 9/10 Myriad Pro Bold with Roman x 21 picas 6 points (~59-64 characters max).
- INDENT** Align left and indent 4 points.

CAP

Property Access (Street Scene) - East
---------------------------------------

[TAB Name]Exhibits

<p>Image Description</p> <div><div>21p6</div><div>22p6</div></div>	<p>Image Description</p> <div><div>16p9</div><div>13p10</div></div>
<p>Image Description</p> <div>All table rules print 1 pt., 50% black</div>	<p>Image Description</p> <div>Maximum photo size: 21p6 x 13p10</div>
<p>Image Description</p>	<p>Image Description</p>
<p>Image Description</p>	<p>Image Description</p>

Appraisal Version #  
Fannie Mae | Freddie Mac  
March 2023

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

## Part 2. Specific Section Details

### Overview

This chapter contains details for the formatting of each of the 29 sections possible in the URAR.

### Summary

“Uniform Residential Appraisal Report” [TITLE] sets 32-point Myriad Pro Regular, align left; 2 picas 2 points to page margin above; 6 points space below to

Address of property [TITLE-ADD] sets below, 12/13 Myriad Pro Black, all caps; 3 picas space below to:

SUMMARY [SUM-HD] sets 14-point Myriad Pro Black (sets above Summary tab line), all caps, offset 5 points to 2-point rule below x 45 picas.

#### Left-hand side of page

- “Opinion of Market Value” sets as **TXR-B, TXR**
  - “(Cooperative Interest)” if applicable sets flush right on 22 picas.

#### Right-hand side of page

- “Market Value Condition” sets as **TXR-B, TXR** in right hand column.

#### Full page width

- “Final Value Condition Statement” (intro phrase) sets as **TXC-B** – 9/11 Myriad Pro Regular with Bold intro phrase (initial cap) x 45 picas, with an additional ½ line space below; statement sets Myriad Pro Regular.

#### Left-hand side of page

- “Effective Date of Appraisal,” “Assignment Reason,” “Borrower Name,” “Current Owner of Public Record,” “Contract Price,” “Listing Status” set as **TXR-B, TXR**.

#### Right-hand side of page

- “Property Valuation Method,” “Appraiser Name” set as **TXR-B, TXR**.

### Property Description (H1)

---

#### Left-hand side of page

- “Construction Method,” “Attachment Type,” and “Structure Design” set as **TXR-B, TXR**.
- “Yes” “No” (**Y/N**) followed by “Planned Unit Development (PUD),” “Condominium,” “Cooperative,” “Condom,” “Observed Project Deficiencies,” “Subject Site Owned in Common” set initial cap as **CK1**.
- “Units Excluding ADUs,” “Accessory Dwelling Units,” “Property Rights Appraised” set initial cap **TXR-B, TXR**.
- “Yes” “No” (**Y/N**) followed by “Is the highest and best use of the subject property as improved (or as proposed per plans and specifications) the present use?” sets sentence case as **CK1**.
- “Property Restriction,” “Encroachment,” “Zoning Compliance,” “HUD Data Plate Attached,” “HUD Label Present for All Sections” set as **TXR-B, TXR**.

#### Right-hand side of page

- “Overall Quality” and “Overall Condition” set as **TXR-B, TXR** at top of right-hand column.
- Below – **Photo** of Subject Property sets on right, adjacent to Property Description, no caption (maximum size 22 picas x 13 picas 3 points).

#### Apparent Defects, Damages, Deficiencies Requiring Action (H1)

---

- Heading (as above) sets as **H1**.
- If applicable per iGuide, the following statement sets as **TXC-I** x 45 picas below **H1**: “The items listed below represent the As Is condition as of the effective date of this report”.
- If applicable per iGuide, the following statement sets as **TXC-I** x 45 picas below **H1**: “There are no apparent defects, damages, or deficiencies requiring action. For details, reference the ‘Reconciliation’ section.”
- If applicable per iGuide, column heads are: “Feature,” “Location,” “Description,” “Affects Soundness or Structural Integrity,” “Recommended Action,” “Estimated Cost to Repair” set as **TCH** in 6 column table x 45 picas.
  - Columns 1, 2, 4–6: 6 picas 9 points wide (~27 characters per line)
  - Column 3: 11 picas 3 points wide (~45 characters per line)
  - Content sets as **TB**
  - Set **TB\_sub-H1** heads in white type for each section of the report represented in DDD table, if applicable per iGuide:
    - Site
    - Dwelling Exterior - [Structure Identifier]
    - Unit Interior - [Structure Identifier] - [Unit Identifier]
    - Outbuilding - [Outbuilding Type]
    - Unit Interior - [Outbuilding Type] - [Unit Identifier]
    - Vehicle Storage
    - Subject Property Amenities
- “Total Cost” sets as **TB\_sub-H1-R** in white type, flush right in the 2 far right columns.
- If applicable per iGuide, column heads are: “Feature,” “Location,” “Description,” “Affects Soundness or Structural Integrity,” “Recommended Action,” set as **TCH** in 5 column table x 45 picas.
  - Columns 1, 2, 4, 5: 8 picas wide (~31 characters per line)
  - Column 3: 13 picas wide (~52 characters per line)
- Content sets as **TB**
- Set **TB\_sub-H1** heads for each section of the report represented in DDD table.



DEFECTS, DAMAGES, DEFICIENCIES TABLE - SUMMARY - WITH COST TO REPAIR

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action	Estimated Cost to Repair
Site					
Dwelling Exterior - [Structure Identifier]					
Unit Interior - [Structure Identifier] - [Unit Identifier]					
Outbuilding - [Outbuilding Type]					
Unit Interior - [Outbuilding Type] - [Unit Identifier]					
Vehicle Storage					
Subject Property Amenities					
				Total Cost	

**DEFECTS, DAMAGES, DEFICIENCIES - SUMMARY - WITHOUT COST TO REPAIR**

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
Site				
Dwelling Exterior - [Structure Identifier]				
Unit Interior - [Structure Identifier] - [Unit Identifier]				
Outbuilding - [Outbuilding Type]				
Unit Interior - [Outbuilding Type] - [Unit Identifier]				
Vehicle Storage				
Subject Property Amenities				

Left-hand side of page

- “As Is Overall Condition Rating,” sets as **TXR-B, TXR**
- The following statement sets **TXC-I1**: “Existing condition of the property as of the effective date of this appraisal, excluding all required repairs, alterations, or inspections”.

## Right-hand side of page

- “Total Estimated Cost of Items Recommended for Repair,” sets as **TXR-B, TXR**

## Assignment Information

Starts new page. "Assignment Information" sets as **TAB**.

## Left-hand side of page

- “Assignment Reason,” “Borrower Name,” “Seller Name” and “Current Owner of Public Record” set as **TXR-B, TXR**

#### Right-hand side of page

- “Property Valuation Method” set as **TXR-B, TXR**.
- “Yes” “No” (**Y/N**) followed by “Was a Property Data Report used in lieu of an Inspection?” sets as **CK1**.
- “Appraiser Fee,” “AMC Fee,” “Government Agency,” “Investor Requested Special Identification” set as **TXR-B, TXR**.

### Contact Information (H1)

---

#### *[Role]/[Role] (H2)*

[Role] is placeholder for content, if applicable per iGuide

#### Left-hand side of page

- “Company Name,” “Company Address” set as **TXR-I, TXR**.

#### Right-hand side of page

- “Credentials” sets as **TX-B**.
- “ID,” “State,” “Expires” set as **TXR-I, TXR**.

#### *[Role: Appraiser and Supervisory Appraiser] (H2)*

Subsection repeats for each [Role] if applicable per iGuide.

#### Left-hand side of page

- “Name,” “Designation,” “Company Name,” “Company Address” set as **TXR-I, TXR**.
- “Scope of Inspection by [Role]” sets as **TX-B**.
- “Subject Property Inspection,” sets as **TXR-I**.
- “Exterior,” Interior,” “Inspection Date” set as **TXR-II, TXR**.

#### Right-hand side of page

- “Credentials” sets as **TX-B**.
- “Level,” “ID,” “State,” “Expires” set as **TXR-I, TXR**.
- “ASC Identifier,” “VA Appraiser ID,” “FHA Appraiser ID,” “Employment Type” set as **TXR-B, TXR**.

#### *Significant Real Property Appraisal Assistance (H2)*

#### Left-hand side of page

- “Name” sets as **TXR-I, TXR**.

#### Right-hand side of page

- “Credentials” sets as **TX-B**.
- “Level,” “ID,” “State,” “Expires” set as **TXR-I, TXR**.

#### Full page width

- “Description” sets as **TXC-B** bold run into **TXC** x 45 picas.

## Property Data Report (H2)

### Left-hand side of page

- “Name,” “Occupation,” “Company Name,” “Company Address,” “Reference ID,” set as **TXR-I, TXR**.
- “Subject Property Inspection,” sets as **TXR-I**.
- “Exterior,” “Interior,” “Inspection Date” set as **TXR-II, TXR**.

## Assignment Information and Scope of Work Commentary (H1)

---

Set Commentary as **TXC** x 45 picas.

## Assignment Information Exhibits (H1)

---

Subsection does not display if there are no exhibits.

## Subject Property

“Subject Property” sets as **TAB**.

### Left-hand side of page

- “Physical Address,” “Alternate Physical Address,” “County,” “Neighborhood Name,” set as **TXR-B, TXR**
- “Yes” “No” (**Y/N**) followed by “Planned Unit Development (PUD),” “Condominium,” “Cooperative,” “Condom,” “Property on Native American Lands,” “Subject Site Owned in Common,” “Homeowner Responsible for all Exterior Maintenance of Dwelling(s),” “New Construction” set as **CK1** with checkboxes.
- “Construction Stage” sets as **TXR-B, TXR**.

### Right-hand side of page

- “Attachment Type,” “Units Excluding ADUs,” “Accessory Dwelling Units,” “Dwellings Containing Units,” “Special Tax Assessments” set as **TXR-B, TXR**.
- “Description of Special Tax Assessments and Impact to Value/Marketability” set as **TXC-B1** (bold lead in to Myriad Pro Regular text).

## Ownership Rights (H1)

---

### Left-hand side of page

- “Property Rights Appraised” set as **TXR-B, TXR** followed by “Community Land Trust,” “Native American Lands” set as **TXR-I, TXR**.
- “Ground Rent Annual Amount” set as **TXR-B, TXR**, followed by “Renewable,” “Term,” “Expires” set as **TXR-I, TXR**.
- “Description of Ground Rent and Impact to Value/Marketability”: Sets as **TXC-B1** (bold lead in to Myriad Pro Regular text).

### Right-hand side of page

- “All Rights Included in Appraisal,” set as **TXR-B, TXR**.

- “Rights Not Included” sets as **TXR-I, TXR**.
- “Mineral Rights Leased,” sets as **TXR-B, TXR**.
- “Description of Rights Not Included”: sets as **TXC-B1** (bold lead in to Myriad Pro Regular text).

## Legal Description (H1)

- Either an image or text.
- Image sizes to full page width (45 picas wide).
- If text, set as **TXC** (Myriad Pro Regular), below the **H1** x 45 picas.

## Subject Property Commentary (H1)

- Set Commentary as **TXC** x 45 picas.

## Subject Property Exhibits (H1)

- Subsection does not display if there are no exhibits.

## Site

“Site” sets as **TAB**.

### Left-hand side of page

- “Total Site Size” and “Dimensions,” sets as **TXR-B, TXR**.

### Right-hand side of page

- “Number of Parcels” sets as **TXR-B, TXR** and indented sub information “Contiguous,” “Elements Dividing Parcels” set as **TXR-I, TXR**.

### Parcel table

- “Assessor Parcel Number (APN),” “APN Description,” “Parcel Size” — set as **TCH** in 3 equal width column table set full width (45 picas).
- Content sets as **TB** (~60 characters max per line in each cell).

PARCEL TABLE

Assessor Parcel Number (APN)	APN Description	Parcel Size

### Left-hand side of page

- **Zoning:** “Zoning” sets as **TXR-B** on a line by itself, in left column.
  - “Compliance,” “Classification Code,” “Classification Code Description,” “Reasons Illegal,” “Impact,” “Rebuildable to Current Density/Use” set as **TXR-I, TXR**.
  - “Description of Zoning Compliance” text sets as **TXC-B1** (bold lead in to Myriad Pro Regular text).
- **Property Use:** “Property Use” sets as **TXR-B**, on A line by itself (below Zoning information on left).

- “Primarily Residential,” “Residential Use,” “Non-Residential Use,” “Non-Residential Modification,” set as **TXR-I, TXR**.
- “Description of Non-Residential Use/Modification” sets as **TXC-B1** (bold lead in to Myriad Pro Regular text).

#### Right-hand side of page

- **Property Access:** “Property Access” sets as **TXR-B**, on a line by itself (sets top right-hand column).
  - “Primary Access,” “Street Type and Surface,” “Known Maintenance Agreement,” “Typical for Market” set as **TXR-I, TXR**.
  - “Description of Property Access” text sets as **TXC-B1** (bold lead in to Myriad Pro Regular text) in right column.

### Site Influence (H1)

#### Site Influence table

- “Influence,” “Proximity,” “Detail,” “Impact,” “Comment” — set as **TCH** in a 5 equal column table set full width (45 picas).
- Content sets as **TB** (~36 characters max per line in each cell).

SITE INFLUENCE TABLE

Influence	Proximity	Detail	Impact	Comment

- “Site Influence Commentary” sets as **TXC-B** x 45 picas (bold lead in to Myriad Pro Regular text).

### Water Frontage with Private Access (H2)

#### Left-hand side of page

- “Total Linear Measurement” sets as **TXR-B, TXR**.

#### Right-hand side of page

- “Permanent Waterfront Feature” sets as **TXR-B, TXR** with “Right to Build” below **TXR-I, TXR**.

#### Water Frontage table

- Column heads “Frontage,” “Name,” “Waterfront Access Rights,” “Access Depth” — set as **TCH** in 4 equal width column table x 45 picas.
- Content sets as **TB** (~45 characters max per line in each cell).

WATER FRONTAGE TABLE

Frontage	Name	Waterfront Access Rights	Access Depth

- “Water Frontage Commentary” sets as **TXC-B** x 45 picas (bold lead in to Myriad Pro Regular text).

## View and Impact to Value/Marketability (H1)

### View table

- Column heads: “View,” “Range of View,” “Impact” set as **TCH** in 3 equal width column table x 45 picas.
- If multiple Views, “(Primary)” sets with primary view.
- Content sets as **TB** (~60 characters max per line in each cell).

VIEW TABLE

View	Range of View	Impact

- “View Commentary” sets as **TXC-B** x 45 picas (bold lead in to Myriad Pro Regular text).

## Site Features and Impact to Value/Marketability (H1)

### Site Features table

- Column heads: “Feature,” “Detail,” “Impact,” “Comment” set as **TCH** in 4 column table x 45 picas.
- Columns 1 and 2: 11 picas 3 points wide (~45 characters max per line in each cell).
- Column 3: 5 picas wide (~20 characters max per line in each cell).
- Column 4: 17 picas 6 points wide (~70 characters max per line in each cell).
- Content sets as **TB**.

SITE FEATURES TABLE

Feature	Detail	Impact	Comment
Non-Residential Property Use			
Hazard Zone			
Property Restriction			
Easement			
Encroachment			
Site Characteristic			

- “Site Features Commentary” sets as **TXC-B** x 45 picas (bold lead in to Myriad Pro Regular text).

## Utilities and Impact to Value/Marketability (H1)

### Left-hand side of page

- “Broadband Internet Available” sets as **TXR-B**, **TXR**.

### Right-hand side of page

- “Dwelling/Improvement within Utility Easement” **TXR-B**, **TXR**.

### Utilities table

- Column heads: Column 1 – none; “Public,” “Private,” “Detail,” “Private Utility Impact,” “Comment” set as **TCH** in 6 column table x 45 picas.
- Column 1, 4, 5: 7 picas wide (~28 characters max per line in each cell).

- Column 2 and 3: 4 picas wide (~16 characters max per line in each cell).
- Column 6: 16 picas wide (~64 characters max per line in each cell).
- Content sets as **TB**.

UTILITIES TABLE

	Public	Private	Detail	Private Utility Impact	Comment
Electricity					
Gas					
Sanitary Sewer					
Water					

## Apparent Defects, Damages, Deficiencies (Site) (H1)

If applicable per iGuide, set “None” as **TXC**.

If applicable per iGuide, the following statement sets as **TXC-I** x 45 picas below **H1**: “The items listed below represent the As Is condition as of the effective date of this report”.

### Site DDD table

- Column heads: “Feature,” “Location,” “Description,” “Affects Soundness or Structural Integrity,” “Recommended Action” set as **TCH** in 5 column table x 45 picas.
- Columns 1, 2, 4, 5: 8 picas wide (~32 characters max per line in each cell).
- Column 3: 13 picas wide (~52 characters max per line in each cell).
- Content sets as **TB**.

DEFECTS, DAMAGES, DEFICIENCIES TABLE

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action

## Site Valuation Methodology (H1)

### Left-hand side of page

- “Opinion of Site Value” sets as **TXR-B**, **TXR**.

### Right-hand side of page

- “Primary Site Valuation Method” **TXR-B**, **TXR**.

### Valuation Methodology table

- Column heads: “#,” “Address,” “County,” “Data Source,” “Assessor Parcel Number (APN),” “Site Size,” “Sale Date,” “Price” set as **TCH** in 8 column table x 45 picas.
- Column 1: 1 pica 6 points wide (~6 characters max)
- Column 2–8: set equal widths (~24 characters max per line in each cell).
- Content sets as **TB**.

#### SITE VALUATION METHODOLOGY TABLE

#	Address	County	Data Source	Assessor Parcel Number (APN)	Site Size	Sale Date	Price

- “Reconciliation of Site Value” sets as **TXC-B** text x 45 picas (bold lead in to Myriad Pro Regular text).

#### Site Commentary (H1)

Set Commentary as **TXC** x 45 picas.

#### Site Exhibits (H1)

Subsection does not display if there are no exhibits.

### Disaster Mitigation

“Disaster Mitigation” sets as **TAB**.

Left-hand side of page

- “Mitigation Feature” sets as **TXR-B, TXR**.

#### Disaster Mitigation Commentary (H1)

Set Commentary as **TXC** x 45 picas.

#### Disaster Mitigation Exhibits (H1)

Subsection does not display if there are no exhibits.

### Energy Efficient and Green Features

“Energy Efficient and Green Features” sets as **TAB**.

Left-hand side of page

- Known Renewable Energy Components sets as **TXR-B, TXR**.

#### Renewable Energy Components table

- Column heads: “Renewable Energy Component,” “Ownership,” “Financing Arrangement” set as **TCH**.
- Set 3 equal column table x 45 picas (~60 characters max per line in each cell).
- Content sets as **TB**.

#### RENEWABLE ENERGY COMPONENTS TABLE

Renewable Energy Component	Ownership	Financing Arrangement



#### Left-hand side of page

- Known Building Certifications sets as **TXR-B, TXR**.

#### Building Certifications table

- Column heads: “Building Certification Organization,” “Certification,” “Year,” “Version,” “Rating” set as **TCH**.
- Columns 1 and 2: 15 picas wide (~60 characters max per line in each cell).
- Column 3, 4, 5: 5 picas wide (~20 characters max per line in each cell).
- Content sets as **TB**

BUILDING CERTIFICATIONS TABLE

Building Certification Organization	Certification	Year	Version	Rating

#### Left-hand side of page

- Known Efficiency Ratings sets as **TXR-B, TXR**.

#### Green/Energy Efficiency Rating Organization table

- Column heads: “Green/Energy Efficiency Rating Organization,” “Rating,” “Score” set as **TCH**
- Set 3 equal column table x 45 picas (~60 characters max per line in each cell).
- Content sets as **TB**.

GREEN/ENERGY EFFICIENCY ORGANIZATION TABLE

Green/Energy Efficiency Rating Organization	Rating	Score

### Energy Efficient & Green Features Impact to Value/Marketability (H1)

#### Left-hand side of page

- “Impact to Value/Marketability” sets as **TXR-B, TXR**
- “Description” sets as **TXC-B** x 45 picas (bold lead in to Myriad Pro Regular text)

### Energy Efficient & Green Features Commentary (H1)

Set Commentary as **TXC** x 45 picas.

### Energy Efficient & Green Features Exhibits (H1)

Subsection does not display if there are no exhibits.

## Sketch

“Sketch” sets as **TAB**.

If applicable per iGuide, display “Sketch or Floor Plan Not Available” as **TXC-I**.

#### Left-hand side of page

- “Measurement Standard” sets as **TXR-B, TXR**.
- If applicable per iGuide, full page image follows with **CAP** at top.

### Sketch Commentary (H1)

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Set Commentary as **TXC** x 45 picas.

### Dwelling Exterior

“Dwelling Exterior” sets as **TAB**. If applicable per iGuide, set “Dwelling Exterior – [Structure Identifier]” (brackets do not set, they indicate a placeholder)

#### Left-hand side of page

- “Subject Property Units in Structure,” “Structure Design,” “Floors in Building,” “Dwelling Style,” “Front Door Elevation,” “Townhouse End Unit,” “Townhouse Back to Back,” “Units Above or Below,” “Townhouse Location,” “Year Built,” “Construction Method,” “Converted Area,” “Converted Area and Similarity to Rest of Living Area,” “Factory Built Certification,” “Structure Volume,” “Window Surface Area,” “Attic,” “Remaining Economic Life,” “Effective Age” set as **TXR-B, TXR**

#### Full page width

- “Commentary on Remaining Economic Life,” “Commentary on Effective Age” set as **TXC-B** text x 45 picas (bold lead in to Myriad Pro Regular text)

#### Right-hand side of page

- Photo of Structure displays in right column, no caption

### Quality and Condition (H1)

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#### Left-hand side of page

- “Exterior Quality Rating” sets as **TXR-B, TXR**

#### Right-hand side of page

- “Exterior Condition Rating” sets as **TXR-B, TXR**

#### Full page width

- “The table below supports the Exterior Quality and Condition ratings and reflects the market value condition of this report” sets as **TXC-I**, Myriad Pro Italic text x 45 picas

### Exterior Features (H2)

#### Exterior Features table

- Column heads: “Feature,” “Detail,” “Quality Comment,” “Condition Status,” “Condition Comment” set as **TCH** in 5 equal column table x 45 picas.
- “Feature” column rows set as **TB** “Exterior Walls and Trim,” “Foundation,” “Roof,” and “Windows”.
- “[Other Exterior Feature]” sets as **TB** if applicable per iGuide.

- Content sets as **TB**.
- Columns 1–5 equal width: ~28 characters max per line in each cell.

EXTERIOR FEATURES TABLE

Feature	Detail	Quality Comment	Condition Status	Condition Comment
Exterior Walls and Trim				
Foundation				
Roof				
Windows				

## Noncontinuous Finished Area (H1)

Set **TXC-I** x 45 picas above table “The table below depicts any finished area that is attached to the dwelling but separate and not directly accessible from any unit”.

### Left-hand side of page - Noncontinuous Finished Area table

- Column heads: “Finish,” “Total Area,” “Room Summary” set as **TCH** in 3 equal column table x 22 picas.
- “Finish” column, first row sets as **TB** “Finished”.
- Content sets as **TB**.
- Columns 1 - 3 equal width: ~28 characters max per line, in each cell.

NONCONTINUOUS FINISHED AREA TABLE

Finish	Total Area	Room Summary
Finished		

## Mechanical System Details (H1)

### Left-hand side of page - Mechanical Systems table

- Column heads: Column 1 – none; “System,” “Detail,” set as **TCH** in 3 column table x 22 picas.
- Column 1: 5 picas wide (~20 characters max per line in each cell).
- Column 2: 6 picas 7 points wide (~24 characters max per line in each cell).
- Column 3: 10 picas 5 points wide (~42 characters max per line in each cell).

MECHANICAL SYSTEMS TABLE

	System	Detail
Heating		
Cooling		

- Content sets as **TB**; Row 1, Column 1 “Heating”, Row 2, Column 1 “Cooling”

### Right-hand side of page

- “Core Heating System Below Grade” sets as **CK1**, with **Y/N**
- “Other Mechanical Systems” sets as **TXR-B**, **TXR**

## Apparent Defects, Damages, Deficiencies – (Dwelling Exterior – [Structure Identifier]) (H1)

- If applicable per iGuide, set “None” as **TXC**.
- If applicable per iGuide, the following statement sets as **TXC-I** x 45 picas below **H1**: “The items listed below represent the As Is condition as of the effective date of this report”.

### Structure DDD table (same format as Site DDD table)

- Column heads: “Feature,” “Location,” “Description,” “Affects Soundness or Structural Integrity,” “Recommended Action” set as **TCH** in 5 column table x 45 picas.
- Columns 1, 2, 4, 5: 8 picas wide (~32 characters max per line in each cell).
- Column 3: 13 picas wide (~52 characters max per line in each cell).
- Content sets as **TB**.

DEFECTS, DAMAGES, DEFICIENCIES TABLE

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action

## Dwelling Exterior Commentary (Dwelling Exterior – [Structure Identifier]) (H1)

Set Commentary as **TXC** x 45 picas.

## Dwelling Exterior Exhibits (Dwelling Exterior – [Structure Identifier]) (H1)

Subsection does not display if there are no exhibits.

## Manufactured Home

“Manufactured Home” sets as **TAB**.

### Left-hand side of page

- “Manufacturer Name,” “Year Installed,” “Moved Since Original Installation” set as **TXR-B**, **TXR**.

### Right-hand side of page

- “Attached to Permanent Foundation,” “Towing Hitch, Wheels, Axles Removed,” “Manufactured Home Width,” “Skirting” set as **TXR-B**, **TXR**.

### Full page width

- “Yes” “No” (**Y/N**) followed by “Have there been any modifications, attachments, or additions that rely on or have altered the original structure for support?” set as **CK** x 45 picas.

### Left-hand side of page

- “Modification, Attachment, or Addition” set as **TXR-B**, **TXR**.

### Full page width

- “Description of Modification, Attachment, or Addition” sets as **TXC-B** x 45 picas (bold lead in to Myriad Pro Regular text).

HUD Data Plate (H1)

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Left-hand side of page

- “HUD Data Plate Attached,” “Date of Manufacture,” “Serial Number” set as **TXR-B, TXR.**

Right-hand side of page

- “HUD Wind Zone,” “HUD Thermal Zone,” “HUD Roof Load Zone” set as **TXR-B, TXR.**

HUD Certification Label (H1)

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Left-hand side of page

- “Label Present for All Sections,” sets as **TXR-B, TXR.**

Right-hand side of page

- “HUD Certification Number” sets as **TXR-B, TXR.**

Manufactured Home Certification Program (H1)

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Left-hand side of page—Manufactured Home Certification table

- Column heads: “Certification,” “Identifier” set as equal columns **TCH** in 2 column table x 22 picas.
- Content sets as **TB** (~44 characters max per line).

MANUFACTURED HOME CERTIFICATION TABLE

Certification	Identifier

Invoice Information (H1)

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Left-hand side of page

- “Purchased from Retailer,” “Retailer Name” set as **TXR-B, TXR.**

Right-hand side of page

- “Retailer’s Invoice Reviewed,” “Manufacturer’s Invoice Reviewed,” “Invoice(s) Appear Reasonable” set as **TXR-B, TXR.**

Full page width

- “Commentary on Why Invoice(s) Not Reasonable” sets as **TXC-B** x 45 picas (bold lead in to Myriad Pro Regular text).

Manufactured Home Commentary (H1)

---

Set Commentary as **TXC** x 45 picas.

Manufactured Home Exhibits (H1)

---

Subsection does not display if there are no exhibits.

## Unit Interior

“Unit Interior” set as **TAB** – if appropriate, followed by [Outbuilding Type] – [Structure Identifier] – [Unit Identifier]” (brackets do not set).

### Left-hand side of page

- Area Breakdown” sets as **TXR-B**.
- “Finished Above Grade,” “Finished Above Grade (Nonstandard),” “Unfinished Above Grade,” “Finished Below Grade,” “Finished Below Grade (Nonstandard),” “Unfinished Below Grade,” set as **TXR-I, TXR**.
- “Area Data Source,” “Below Grade Finish Compared to Above,” set as **TXR-B, TXR**.

### Right-hand side of page

- “Levels in Unit,” “Floor Number,” “Corner Unit,” “Occupancy,” “Utilities Separately Metered,” “Utilities Operating,” “Total Bedrooms,” “Total Bathrooms - Full,” “Total Bathrooms - Half,” “Non-Residential Use in Unit,” “Live/Work Space” all set as **TXR-B, TXR**.
- “Allowable Work Space” sets as **TXR-I, TXR**.

## ADU Information

### Left-hand side of page

- “Yes” “No” (**Y/N**) followed by “ADU” set as **CK1**.
- “Legally Rentable” sets as **TXR-I, TXR** followed by “Data Source,” which sets as **TXR-II, TXR**.
- “Typical for Market,” “Ingress/Egress,” “Separate Postal Address” set as **TXR-I, TXR**.

## Level and Room Detail (H2)

### Level and Room Detail table

- Column heads set as **TCH**: “Level in Unit,” “Grade Level Detail,” “Finish,” “Area,” “Room Summary” in 5 equal width column table.
- Content sets as **TB**.

LEVEL AND ROOM DETAIL TABLE

Level in Unit	Grade Level Detail	Finish	Area	Room Summary

## Quality and Condition (H1)

### Left-hand side of page

- “Interior Quality Rating” Set as **TXR-B, TXR**.

### Right-hand side of page

- “Interior Condition Rating” Set as **TXR-B, TXR**.
- Introductory text for Room and Feature tables: “The tables below support the Interior Quality and Condition Ratings and reflect the market value condition of this report” sets as **TXC-I** x 45 picas.

## Kitchen and Bathroom Details (H2)

### Kitchen and Bathroom Detail table

- Column heads set as **TCH**: “Room,” “Update Status,” “Time Frame,” “Quality Comment,” “Condition Status,” “Condition Comment” in 6 equal column table x 45 picas (~22 characters max per line, each cell).
- Content sets as **TB**.

KITCHEN AND BATHROOM DETAIL TABLE

Room	Update Status	Time Frame	Quality Comment	Condition Status	Condition Comment

### Left-hand side of page

- “Overall Update Status for Bathrooms” sets as **TXR-B, TXR**.

## Interior Features (H2)

### Interior Features table

- Set 5 equal columns table x 45 picas (~36 characters max per line, each cell).
- Column heads: “Feature,” “Detail,” “Quality Comment,” “Condition Status,” “Condition Comment” set as **TCH**.
- Content sets as **TB**.

INTERIOR FEATURES TABLE

Feature	Detail	Quality Comment	Condition Status	Condition Comment

### Left-hand side of page

- “Overall Update Status for Flooring” sets as **TXR-B, TXR**.

## Accessibility Features for Individuals with Disabilities (H1)

### Accessibility Features table

- Set in 2-column table x 45 picas.
  - Column heads: “Feature,” “Comment” set as **TCH**.
  - Column 1: 7 picas 10 points wide (~22 characters max per line).
  - Column 2: 37 picas 2 points wide (~148 characters max per line).
  - Content sets as **TB**.

ACCESSIBILITY FEATURES TABLE

Feature	Comment

## Apparent Defects, Damages, Deficiencies (Unit Interior - [Outbuilding Type] - [Structure Identifier] - [Unit Identifier]) (H1)

- If applicable per iGuide, set “None” as **TXC**

- If applicable per iGuide, the following statement sets as **TXC-I** x 45 picas below **H1**: “The items listed below represent the As Is condition as of the effective date of this report”.

#### Unit DDD table (same format as Site DDD table)

- Column heads: “Feature,” “Location,” “Description,” “Affects Soundness or Structural Integrity,” “Recommended Action” set as **TCH** in 5 column table x 45 picas.
- Columns 1, 2, 4, 5: 8 picas wide (~32 characters max per line in each cell).
- Column 3: 13 picas wide (~52 characters max per line in each cell).
- Content sets as **TB**.

#### APPARENT DEFECTS, DAMAGES, DEFICIENCIES

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action

#### Unit Interior Commentary (H1)

Set Commentary as **TXC** x 45 picas.

#### Unit Interior Exhibits (H1)

Subsection does not display if there are no exhibits.

### Functional Obsolescence

“Functional Obsolescence” sets as **TAB**.

#### Left-hand side of page

- “Functional Issues” sets as **TXR-B, TXR**.

#### Functional Obsolescence Commentary (H1)

Set Commentary as **TXC** x 45 picas.

#### Functional Obsolescence Exhibits (H1)

Subsection does not display if there are no exhibits.

### Outbuilding

“Outbuilding” sets as **TAB**, followed by “[Outbuilding Type]” (brackets do not set, they indicate a placeholder).

#### Left-hand side of page

- “Considered Real Property,” “Units in Structure,” “Attached to Permanent Foundation,” “Structure Volume,” “Gross Building Area” set as **TXR-B, TXR**.
- The following statement sets as **TXC-I1** x 22 picas: “Gross Building Area for the outbuilding includes area for vehicle storage, ADU(s), and any other uses”.

#### Right-hand side of page

- Photo of Outbuilding displays in right column, no caption



## Left-hand side of page

- “Heating” and “Cooling” set as **CK1** with Yes/No (Y/N).
- “Utilities” sets as **TXR-B, TXR**.

## Right-hand side of page

- Introductory text: “The table below depicts the area of the outbuilding, excluding vehicle storage and any ADU(s)” sets as **TXC-I1**.

## Outbuilding Area table

- Column heads: “Finish,” “Total Area,” “Room Summary,” set as **TCH** in 3 equal column table x 22 picas.

OUTBUILDING AREA TABLE

Finish	Total Area	Room Summary
Finished		
Unfinished		

- “Finish” column, set **TB** “Finished”, “Unfinished”.
- Content sets as **TB**.
- Columns 1–3 equal width: ~28 characters max per line, in each cell.

## Mechanical System Details (H1)

## Left-hand side of page - Mechanical Systems table

- Column heads: Column 1 – none; “System,” “Detail,” set as **TCH** in 3 column table x 22 picas.
- Column 1: 5 picas wide (~20 characters max)
- Column 2: 6 picas 7 points wide (~24 characters max)
- Column 3: 10 picas 5 points wide (~42 characters max)
- Content sets as **TB**; Row 1, Column 1 “Heating”, Row 2, Column 1 “Cooling”.

MECHANICAL SYSTEMS TABLE

	System	Detail
Heating		
Cooling		

## Right-hand side of page

- “Other Mechanical Systems” sets as **TXR-B, TXR**

## Apparent Defects, Damages, Deficiencies ([Outbuilding Type]) (H1)

- If applicable per iGuide, set “None” as **TXC**
- If applicable per iGuide, the following statement sets as **TXC-I** x 45 picas below **H1**: “The items listed below represent the As Is condition as of the effective date of this report”.

### Outbuilding DDD table (same format as Site DDD table)

- Column heads: “Feature,” “Location,” “Description,” “Affects Soundness or Structural Integrity,” “Recommended Action” set as **TCH** in 5 column table x 45 picas.
- Columns 1, 2, 4, 5: 8 picas wide (~32 characters max per line in each cell)
- Column 3: 13 picas wide (~42 characters max per line in each cell)
- Content sets as **TB**.

DEFECTS, DAMAGES, DEFICIENCIES TABLE

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action

### Outbuilding Commentary (H1)

Set Commentary as **TXC** x 45 picas.

### Outbuilding Exhibits (H1)

Subsection does not display if there are no exhibits.

## Vehicle Storage

“Vehicle Storage” sets as **TAB**.

### Vehicle Storage table

- Set 3 equal column table x 45 picas, headings: (TCH) “Storage,” “Number of Parking Spaces,” “Detail” (~60 characters max per line in each cell).
- Content sets as **TB**.

VEHICLE STORAGE TABLE

Storage	Number of Parking Spaces	Detail

### Apparent Defects, Damages, Deficiencies (Vehicle Storage) (H1)

- If applicable per iGuide, set “None” as **TXC**.
- If applicable per iGuide, the following statement sets as **TXC-I** x 45 picas below **H1**: “The items listed below represent the As Is condition as of the effective date of this report”.

### Vehicle Storage DDD table (same format as Site DDD table)

- Column heads: “Feature,” “Location,” “Description,” “Affects Soundness or Structural Integrity,” “Recommended Action” set as **TCH** in 5 column table x 45 picas.
- Columns 1, 2, 4, 5: 8 picas wide (~32 characters max per line in each cell).
- Column 3: 13 picas wide (~52 characters max per line in each cell).
- Content sets as **TB**.

#### APPARENT DEFECTS, DAMAGES, DEFICIENCIES

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action

#### Vehicle Storage Commentary (H1)

Set Commentary as **TXC** x 45 picas.

#### Vehicle Storage Exhibits (H1)

Subsection does not display if there are no exhibits.

### Subject Property Amenities

“Subject Property Amenities” sets as **TAB**.

#### Subject Property Amenities table

- Set 4 equal column table x 45 picas, headings: (**TCH**) “Amenity Category,” “Subject Property Amenity,” “Material,” “Detail”.
- Columns set equal width (x 15 picas, ~60 characters max per line in each cell).
- Content sets as **TB**.

#### SUBJECT PROPERTY AMENITIES TABLE

Amenity Category	Subject Property Amenity	Material	Detail

#### Apparent Defects, Damages, Deficiencies (Subject Property Amenities) (H1)

If applicable per iGuide, set “None” as **TXC**.

If applicable per iGuide, the following statement sets as **TXC-I** x 45 picas below **H1**: “The items listed below represent the As Is condition as of the effective date of this report”.

#### Subject Property Amenities DDD table (same format as Site DDD table)

- Column heads: “Feature,” “Location,” “Description,” “Affects Soundness or Structural Integrity,” “Recommended Action” set as **TCH** in 5 column table x 45 picas.
- Columns 1, 2, 4, 5: 8 picas wide (~32 characters max per line in each cell).
- Column 3: 13 picas wide (~52 characters max per line in each cell).
- Content sets as **TB**.

#### APPARENT DEFECTS, DAMAGES, DEFICIENCIES

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action

## Subject Property Amenities Commentary (H1)

---

Set Commentary as **TXC** x 45 picas.

## Subject Property Amenities Exhibits (H1)

---

Subsection does not display if there are no exhibits.

## Overall Quality and Condition

“Overall Quality and Condition” sets as **TAB**.

### Left-hand side of page

- **Overall Quality** sets as **TXR-B**, followed by content in **TXR-B**.
  - “Exterior Quality – [Structure Identifier]” set as **TXR-I** followed by content in **TXR** (brackets do not set, they indicate a placeholder).
  - “Interior Quality – [Unit Identifier]” set as **TXR-I** followed by content in **TXR** (brackets do not set, they indicate a placeholder).

### Right-hand side of page

- **Overall Condition** sets as **TXR-B**, followed by content in **TXR-B**.
  - Exterior Condition – [Structure Identifier] set as **TXR-I** followed by content in **TXR** (brackets do not set, they indicate a placeholder).
  - Interior Condition – [Unit Identifier] set as **TXR-I** followed by content in **TXR** (brackets do not set, they indicate a placeholder).

## Reconciliation of Overall Quality and Condition (H1)

---

Set Commentary as **TXC** x 45 picas.

## Highest and Best Use

“Highest and Best Use” sets as **TAB**.

Introductory text “Is the present use of the subject property...” sets as **TX-BI**.

### Left-hand side of page

- “Legally Permissible,” “Physically Possible” set as **TXR-B**, **TXR**.

### Right-hand side of page

- “Financially Feasible,” “Maximally Productive” set as **TXR-B**, **TXR**.

### Full page width

- “Yes” “No” (**Y/N**) followed by “Is the highest and best use of the subject property as improved (or as proposed per plans and specifications) the present use?” sets as **CK**.

## Highest and Best Use Commentary (H1)

---

Set Commentary as **TXC** x 45 picas.

## Highest and Best Use Exhibits (H1)

---

Subsection does not display if there are no exhibits.

### Market

“Market” sets as **TAB**.

#### Full page width

- “Market Area Boundary” and “Search Criteria Description” set as **TXC-B** x 45 picas (bold lead in to Myriad Pro Regular text).

## Search Result Metrics (H1)

---

#### Left-hand side of page

- “Active Listings” sets as **TXR-B, TXR**.
- “Median Days on Market,” “Lowest List Price,” “Median List Price,” “Highest List Price” set as **TXR-I, TXR**.
- “Pending Sales” sets as **TXR-B, TXR**.

#### Right-hand side of page

- “Sales in Past [fill in] Months” sets as **TXR-B, TXR**.
- “Lowest Sale Price,” “Median Sale Price,” “Highest Sale Price” set as **TXR-I, TXR**.
- “Distressed Market Competition,” “Graph,” “Price Trend Source” sets as **TXR-B, TXR**.

#### Full page width

- “Price Trend Analysis Commentary” sets as **TXC-B** x 45 picas (bold lead in to Myriad Pro Regular text).

## Housing Trends (H1)

---

#### Left-hand side of page

- “Demand/Supply” sets as **TXR-B, TXR**.

#### Right-hand side of page

- “Marketing Time” sets as **TXR-B, TXR**.

## Market Commentary (H1)

---

Set Commentary as **TXC** x 45 picas.

## Market Exhibits (H1)

---

Subsection does not display if there are no exhibits.

## Project Information

“Project Information” sets as **TAB**.

“Planned Unit Development (PUD),” “Condominium,” “Cooperative” “Condom” set as **CK-TAB** on TAB rule.

### Left-hand side of page

- “Project Name,” “Project Information Data Source,” “Total Units” set as **TXR-B, TXR**.
- “Units Sold,” “Units for Sale,” “Units Rented” set as **TXR-I, TXR**
- “Reason Units Rented is Estimated” set as **TXC-B1** (bold lead in to Myriad Pro Regular text) X 22 picas.
- “Mandatory Fees (HOA, PUD, or Co-op)” set as **TXR-B**
- “Monthly Amount,” “Common Amenities/Services Included,” “Utilities Included” set as **TXR-I, TXR**.
- “Observed Deficiencies” sets as **CK1**, followed by **Y/N**.
- “Description of Deficiencies” set as **TXC-B1** (bold lead in to Myriad Pro Regular text) X 22 picas.

### Right-hand side of page

- “Project Completeness” sets as **TXR-B**.
- “Yes” “No” (**Y/N**) followed by “Are units, common areas, and amenities in project complete?” “Subject Property Building Complete,” “Converted in Past 3 Years” sets as **CK-11**.
- “Ground Rent” set as standard **CK1**, with **Y/N** and checkboxes.
- “Annual Amount,” “Expires” set as **TXR-I, TXR**.
- “Description of Ground Rent” set as **TXC-B1** (bold lead in to Myriad Pro Regular text) X 22 picas.

## Cooperative Information (H1)

---

### Left-hand side of page

- “Shares Issued and Outstanding,” “Shares Attributable to Subject Property” set as **TXR-B, TXR**.

### Right-hand side of page

- “Proprietary Lease Expires” sets as **TXR-B, TXR**.

## Project Blanket Financing (CK-H2)

- **Y/N** checkboxes flush right at 22 picas, offset 2 points from **H2** rule.

### Left-hand side of page

- “Pro Rata Share” sets as **TXR-B, TXR**.

### Project Blanket Financing table

- Set equal column table x 45 picas, number of columns equals number of Liens + 1, headings: (**TCH**) “Lien Detail,” “First Lien,” “Second Lien,” “Third Lien,” “Fourth Lien” if applicable per iGuide.

- Cells in first column (“Lien Detail”) set as **TB**: “Unpaid Principal Balance,” “Line of Credit,” “Balloon Mortgage,” “Remaining Term,” “Monthly Payment,” “Interest Rate,” “Amortization Type,” “Pro Rata Share of Balance Attributable to Unit”
- Content sets as **TB**.

PROJECT BLANKET FINANCING TABLE

Lien Detail	First Lien	Second Lien	Third Lien	Fourth Lien
Unpaid Principal Balance				
Line of Credit				
Balloon Mortgage				
Remaining Term				
Monthly Payment				
Interest Rate				
Amortization Type				
Pro Rata Share of Balance Attributable to Unit				

### Project Factors and Impact to Value/Marketability (H1)

- Set equal 4 column table x 45 picas, headings: (**TCH**) “Project Factor,” “Detail,” “Impact,” “Comment”.
  - Columns 1 and 2: 11 picas 3 points wide (~42 characters per line in each cell.)
  - Column 3: 5 picas wide (~20 characters per line).
  - Column 4: 17 picas 6 points wide (~70 characters per line).
  - Cells in first column set as **TB**: “Developer/Sponsor in Control,” “Incomplete Project,” “Converted in Past 3 Years,” “Single Entity Ownership of Multiple Units,” “Single Entity Ownership of Multiple Shares,” “Commercial Space,” “Known Legal Actions,” “Unit Transfer Fees,” “Unit Special Assessments,” “Unit Tax Abatements or Exemptions” if applicable per iGuide.
  - Content sets as **TB**.

PROJECT FACTORS AND IMPACT TO VALUE/MARKETABILITY TABLE

Project Factor	Detail	Impact	Comment
Developer/Sponsor in Control			
Incomplete Project			
Converted in Past 3 Years			
Single Entity Ownership of Multiple Units			
Single Entity Ownership of Multiple Shares			
Commercial Space			
Known Legal Actions			
Unit Transfer Fees			
Unit Special Assessments			
Unit Tax Abatements or Exemptions			

Full page width

- “Project Factors Commentary” sets as **TXC-B** (bold lead in to Myriad Pro Regular text) X 45 picas.

### Project Information Commentary (H1)

Set Commentary as **TXC** x 45 picas.

Subsection does not display if there are no exhibits.

Subject Listing Information

“Subject Listing Information” sets as **TAB**.

On tab rule set “Current and/or relevant listings of the subject property (minimum 1 year look back)” **TAB-TX** in 9-point Myriad Pro Italic on 12 pica 4 points indent.

Left-hand side of page

- “Current or Relevant Listings” sets as **TXR-B, TXR**.
- “Data Source” sets as **TXR-I, TXR**.

Subject Listing Information table

- Set 8 equal column table x 45 picas, headings: (**TCH**) “Listing Status,” “Listing Type,” “Listing ID,” “Start Date,” “End Date,” “DOM,” “Starting List Price,” “Current or Final Price” (~20 characters max per line, per cell).
- Content sets as **TB**.
- Last row of table sets as 2 column **TB\_sub-H1-R** “Total DOM” aligning left and right with “End Date” and “DOM” columns, respectively, in white type.

SUBJECT LISTING INFORMATION TABLE

Listing Status	Listing Type	Listing ID	Start Date	End Date	DOM	Starting List Price	Current or Final List Price
				Total DOM			

- “Analysis of Subject Property Listing History” set as **TXC-B** (bold lead in to Myriad Pro Regular text) X 45 picas

Subject Listing Information Exhibits (H1)

Subsection does not display if there are no exhibits.

Sales Contract

“Sales Contract” sets as **TAB**.

Left-hand side of page

- “Yes” “No” set as **Y/N**.
- “Is there a sales contract?” “Was sales contract information analyzed?” “Does this appear to be an arm’s length transaction?” set as **CK1**.
- “Non-Arm’s Length Commentary” set as **TXC-B1** (bold lead in to Myriad Pro Regular text) X 22 picas.

Right-hand side of page

- “Contract Price,” “Contract Date,” “Transfer Terms,” “Personal Property Conveyed” set as **TXR-B, TXR**.



- “Personal property is not included in the appraiser’s final opinion of value” sets all italic **TXC-I1**.

## Financial Sales Concessions (H1)

“Financial assistance paid by or on behalf of the seller as an inducement to purchase the subject property” sets **H1-TX**, Italic flush right in gray bar.

### Left-hand side of page

- “Known Sales Concessions,” “Total Sales Concessions” set as **TXR-B, TXR**.
- “Typical for Market” set as **TXR-I, TXR**.

## Sales Contract Analysis (H1)

Set Commentary as **TXC** x 45 picas.

## Sales Contract Exhibits (H1)

Subsection does not display if there are no exhibits.

## Prior Sale and Transfer History

“Prior Sale and Transfer History” sets as **TAB**.

## Subject Transfer History (H1)

“Prior sales and/or transfers of the subject property (minimum 3 year look back)” sets as **TXC-I** x 45 picas.

### Left-hand side of page

- “Prior Sales or Transfers” sets as **TXR-B, TXR**.
- “Data Source” sets as **TXR-I, TXR**.

### Subject Transfer History table

- Set 4 equal column table x 45 picas, headings: (**TCH**) “Transfer Terms,” “Date,” “Amount,” “Data Source” (~42 characters per line, per cell).
- Content sets as **TB**.

SUBJECT TRANSFER HISTORY TABLE

Transfer Terms	Date	Amount	Data Source

### Full page width

- “Analysis of Prior Sale and Transfer History of Subject Property” set as **TXC-B** (bold lead in to Myriad Pro Regular text) X 45 picas.

## Comparable Transfer History (H1)

“Prior sales and/or transfers of the comparable properties from the ‘Sales Comparison Approach’ section (minimum 1 year look back)” sets as **TXC-I**.

### Comparable Transfer History table

- Set 5 column table x 45 picas, headings: (**TCH**) “#,” “Transfer Terms,” “Date,” “Amount,” “Data Source”.
- Column 1: 1 pica 6 points wide (~6 characters max, per line, per cell).
- Column 2: 9 picas 9 points wide (~39 characters max, per line, per cell).
- Columns 3, 4, 5: 11 picas 3 points wide (~45 characters max, per line, per cell).
- Content sets as **TB**.

COMPARABLE TRANSFER HISTORY TABLE

#	Transfer Terms	Date	Amount	Data Source

### Full page width

- “Analysis of Prior Sale and Transfer History of Comparable Sales” set as **TXC-B** (bold lead in to Myriad Pro Regular text) X 45 picas.

### Prior Sale and Transfer History Exhibits (H1)

Subsection does not display if there are no exhibits.

### Sales Comparison Approach

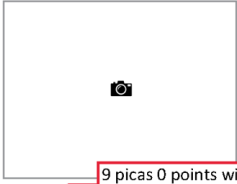
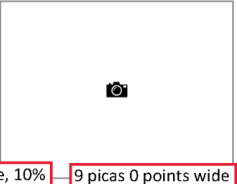
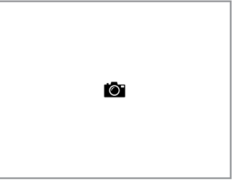

- Starts new page.
- “Sales Comparison Approach” sets as **TAB**.

### Sales Comparison Approach Table

There are five types of cells that can be included in the Subject and Comparable columns that make up the body of the table (this does not include the heading rows).

- Type 1: 9 picas 0 points wide, with a 10% Black fill (grayed out).
- Type 2: 9 picas 0 points wide, with content (**TB**), if applicable.
- Type 3: 5 picas 3 points wide, with content (**TB**), if applicable.
- Type 4: 3 picas 6 points wide, with dollar figure content (**TB**), when the row is adjustable.
- Type 5: 3 picas 6 points wide, with a 10% Black fill (grayed out), when the row is not adjustable.

SALES COMPARISON APPROACH TABLE (PARTIAL – FOR VISUAL ONLY)

	Subject Property	Comparable #	Comparable #	Comparable #
<b>General Information</b>				
Property Address				
Data Source	1	9 picas 0 points wide, 10% black fill (grayed out)	9 picas 0 points wide	
Proximity to Subject				
Contract Price	2	2		3 picas 6 points wide
Sale Date			\$ 3	4 \$
Days on Market		5 picas 3 points wide		5 3 picas 6 points wide, 10% black fill
Native American Lands			\$	\$
<b>Site</b>				
Site Owned in Common			\$	\$
Site Size			\$	\$
Neighborhood Name			\$	\$

In the **Subject Property** column, two of the five types of cells appear.

**Type 1:** 9 picas 0 points wide, with a 10% Black fill (grayed out), no content for the following rows: “Data Source,” “Proximity to Subject,” “Sale Price,” “Transfer Terms,” “Financing Type,” “Sale Date,” “Sale to List Price Ratio,” “Same Builder as Subject,” “Sale Price,” “Net Adjustment Total,” “Adjusted Price Per Unit,” “Adjusted Price Per Bedroom,” “Price Per Gross Building Finished Area,” “Price Per Finished Area Above Grade,” “Adjusted Price,” “Comparable Weight”

**Type 2:** 9 picas 0 points wide, with content (**TB**) for the balance of the Subject Property column.

- If applicable per the iGuide, an em-dash “—” can appear in a cell instead of other text.

In the **Comparable** columns, four of the five types of cells appear.

**Type 2:** 9 picas 0 points wide, with content (**TB**), if applicable.

- If applicable per the iGuide, an em-dash “—” can appear in a cell instead of other text.

**Type 3:** 5 picas 3 points wide, with content (**TB**), if applicable.

**Type 4:** 3 picas 6 points wide, with adjustment dollar figure content (**TB**), if applicable.

**Type 5:** 3 picas 6 points wide, with a 10% Black fill (grayed out), no content for the following: “Days on Market,” “Annual Ground Rent,” “Rights Not Included,” “Same Builder as Subject”

Table sets 5 equal columns x 45 picas. May run several pages. Photos display on first page of grid only. **TCHs** and “Property Address” row repeat on subsequent pages. Table can only break from page to page before a **TB-SCA\_sub-H1**, **TB-SCA\_sub-H1-ADJ** or **TB-SCA\_H2**.

- Column heads: Column 1 – none, “Subject Property,” “Comparable #1,” “Comparable #2,” “Comparable #3” set as **TCH**; **TCHs** repeat at the top of subsequent pages of this table.
- If there are more than 3 comparables, after all the information is recorded for Comps 1-3, the leftmost column and the “Subject Property” column repeat on following pages, followed by “Comparable #” repeating as necessary.
- “Property Address” sets first column, first row as **TB**; Photo = 7 picas high; addresses and photos of Subject and Comparables fill cells of the balance of the row, photos do not repeat on subsequent pages.

### *General Information*

- “General Information” sets as **TB-SCA\_sub-H1**
- Leftmost column rows set as **TB**: “Data Source,” “Proximity to Subject,” “List Price,” “Listing Status,” “Contract Price,” “Sale Price,” “Transfer Terms,” “Financing Type,” “Sales Concessions,” “Contract Date,” “Sale Date,” “Days on Market,” “Sale to List Price Ratio,” “Attached/Detached,” “Property Rights Appraised”.
  - “Annual Ground Rent” sets as **TB-I**.
- “Native American Lands,” “All Rights Included” set as **TB**.
  - “Rights Not Included” sets as **TB-I**.
- “Same Builder as Subject,” “[Additional Row]” set as **TB**.

### *Project Information*

- “Project Information” sets as **TB-SCA\_sub-H1-ADJ**.
- “Project Name | Same Project as Subject,” “Monthly Fee,” “Common Amenities/Services,” “Special Assessments” set as **TB**.

### *Site*

- “Site” sets as **TB-SCA\_sub-H1**.
- “Site Owned in Common,” “Site Size,” “Neighborhood Name,” “Zoning Compliance,” “Hazard Zone,” “Primary Access,” “Street Type | Surface,” “Property Restriction,” “Easement,” “Topography,” “Drainage,” “Site Characteristics,” “Site Influence (Location),” “Apparent Environmental Conditions,” “View | Range,” “[Additional Row]” set as **TB**.

### *Water Frontage with Private Access*

- “Water Frontage with Private Access” sets as **TB-SCA\_sub-H1-ADJ**.
- “Water Frontage,” “Permanent Waterfront Feature” set as **TB**.
  - “Right to Build” sets as **TB-I**.
- “Total Linear Measurement” sets as **TB**.

### *Dwelling(s)*

- “Dwelling(s)” sets as **TB-SCA\_sub-H1**.
- “Year Built,” “Structure Design,” “Gross Building Finished Area,” “Noncontinuous Finished Area,” “Townhouse End Unit,” “Townhouse Back to Back,” “Townhouse Location,” “Construction Method,” “Manufactured Home Width,” “Dwelling Style,” “Total Dwelling Volume,” “Window Surface Area,” “Functional Issues,” “Disaster Mitigation,” “Heating,” “Cooling,” “[Additional Row]” set as **TB**.

### *Energy Efficient and Green Features*

- “Energy Efficient and Green Features” sets as **TB-SCA\_sub-H1-ADJ**
- “Renewable Energy Component,” Building Certification,” “Efficiency Rating” set as **TB**.

### *Unit(s)*

- “Unit(s)” sets as **TB-SCA\_sub-H1**.
- “Structure ID | Unit ID,” “Location of ADU” set in first column as **TB-B**.

- “Floor Number,” “Corner Unit,” “Levels in Unit,” “Bedrooms,” “Baths - Full | Half,” “Finished Area Above Grade,” “Finished Area Above Grade (Nonstandard),” “Unfinished Area Above Grade,” “Finished Area Below Grade,” “Finished Area Below Grade (Nonstandard),” “Unfinished Area Below Grade,” “Features for Individuals w/Disabilities,” “[Additional Row]” set as **TB**.

#### *Quality and Condition (Ratings: 1-6, 1 is highest)*

- “Quality and Condition (Ratings: 1-6, 1 is highest)” sets as **TB-SCA\_sub-H1**
- “Exterior Quality and Condition” sets as **TB-SCA\_H2**
- “Structure ID,” “Quality” set as **TB-B**, content sets **TB-B**
  - “Exterior Walls and Trim,” “Foundation,” “Roof,” “Windows,” “[Other Exterior Feature]” set as **TB-I**
- “Condition” sets as **TB-B**, content sets **TB-B**
  - “Exterior Walls and Trim,” “Foundation,” “Roof,” “Windows,” “[Other Exterior Feature]” set as **TB-I**
- “Interior Quality and Condition” sets as **TB-SCA\_H2**
- “Structure ID | Unit ID,” “Quality” set as **TB-B**, content sets **TB-B**
  - “Kitchen,” “Overall Bathrooms,” “Overall Flooring,” “Walls and Ceiling,” “[Other Interior Feature]” set as **TB-I**
- “Condition” sets as **TB-B**, content sets **TB-B**
  - “Kitchen,” “Overall Bathrooms,” “Overall Flooring,” “Walls and Ceiling,” “[Other Interior Feature]” set as **TB-I**
- “ADU Interior Quality and Condition” sets as **TB-SCA\_H2**
- “Location of ADU,” “Quality” set as **TB-B**, content sets **TB-B**
  - “Kitchen,” “Overall Bathrooms,” “Overall Flooring,” “Walls and Ceiling,” “[Other Interior Feature]” set as **TB-I**
- “Condition” sets as **TB-B**, content sets **TB-B**
  - “Kitchen,” “Overall Bathrooms,” “Overall Flooring,” “Walls and Ceiling,” “[Other Interior Feature]” set as **TB-I**

#### *Overall Quality and Condition (Ratings: 1-6, 1 is highest)*

- “Overall Quality and Condition (Ratings: 1-6, 1 is highest)” sets as **TB-SCA\_sub-H1**
- “Quality” “Condition” sets as **TB-B**
- Content sets as **TB-B**

#### *Property Amenities*

- “Property Amenities” sets as **TB-SCA\_sub-H1**
- “Outdoor Accessories,” “Outdoor Living,” “Water Features,” “Whole Home,” “Miscellaneous” set as **TB**

## Vehicle Storage

- “Vehicle Storage” sets as **TB-SCA\_sub-H1-ADJ**
- “Type | Spaces | Detail,” “[Additional Row]” set as **TB**

## Outbuilding (ADU and vehicle storage are not included in Finished Area, Unfinished Area, or room counts)

- “Outbuilding (ADU and vehicle storage are not included in Finished Area, Unfinished Area, or room counts)” sets as **TB-SCA\_sub-H1**
- “Outbuilding Type” sets as **TB-B**, content sets **TB-B**
  - “Gross Building Area,” “Finished Area,” “Unfinished Area,” “Structure Volume,” “Baths - Full,” “Baths - Half,” “Kitchens,” “Heating,” “Cooling,” “Utilities,” “[Additional Row]” set as **TB-I**

## Summary

- “Summary” sets as **TB-SCA\_sub-H1**.
- “List Price,” “Contract Price,” “Sale Price,” “Net Adjustment Total,” “Adjusted Price Per Unit,” “Adjusted Price Per Bedroom,” “Price Per Gross Building Finished Area,” “Price Per Finished Area Above Grade,” “Adjusted Price,” “Comparable Weight” set as **TB**.

## Indicated Value by Sales Comparison Approach

- “Indicated Value by Sales Comparison Approach” sets as **TB-SCA\_H2**.
- “Indicated Value” (for Subject Property only) sets as **TB** in Subject Property column; Comparable columns are merged and 10% black.

## Reconciliation of Sales Comparison Approach (H1)

Set Commentary as **TXC** x 45 picas.

## Additional Properties Analyzed Not Used (H1)

### Additional Properties Analyzed table

- Set 6 column table x 45 picas, headings: (**TCH**) “#,” “Property Address,” “Sale Date,” “Status,” “Reason Not Used,” “Comment”.
- If applicable per the iGuide, an em-dash “—” can appear in a cell instead of other text.
- Columns 1: 1 pica, 6 points (~6 characters max, per line, per cell)
- Columns 2, 4, 5: 7 picas 6 points wide (~30 characters max, per line, per cell)
- Column 3: 4 picas 6 points wide (~18 characters max, per line, per cell)
- Column 6: 16 picas 6 points (~66 characters max, per line, per cell)
- Content sets as **TB**

### ADDITIONAL PROPERTIES ANALYZED TABLE

#	Property Address	Sale Date	Status	Reason Not Used	Comment

## Sales Comparison Map (H1)

Map sets full page.

## Sales Comparison Approach Exhibits (H1)

Full size Photos of Sales Comparables display here, along with any other exhibits.

## Rental Information

Rental Information sets as **TAB**.

### Rent Schedule (H1)

#### Subject Property Rental Information (H2)

##### Subject Property Rental Information table

- Set 10 equal column table x 45 picas, headings: (TCH) first column no TCH, "Currently Rented," "Occupancy," "Monthly Rent," "Month-to-Month," "Lease Start," "Rent Control," "Rent Concessions," "Utilities/Services Included," "Furnished" (~17 characters max, per line, per cell)

SUBJECT PROPERTY RENTAL INFORMATION TABLE

	Currently Rented	Occupancy	Monthly Rent	Month-to-Month	Lease Start	Rent Control	Rent Concessions	Utilities/Services Included	Furnished
[Unit Identifier]									

- First table body row, first column, set as **TB** [Unit Identifier], brackets indicate a placeholder text
- Content sets as **TB**

##### Description of Rent Control and Impact to Value/Marketability

- "Description of Rent Control and Impact to Value/Marketability" sets as **TXC-B** (bold lead in to Myriad Pro Regular text) x 45 picas

#### Actual Income (Monthly) (H2-1)

##### Left-hand side of page

- "Actual Income (Monthly)" sets **H2-1** x 22 picas

##### Actual Income table

- Table sets in two parts; each is 3 columns x 22 picas
  - "Rent" sets as **TCH** for first part
    - Column 1: 11 picas 9 points
    - Column 2: 5 picas 3 points
    - Content in table set as **TB-I**
    - Last row Subtotal sets as **TB-B**, aligned right
      - Columns 1, 2: 5 picas 3 points

- Set 1 line space to second part below
- “Other Real Property Rental Income” sets as **TCH** for second part
  - Column 1: 11 picas 9 points
  - Column 2: 5 picas 3 points
  - Content in table set as **TB-I**
  - Second to last row “Subtotal” sets as **TB-B**
    - Columns 1, 2: 5 picas 3 points
  - Last row “Total” sets as **TB\_sub-H1-R** in white type.
    - Columns 1, 2: 5 picas 3 points

#### ACTUAL INCOME TABLE

<b>Actual Income (Monthly)</b>	
<b>Rent</b>	
[Unit Identifier]	
	<b>Subtotal</b>
<b>Other Real Property Rental Income</b>	
	<b>Subtotal</b>
	<b>Total</b>

#### Opinion of Market Income (Monthly) (H2-1)

##### Right-hand side of page

- “Opinion of Market Income (Monthly)” sets **H2-1** x 22 picas

##### Opinion of Market Income table

- Table sets in two parts; each is 3 columns x 22 picas
  - “Rent” sets as **TCH** for first part
    - Column 1: 11 picas 9 points
    - Column 2: 5 picas 3 points
    - Content in table sets as **TB-I**
    - Last row Subtotal sets as **TB-B**
      - Columns 1, 2: 5 picas 3 points
    - Set 1 line space to second part below
  - “Other Real Property Rental Income” sets as **TCH** for second part
    - Column 1: 11 picas 9 points
    - Column 2: 5 picas 3 points
    - Content in table sets as **TB-I**
    - Second to last row “Subtotal” sets as **TB-B**
      - Columns 1, 2: 5 picas 3 points
    - Last row “Total” sets as **TB\_sub-H1-R**



- Columns 1, 2: 5 picas 3 points












#### OPINION OF MARKET INCOME TABLE

Opinion of Market Income (Monthly)	
<b>Rent</b>	
[Unit Identifier]	
	<b>Subtotal</b>
<b>Other Real Property Rental Income</b>	
	<b>Subtotal</b>
	<b>Total</b>

#### Comparable Rental Properties (H1)

- Comparable Rental Properties table columns set x 7 picas 6 points wide, maximum 6 columns x 45 picas (Subject Property and 5 Comps), 2 rows
- First row shows photos of each property
- Second row: Set "Subject Property" as **TB-B** in first cell, in the following cells set "Comparable #," "Data Source:," "Lease Start Date:," "Actual Rent:" set as **TB-B**
- If more than 5 comparables, comparable cells repeat (see below). Subject Property information appears only once.

#### COMPARABLE RENTAL PROPERTIES TABLE

					
<b>Subject Property</b>	<b>Comparable #</b>	<b>Comparable #</b>	<b>Comparable #</b>	<b>Comparable #</b>	<b>Comparable #</b>
	<b>Data Source:</b>	<b>Data Source:</b>	<b>Data Source:</b>	<b>Data Source:</b>	<b>Data Source:</b>
	<b>Lease Start Date:</b>	<b>Lease Start Date:</b>	<b>Lease Start Date:</b>	<b>Lease Start Date:</b>	<b>Lease Start Date:</b>
	<b>Actual Rent:</b>	<b>Actual Rent:</b>	<b>Actual Rent:</b>	<b>Actual Rent:</b>	<b>Actual Rent:</b>
					
	<b>Comparable #</b>	<b>Comparable #</b>	<b>Comparable #</b>	<b>Comparable #</b>	<b>Comparable #</b>
	<b>Data Source:</b>	<b>Data Source:</b>	<b>Data Source:</b>	<b>Data Source:</b>	<b>Data Source:</b>
	<b>Lease Start Date:</b>	<b>Lease Start Date:</b>	<b>Lease Start Date:</b>	<b>Lease Start Date:</b>	<b>Lease Start Date:</b>
	<b>Actual Rent:</b>	<b>Actual Rent:</b>	<b>Actual Rent:</b>	<b>Actual Rent:</b>	<b>Actual Rent:</b>

#### Comparable Rental Analysis (H1)

Comparable Rental Analysis table differs from standard tables in 3 ways:

- Each part of the table is set off by a .75 point bounding box (closed on all sides); and a 4-point gutter between each part.
- The width of the page is filled by:
  - First column sets as x 7 picas 8 points.

- 4 points space
  - Second, third, fourth, fifth, and sixth columns set x 4p7 and comprise one grid of a subject property unit and 3 rental comparables.
  - 4 points space
  - Repetition of second, third, fourth, fifth, and sixth columns set x 4p7 and comprise one grid of a subject property unit and 3 rental comparables.
3. Each Subject Unit can have 3–7 comparables. If there are more than 3 comparables, after all the information is recorded for the Comps, the leftmost column and the “Subject [Unit Identifier]” column repeat below, followed by “Comparable #” repeating as necessary.
- For 3 comparables, see layout below. For over 3 comparables, follow alternate layout below.
  - If applicable per the iGuide, an em-dash “—” can appear in a cell instead of other text.
  - For the Subject [Unit Identifier] column, information that is never applicable is grayed out using 10% black tint: “Proximity to Subject,” “Overall Comparison to Subject,” “Adjusted Rent,” “Comparable Weight”.
  - For the Comparables columns, information that is never applicable is grayed out using 10% black tint: “Opinion of Market Rent”.

COMPARABLE RENTAL ANALYSIS TABLE

	Subject [Unit Identifier]	Comparables			Subject [Unit Identifier]	Comparables		
		#	#	#		#	#	#
Proximity to Subject								
Neighborhood Name								
Project Name								
Project Common Amenities/Services								
Site Influence								
View from Unit								
Floor Number								
Site Size								
Grade Level								
Interior Condition								
Bedrooms								
Baths - Full   Half								
Finished Area								
Furnished								
Utilities/Services Included								
Rent Control								
Rent Concessions								
Vehicle Storage   Spaces								
Summary								
Rent Per Finished Area								
Actual Rent								
Overall Comparison to Subject								
Adjusted Rent								
Opinion of Market Rent								
Comparable Weight								

	Subject [Unit Identifier]	Comparables						
		#	#	#	#	#	#	#
Proximity to Subject								
Neighborhood Name								
Project Name								

- First column: “Proximity to Subject,” “Neighborhood Name,” “Project Name,” “Project Common Amenities/Services,” “Site Influence,” “View from Unit,” “Floor Number,” “Site Size,” “Grade Level,” “Interior Condition,” “Bedrooms,” “Baths - Full | Half,” “Finished Area,” “Furnished,” “Utilities/Services Included,” “Rent Control,” “Rent Concessions,” “Vehicle Storage | Spaces,” “[Additional Row]” set as **TB**
- First column continues: “Summary” sets as **TB-SCA\_H2**; followed by “Rent Per Finished Area,” “Actual Rent,” “Overall Comparison to Subject,” “Adjusted Rent,” “Opinion of Market Rent,” “Comparable Weight” set as **TB-B**

### Rental Analysis Commentary (H1)

Set Commentary as **TXC** x 45 picas.

### Rental Information Exhibits (H1)

Subsection does not display if there are no exhibits.

## Income Approach

“Income Approach” sets as **TAB**.

### Gross Rent Multiplier Comparables (H1)

#### Gross Rent Multiplier Comparables table

- Table sets 5 equal columns x 45 picas. Grid cannot break from page to page. If there are more than 3 Comparables, and second grid cannot fit on the same page as the first, the second grid can appear on the next page.
- If applicable per the iGuide, an em-dash “—” can appear in a cell instead of other text
- For the Subject Property column, information that is never applicable is grayed out using 10% black tint: “Data Source,” “Proximity to Subject,” “Sale Price,” “Sale Date,” “Gross Rent Multiplier,” “Comparable Weight”
- Column heads: Column 1 – none, “Subject Property,” “Comparable #1,” “Comparable #2,” “Comparable #3” set as **TCH**
- If there are more than 3 comparables, after all the information is recorded for Comps 1-3, the leftmost column and the “Subject Property” column repeat below, followed by “Comparable #” repeating as necessary.
- “Property Address” sets first column, first row as **TB**; Photo = 7 picas high; addresses and photos of Subject and Comparables fill cells of the balance of the row

## GROSS RENT MULTIPLIER COMPARABLES TABLE

	Subject Property	Comparable #	Comparable #	Comparable #
Property Address				
Data Source				
Proximity to Subject				
Units Excluding ADUs				
Accessory Dwelling Units				
Gross Building Finished Area				
Rent Control				
Sale Price				
Sale Date				
Gross Monthly Rent				
Gross Rent Multiplier				
Comparable Weight				

- First column: “Data Source,” “Proximity to Subject,” “Units Excluding ADUs,” “Accessory Dwelling Units,” “Gross Building Finished Area,” “Rent Control,” “[Additional Row],” “Sale Price,” “Sale Date,” “Gross Monthly Rent,” “Gross Rent Multiplier,” “Comparable Weight” set as **TB**

### Indicated Value by Income Approach (H1)

Special subsection sets x 45 picas.

- “Total Monthly Market Rent x Gross Rent Multiplier = Indicated Value by Income Approach” set as **TXR-B** x 45 picas
- Content sets as **TB** x 45 picas

### Income Approach Commentary (H1)

Set Commentary as **TXC** x 45 picas.

### Income Approach Exhibits (H1)

Subsection does not display if there are no exhibits.

## Cost Approach

“Cost Approach” sets as **TAB**.

- These tables set in the same style as other tables in the report, with these exceptions:
  - There are no column heads (**TCH**)
  - The content of the rows in the second and third columns is calculated for a “Total” which displays in the last row, third column

### Indicated Value by Cost Approach (H1)

The calculated Indicated Value by Cost Approach (\$ figure) sets as part of **H1**, flush right x 45 picas

#### Right-hand side of page

- “Depreciated Cost of Dwellings,” “Depreciated Cost of Outbuildings,” “As Is Value of Site Improvements,” “Opinion of Site Value” set as **TXR-B, TXR**

#### Depreciated Cost – Dwelling – [Structure Identifier] (H1)

---

In the **H1**, brackets do not set, they indicate a placeholder.

##### Depreciated Cost of Dwelling table

- Set 3 column table x 28 picas 6 points.
- Columns 1 and 2: 9 picas 9 points wide (~39 characters max, per line, per cell)
- Column 3: 9 picas 0 points wide (~36 characters max, per line, per cell)

DEPRECIATED COST OF DWELLING TABLE

	@	
Physical Depreciation		
Functional Depreciation		
External Depreciation		
Total Depreciation		
Manufactured Home Delivery, Installation, and Set Up		
		Total

- Content in table sets as **TB**
- First column entries as needed: [Area Type], “Physical Depreciation,” “Functional Depreciation,” “External Depreciation,” “Total Depreciation,” “Manufactured Home Delivery, Installation, and Set Up”.
- “Total” sets as **TB\_sub-H1-R**, in white type
  - 4p6 (~17 characters max, per line, per cell)

#### Left-hand side of page

- “Remaining Economic Life,” “Effective Age” set as **TXR-B, TXR**
- “Commentary on Remaining Economic Life” sets as **TXC-B** (bold lead in to Myriad Pro Regular text) X 45 picas
- “Commentary on Effective Age” sets as **TXC-B** (bold lead in to Myriad Pro Regular text) X 45 picas

#### Depreciated Cost – Outbuilding – [Outbuilding Type] (H1)

---

In the **H1**, brackets do not set, they indicate a placeholder.

##### Depreciated Cost of Outbuilding table

- **Set 3 column table x 28 picas 6 points.**
- Columns 1 and 2: 9 picas 9 points wide (~39 characters max, per line, per cell)
- Column 3: 9 picas 0 points wide (~36 characters max, per line, per cell)

#### DEPRECIATED COST OF OUTBUILDING TABLE

	@	
Physical Depreciation		
Functional Depreciation		
External Depreciation		
Total Depreciation		
Manufactured Home Delivery, Installation, and Set Up		
		Total

- Content in table sets as **TB**, Total sets as **TB\_sub-H1-R**
- First column entries as needed: [Area Type], “Physical Depreciation,” “Functional Depreciation,” “External Depreciation,” “Total Depreciation,” “Manufactured Home Delivery, Installation, and Set Up”
- “Total” sets **TB\_sub-H1-R**, in white type
  - 4p6 (~17 characters max, per line, per cell)

#### As Is Value of Site Improvements (H1)

##### As Is Value of Site Improvements table

- Set 2 column table x 28 picas 6 points.
- “Description” and “Amount” set as **TCH**.
- Column 1: 24 picas 0 points wide (~96 characters max, per line, per cell)
- Column 2: 4 picas 6 points wide (~17 characters max, per line, per cell)

#### AS IS VALUE OF SITE IMPROVEMENTS TABLE

Description	Amount
	Total

- Content in table sets as **TB**,
- “Total” sets as **TB\_sub-H1-R** in white type
  - 4p6 (~17 characters max, per line, per cell)

#### Site Value (H1)

##### Site Valuation Method table

- Set 3 column table x 28 picas 6 points.
- Column 1: 16 picas 6 points wide (~64 characters max, per line, per cell)
- Column 2: 7 picas 6 points wide (~30 characters max, per line, per cell)
- Column 3: 4 picas 6 points (~17 characters max, per line, per cell)

#### SITE VALUATION METHOD TABLE

Primary Site Valuation Method	Opinion of Site Value
-------------------------------	-----------------------

- “Primary Site Valuation Method” sets as **TB-B**, **TB**.

- “Opinion of Site Value” sets as **TB\_sub-H1-R** in white type.

## Land Comparables (H2)

### Land Comparables table

- Set 8 column table x 45 picas.
- Column 1: 1 pica 6 points wide (~6 characters max, per line, per cell)
- Columns 2–8: 7 equal columns (~24 characters max, per line, per cell)
- Column heads set as **TCH**: “#,” “Address,” “County,” “Data Source,” “Assessor Parcel Number (APN),” “Site Size,” “Sale Date,” “Price” in 8 column table x 45 picas

LAND COMPARABLES TABLE

#	Address	County	Data Source	Assessor Parcel Number (APN)	Site Size	Sale Date	Price

- Content sets as **TB**

### Full page width

- “Reconciliation of Site Value” sets as **TXC-B** (bold lead in to Myriad Pro Regular text) X 45 picas

## General Description (H1)

### Left-hand side of page

- “Cost Type,” “Cost Data Source” set as **TXR-B, TXR**
  - “Quality Rating,” “Effective Date” set as **TXR-I, TXR**

### Right-hand side of page

- “Cost Method,” “Depreciation Method” set as **TXR-B, TXR**

## Cost Approach Commentary (H1)

Set Commentary as **TXC** x 45 picas.

## Cost Approach Exhibits (H1)

Subsection does not display if there are no exhibits.

## Reconciliation

“Reconciliation” sets as **TAB**.

## Approaches to Value (H1)

### Approaches to Value table

- Column heads: Column 1 - none, “Sales Comparison Approach,” “Income Approach,” “Cost Approach” set as **TCH**
- Set 4 equal columns x 45 picas (~44 characters max, per line, per cell)

- “Indicated Value” sets **TB** Row 1 Column 1; “Reason for Exclusion” sets as **TB** Row 2 Column 1
- Content in table sets as **TB**

#### APPROACHES TO VALUE TABLE

	Sales Comparison Approach	Income Approach	Cost Approach
Indicated Value			
Reason for Exclusion			

## Appraisal Summary (H1)

### Left-hand side of page

- “Contract Price” sets as **TXR-B, TXR**.
- “Opinion of Market Value” sets as **TXR-B, TXR**.
  - “(Cooperative Interest)” if applicable sets flush right on 22 picas
  - “Pro Rata Share Calculation Method” sets as **TXR-I**
- “Market Value Condition” sets as **TXR-B, TXR**
- “Final Value Condition Statement” sets as **TXC-B** (bold lead in to Myriad Pro Regular text) X 45 picas

### Right-hand side of page

- “Reasonable Exposure Time,” “Effective Date of Appraisal,” “FHA REO Insurability Level,” set as **TXR-B, TXR**

### Full page width

- “The market value represents the cooperative interest. The cooperative interest is the equity portion that is over and above the pro rata share of the blanket mortgage(s).” sets as **TXC-I** x 45 picas

## Client Requested Conditions (H1)

### Client Requested Conditions table

- “Value Condition,” “Marketing or Exposure Time,” “Duration,” “Alternate Opinion of Value” set as **TCH**
- Set 4 equal columns x 45 picas (~44 characters max, per line, per cell)
- Content in table sets as **TB**

#### CLIENT REQUESTED CONDITIONS TABLE

Value Condition	Marketing or Exposure Time	Duration	Alternate Opinion of Value

### Full page width

- “Requested Condition Commentary” sets as **TXC-B** (bold lead in to Myriad Pro Regular text) X 45 picas



## Reconciliation of Market Value (H1)

Commentary set as **TXC-B** (bold lead in to Myriad Pro Regular text) X 45 picas.

## Apparent Defects, Damages, Deficiencies (H1)

If applicable per iGuide, the following statement sets as **TXC-I** x 45 picas below **H1**: “The items listed below represent the As Is condition as of the effective date of this report”

### DDD Reconciliation table with Cost to Repair

- If applicable per iGuide, column heads are: “Feature,” “Location,” “Description,” “Affects Soundness or Structural Integrity,” “Recommended Action,” “Estimated Cost to Repair” set as **TCH** in 6 column table x 45 picas.
- Columns 1, 2, 4–6: 6 picas 9 points wide (~27 characters per line)
- Column 3: 11 picas 3 points wide (~45 characters per line)
- Content sets as **TB**
- Set **TB\_sub-H1** heads in white type for each section of the report represented in DDD table, if applicable per iGuide:
  - Site
  - Dwelling Exterior - [Structure Identifier]
  - Unit Interior - [Structure Identifier] - [Unit Identifier]
  - Outbuilding - [Outbuilding Type]
  - Unit Interior - [Outbuilding Type] - [Unit Identifier]
  - Vehicle Storage
  - Subject Property Amenities
- “Total Cost” sets as **TB\_sub-H1-R** in white type flush right in the 2 far right columns

DEFECTS, DAMAGES, DEFICIENCIES TABLE — RECONCILIATION — WITH COST TO REPAIR

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action	Estimated Cost to Repair
Site					
Dwelling Exterior - [Structure Identifier]					
Unit Interior - [Structure Identifier] - [Unit Identifier]					
Outbuilding - [Outbuilding Type]					
Unit Interior - [Outbuilding Type] - [Unit Identifier]					
Vehicle Storage					
Subject Property Amenities					
Total Cost					

### DDD Reconciliation table without Cost to Repair

- If applicable per iGuide, column heads are: “Feature,” “Location,” “Description,” “Affects Soundness or Structural Integrity,” “Recommended Action,” set as **TCH** in 5 column table x 45 picas.
- Columns 1, 2, 4, 5: 8 picas wide (~31 characters per line)
- Column 3: 13 picas wide (~52 characters per line)
- Content sets as **TB**
- Set **TB\_sub-H1** heads in white type for each section of the report represented in DDD table, if applicable per iGuide:
  - Site
  - Dwelling Exterior - [Structure Identifier]
  - Unit Interior - [Structure Identifier] - [Unit Identifier]
  - Outbuilding - [Outbuilding Type]
  - Unit Interior - [Outbuilding Type] - [Unit Identifier]
  - Vehicle Storage
  - Subject Property Amenities

#### DEFECTS, DAMAGES, DEFICIENCIES - RECONCILIATION – WITHOUT COST TO REPAIR

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
Site				
Dwelling Exterior - [Structure Identifier]				
Unit Interior - [Structure Identifier] - [Unit Identifier]				
Outbuilding - [Outbuilding Type]				
Unit Interior - [Outbuilding Type] - [Unit Identifier]				
Vehicle Storage				
Subject Property Amenities				

### Left-hand side of page

- “As Is Overall Condition Rating,” sets as **TXR-B, TXR**
- The following statement sets **TXC-I1**: “Existing condition of the property as of the effective date of this appraisal, excluding all required repairs, alterations, or inspections”.

### Right-hand side of page

- “Total Estimated Cost of Items Recommended for Repair,” sets as **TXR-B, TXR**

### Reconciliation Exhibits (H1)

Subsection does not display if there are no exhibits.

## Revision History

“Revision History” sets as **TAB**.

### Revision History table

- Table sets in 3 columns x 45 picas. “Revision Date,” “URAR Section,” “Description” set as **TCH**.
  - Columns 1 and 2: 11 picas 3 points (~44 characters max per line in each cell).
  - Column 3: 22 picas 6 points (~88 characters max per line in each cell).
- Content in table set as **TB**

REVISION HISTORY TABLE

Revision Date	URAR Section	Description

## Reconsideration of Value (H1)

“Reconsideration of Value” sets as **H1**. Subsection displays if applicable per iGuide.

### Left-hand side of page

- “Type” sets as **TXR-B, TXR**
- “Date” sets as **TXR-B, TXR**

### Right-hand side of page

- “Result” sets as **TXR-B, TXR**

“Reconsideration of Value Commentary” sets as **TXC-B** x 45 picas (bold lead in to Myriad Pro Regular text).

## Supplemental Information

### Supplemental Information Exhibits (H1)

“Supplemental Information” sets as **TAB**. Section does not display if there are no exhibits.

## Certifications and Scope of Work

- Starts new page
- Subsection starts with text; **TAB** sets elsewhere; see below
- Content sets as **TXC** Myriad Pro x 45 picas

### Scope of Work (H1)

- Content sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs.

### Additional Scope of Work (H2)

- “Additional Scope of Work cannot be contrary to the original Scope of Work.” sets as **TXC-I** Myriad Pro Italic x 45 picas
- Text sets **TXC** x 45 picas

## Intended Use (H1)

---

- Text sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs

### *Additional Intended Use (H2)*

- “Additional Intended Use cannot be contrary to the original Intended Use.” sets as **TXC-I** Myriad Pro Italic x 45 picas
- Text sets **TXC** x 45 picas

## Intended User (H1)

---

- Text sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs

### *Additional Intended Users (H2)*

- “Additional Intended Users cannot be contrary to the original Intended User.” sets as **TXC-I** Myriad Pro Italic x 45 picas
- Text sets **TXC** x 45 picas

## Definition of Market Value (H1)

---

- Text sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs
- Footnote text sets as **FN**, 8/10 Myriad Pro Regular x 45 picas; 5 points additional space above

## Statement of Assumptions and Limiting Conditions (H1)

---

- Text sets as **TXC** Myriad Pro x 45 picas

## Certifications

---

“Certifications” sets as **TAB**

## Appraiser Certifications (H1)

---

- Text sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs
- Numbered items set as **TXC-NP** Myriad Pro x 45 picas, 5 points extra space between paragraphs
- Numbers set Myriad Pro Bold, followed by a period to text
- “Description of Prior Services:” (Certification #29) aligns left with text above and sets as **TXC-NPI-B** Myriad Pro (bold lead in to Myriad Pro Regular text) X 45 picas

### *Additional Appraiser Certifications (H2)*

- “Additional Appraiser Certifications cannot be contrary to the original Appraiser Certifications.” sets as **TXC-I** Myriad Pro Italic x 45 picas
- Numbered items set as **TXC-NP** Myriad Pro x 45 picas, 5 points extra space between paragraphs
- Numbers set Myriad Pro Bold, followed by a period to text

- Text sets **TXC** x 45 picas

### Supervisory Appraiser Certifications (H1)

---

- Text sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs
- Numbered items set as **TXC-NP** Myriad Pro x 45 picas, 5 points extra space between paragraphs
- Numbers set Myriad Pro Bold, followed by a period to text

### Additional Supervisory Appraiser Certifications (H2)

- “Additional Supervisory Appraiser Certifications cannot be contrary to the original Supervisory Appraiser Certifications.” sets as **TXC-I** Myriad Pro Italic x 45 picas
- Numbered items set as **TXC-NP** Myriad Pro x 45 picas, 5 points extra space between paragraphs
- Numbers set Myriad Pro Bold, followed by a period to text
- Text sets **TXC** x 45 picas

### Signature (H1)

---

#### Left-hand side of page

- “[Role]” set as **TX-B** (brackets do not set, they indicate a placeholder)
- **TXR** (rule) sets for signature and date
- “[Contact Name],” “Date of Signature and Report” set as **SIG-B** (brackets do not set, they indicate a placeholder)

#### Right-hand side of page

- “Level,” “ID,” “State,” “Expires” sets as **TXR-B, TXR**

## Part 3. Restricted Appraisal Update Report

### Overview

This chapter contains details for the formatting of the Restricted Appraisal Update Report. Page size, margins, layout grid are identical to the URAR.

#### Header Text

Displays on all report pages.

½ point 50% black rule x 45 picas, offset 6 points above to:

##### (HDR-L) Left side

- 9-point Myriad Pro Bold “Restricted Appraisal Update Report”.

##### (HDR-R) Right side

- “Page [X] of [XX]” (where [X] stands for page number, [XX] for total pages in document) sets at top margin in 9-point Myriad Pro Regular, align right on 45 picas.

HDR

Restricted Appraisal Update Report

Page [Page] of [Pages]

#### Footer Text

Displays on all report pages.

2-point rule x 45 picas, 6 points space below to:

##### (FTR-L) Left side

- 8-point Myriad Pro Bold “Update Version #,” one line space below to 50% black “Fannie Mae | Freddie Mac,” “March 2023”

##### (FTR-R) Right side

- 8-point Myriad Pro bold with Myriad Pro Regular. Identifiers set stacked, aligned right, 1 em space to identifiers, set in 8 point regular, align left, longest identifier aligns right on rule above. Baseline of last line sits on bottom margin of .5”.

FTR

Update Version #

Fannie Mae | Freddie Mac  
March 2023

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

### Subject Property

“Subject Property” sets as **TAB**.

##### Left-hand side of page

- “Physical Address,” “County,” “Property Rights Appraised” set as **TXR-B, TXR**

#### Right-hand side of page

- Photo of Subject Property.

### Legal Description (H1)

---

- Either an image or text.
- Image sizes to full page width (45 picas wide).
- If text, set as **TXC** (Myriad Pro Regular), below the **H1** x 45 picas.

### Original Appraisal

“Original Appraisal” sets as **TAB**.

#### Left-hand side of page

- “Effective Date of Appraisal,” “Opinion of Market Value,” “Reasonable Exposure Time” set as **TXR-B, TXR**.

#### Right-hand side of page

- “Appraiser” sets as **TXR-B, TXR**.
  - “Reference ID” sets as **TXR-I, TXR**.
- “Original Lender” sets as **TXR-B, TXR**.

### Appraisal Update

“Appraisal Update” sets as **TAB**.

#### Left-hand side of page

- “Effective Date” sets as **TXR-B, TXR**

#### Full page width

- “Yes” “No” (**Y/N**) followed by “Has the market value of the subject property decreased since the effective date of the original appraisal?” sets as **CK**.

### Appraisal Update Commentary (H1)

---

Set Commentary as **TXC** x 45 picas.

### Appraisal Update Exhibits (H1)

---

Subsection does not display if there are no exhibits.

## Assignment Information

“Assignment Information” sets as **TAB**.

Left-hand side of page

- “Borrower Name” sets as **TXR-B, TXR**.

Right-hand side of page

- “Appraiser Fee,” “AMC Fee,” “Government Agency,” “Investor Requested Special Identification” set as **TXR-B, TXR**.

---

## Contact Information (H1)

### *[Role]/[Role] (H2)*

[Role] is placeholder for content, as applicable.

Left-hand side of page

- “Company Name,” “Company Address” set as **TXR-I, TXR**

Right-hand side of page

- “Credentials” sets as **TX-B**
  - “ID,” “State,” “Expires” set as **TXR-I, TXR**

### *[Role: Appraiser and Supervisory Appraiser] (H2)*

Subsection repeats for each [Role] if applicable per iGuide.

Left-hand side of page

- “Name,” “Designation,” “Company Name,” “Company Address” set as **TXR-I, TXR**
- “Scope of Inspection by [Role]” sets as **TX-B**
- “Subject Property Inspection,” sets as **TXR-I**
- “Exterior,” Interior,” “Inspection Date” set as **TXR-II, TXR**

Right-hand side of page

- “Credentials” sets as **TX-B**
- “Level,” “ID,” “State,” “Expires” set as **TXR-I, TXR**
- “ASC Identifier,” “VA Appraiser ID,” “FHA Appraiser ID,” “Employment Type” set as **TXR-B, TXR**

### *Significant Real Property Appraisal Assistance (H2)*

Left-hand side of page

- “Name” sets as **TXR-I, TXR**.

Right-hand side of page

- “Credentials” sets as **TX-B**.
- “Level,” “ID,” “State,” “Expires” set as **TXR-I, TXR**.



Full page width

- “Description” sets **TXC-B** x 45 picas.

## Assignment Information and Scope of Work Commentary (H1)

---

Set Commentary as **TXC** x 45 picas.

## Certifications and Scope of Work

### Scope of Work (H1)

---

- Starts new page
- Content sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs.

#### *Additional Scope of Work (H2)*

- “Additional Scope of Work cannot be contrary to the original Scope of Work.” sets as **TXC-I** Myriad Pro Italic x 45 picas.
- Text sets as **TXC** x 45 picas.

### Intended Use (H1)

---

- Text sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs.

#### *Additional Intended Use (H2)*

- “Additional Intended Use cannot be contrary to the original Intended Use.” sets as **TXC-I** Myriad Pro Italic x 45 picas.
- Text sets as **TXC** x 45 picas.

### Intended User (H1)

---

- Text sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs.

#### *Additional Intended Users (H2)*

- “Additional Intended Users cannot be contrary to the original Intended User.” sets as **TXC-I** Myriad Pro Italic x 45 picas.
- Text sets as **TXC** x 45 picas.

## Certifications

---

- “Certifications” sets as **TAB**.

### Appraiser Certifications (H1)

---

- Text sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs.
- Numbered items set as **TXC-NP** Myriad Pro x 45 picas, 5 points extra space between paragraphs.
  - Numbers set Myriad Pro Bold, followed by a period to text.

- “Description of Prior Services:” (Certification #15) aligns left with text above and sets as **TXC-NPI-B** Myriad Pro Bold (lead in to Myriad Pro Regular text) X 45 picas.

#### *Additional Appraiser Certifications (H2)*

- “Additional Appraiser Certifications cannot be contrary to the original Appraiser Certifications.” sets as **TXC-I** Myriad Pro Italic x 45 picas.
- Numbered items set as **TXC-NP** Myriad Pro x 45 picas, 5 points extra space between paragraphs.
  - Numbers set Myriad Pro Bold, followed by a period to text.

#### *Supervisory Appraiser Certifications (H1)*

---

- Text sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs.
- Numbered items set as **TXC-NP** Myriad Pro x 45 picas, 5 points extra space between paragraphs.
  - Numbers set Myriad Pro Bold, followed by a period to text.

#### *Additional Supervisory Appraiser Certifications (H2)*

- “Additional Supervisory Appraiser Certifications cannot be contrary to the original Supervisory Appraiser Certifications.” sets as **TXC-I** Myriad Pro Italic x 45 picas.
- Numbered items set as **TXC-NP** Myriad Pro x 45 picas, 5 points extra space between paragraphs.
  - Numbers set Myriad Pro Bold, followed by a period to text.

#### *Signature (H1)*

---

##### *Left-hand side of page*

- “[Role]” sets as **TX-B** (brackets do not set, they indicate a placeholder).
- **TXR** (rule) sets for signature and date.
- “[Contact Name],” “Date of Signature and Report” set as **SIG-B** (brackets do not set, they indicate a placeholder).

##### *Right-hand side of page*

- “Level,” “ID,” “State,” “Expires” set as **TXR-B, TXR**

## Part 4. Completion Report

### Overview

This chapter contains details for the formatting of the Completion Report. Page size, margins, layout grid are identical to the URAR.

#### Header Text

Displays on all report pages.

½ point 50% black rule x 45 picas, offset 6 points above to:

(HDR-L) Left side:

- 9-point Myriad Pro Bold “Completion Report”.

(HDR-R) Right side:

- “Page [X] of [XX]” (where [X] stands for page number, [XX] for total pages in document) sets at top margin in 9-point Myriad Pro Regular, align right on 45 picas.

HDR

Completion Report

Page [Page] of [Pages]

#### Footer Text

Displays on all report pages. 2-point rule x 45 picas, 6 points space below to:

(FTR-L) Left side:

- 8-point Myriad Pro Bold “Completion Version #,” one line space below to 50% black “Fannie Mae | Freddie Mac,” “March 2023”.

(FTR-R) Right side:

- 8-point Myriad Pro bold with Myriad Pro Regular. Identifiers set stacked, aligned right, 1 em space to identifiers, set in 8 point regular, align left, longest identifier aligns right on rule above. Baseline of last line sits on bottom margin of .5”.

FTR

Completion Version #

Fannie Mae | Freddie Mac  
March 2023

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

## Subject Property

“Subject Property” sets as **TAB**.

Left-hand side of page

- “Physical Address,” “County” set as **TXR-B, TXR**

Right-hand side of page

- Photo of Subject Property

## Legal Description (H1)

---

- Either an image or text
- Image sizes to full page width (45 picas wide)
- If text, set as **TXC** (Myriad Pro Regular), below the H1 x 45 picas.

## Original Appraisal

“Original Appraisal” sets as **TAB**.

Left-hand side of page

- “Effective Date of Appraisal,” “Opinion of Market Value,” “Market Value Condition” set as **TXR-B, TXR**.

Right-hand side of page

- “Appraiser” sets as **TXR-B, TXR**
  - “Reference ID” sets as **TXR-I, TXR**
- “Original Lender” sets as **TXR-B, TXR**

Full page width

- “Final Value Condition Statement” set as **TXC-B** (bold lead in to Myriad Pro Regular text) X 45 picas

## Itemized List of Repairs

“Itemized List of Repairs” sets as **TAB**.

Itemized List of Repairs table

- Column heads are: “Feature,” “Location,” “Description,” “Affects Soundness or Structural Integrity,” “Repair Completed,” “Inspection Date,” “Completion Comment” set as **TCH** in 7 column table x 45 picas.
- 7 equal columns: 6.5 picas wide (~25 characters max per line in each cell).
- Content sets as **TB**

## ITEMIZED LIST OF REPAIRS TABLE—COMPLETION REPORT

Feature	Location	Description	Affects Soundness or Structural Integrity	Repair Completed	Inspection Date	Completion Comment

## New Observed Items for Repair

“New Observed Items for Repair” sets as **TAB**.

### New Observed Items for Repair table

- Column heads are: “Feature,” “Location,” “Description,” “Affects Soundness or Structural Integrity,” “Recommended Action,” “Inspection Date” set as **TCH** in 6 column table x 45 picas.
- 6 equal columns: 7.5 picas each (~28 characters max per line in each cell).
- Content sets as **TB**.

## NEW OBSERVED ITEMS FOR REPAIR TABLE—COMPLETION REPORT

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action	Inspection Date

## Completion Status

“Completion Status” sets as **TAB**.

“Yes” “No” (**Y/N**) followed by “Is construction complete?” and “Was construction completed in a manner consistent with the original plans and specifications?” set as **CK**.

### Completion Status table

- Column heads are: “Feature,” “Location,” “Comparison to Original Plans/Specs,” “Comment” set as **TCH** in 4 column table x 45 picas.
- 4 equal columns: (~33 characters max per line in each cell).
- Content sets as **TB**.

## COMPLETION STATUS TABLE

Feature	Location	Comparison to Original Plans/Specs	Comment

## Completion Report Commentary

“Completion Report Commentary” sets as **TAB**.

Set Commentary as **TXC** x 45 picas.

## Completion Report Exhibits

“Completion Report Exhibits” sets as **TAB**.

Subsection does not display if there are no exhibits.

## Assignment Information

“Assignment Information” sets as **TAB**.

### Left-hand side of page

- “Borrower Name” sets as **TXR-B, TXR**.

### Right-hand side of page

- “Appraiser Fee,” “AMC Fee,” “Government Agency,” “Investor Requested Special Identification” set as **TXR-B, TXR**.

## Contact Information (H1)

---

### *[Role/Role] (H2)*

[Role] is placeholder for content, as applicable.

### Left-hand side of page

- “Company Name,” “Company Address” set as **TXR-I, TXR**.

### Right-hand side of page

- “Credentials” sets as **TX-B**.
  - “ID,” “State,” “Expires” set as **TXR-I, TXR**.

### *[Role: Appraiser and Supervisory Appraiser] (H2)*

Subsection repeats for each [Role] if applicable per iGuide.

### Left-hand side of page

- “Name,” “Designation,” “Company Name,” “Company Address” set as **TXR-I, TXR**.
- “Scope of Inspection by [Role]” sets as **TX-B**.
- “Subject Property Inspection,” sets as **TXR-I**.
- “Exterior,” Interior,” “Inspection Date” set as **TXR-II, TXR**.

### Right-hand side of page

- “Credentials” sets as **TX-B**.
- “Level,” “ID,” “State,” “Expires” set as **TXR-I, TXR**.
- “ASC Identifier,” “VA Appraiser ID,” “FHA Appraiser ID,” “Employment Type” set as **TXR-B, TXR**.

Set Commentary as **TXC** x 45 picas

## Certifications and Intended Use/User

### Intended Use (H1)

---

- Starts new page
- Content sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs.

#### *Additional Intended Use (H2)*

- “Additional Intended Use cannot be contrary to the original Intended Use.” sets as **TXC-I** Myriad Pro Italic x 45 picas.
- Text sets as **TXC** x 45 picas.

### Intended User (H1)

---

- Text sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs.

#### *Additional Intended Users (H2)*

- “Additional Intended Users cannot be contrary to the original Intended User.” sets as **TXC-I** Myriad Pro Italic x 45 picas
- Text sets as **TXC** x 45 picas.

### Certifications

---

- “Certifications” sets as **TAB**.

### Appraiser Certifications (H1)

---

- Text sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs.
- Numbered items set as **TXC-NP** Myriad Pro x 45 picas, 5 points extra space between paragraphs.
  - Numbers set Myriad Pro Bold, followed by a period to text.
- “Description:” (Certification #6) indent 1 pica 6 points and sets as **TXC-NPI-B** Myriad Pro Bold (lead in to Myriad Pro Regular text) x 45 picas.

#### *Additional Appraiser Certifications (H2)*

- “Additional Appraiser Certifications cannot be contrary to the original Appraiser Certifications.” sets as **TXC-I** Myriad Pro Italic x 45 picas.
- Numbered items set as **TXC-NP** Myriad Pro x 45 picas, 5 points extra space between paragraphs.
  - Numbers set Myriad Pro Bold, followed by a period to text.

### Supervisory Appraiser Certifications (H1)

---

- Text sets as **TXC** Myriad Pro x 45 picas, 5 points extra space between paragraphs.
- Numbered items set as **TXC-NP** Myriad Pro x 45 picas, 5 points extra space between paragraphs.

- Numbers set Myriad Pro Bold, followed by a period to text.

#### *Additional Supervisory Appraiser Certifications (H2)*

- “Additional Supervisory Appraiser Certifications cannot be contrary to the original Supervisory Appraiser Certifications.” sets as **TXC-I** Myriad Pro Italic x 45 picas.
- Numbered items set as **TXC-NP** Myriad Pro x 45 picas, 5 points extra space between paragraphs.
  - Numbers set Myriad Pro Bold, followed by a period to text.

#### *Signature (H1)*

---

##### *Left-hand side of page*

- “[Role]” sets as **TX-B** (brackets do not set, they indicate a placeholder).
- **TXR** (rule) sets for signature and date.
- “[Contact Name],” “Date of Signature and Report” set as **SIG-B** (brackets do not set, they indicate a placeholder).

##### *Right-hand side of page*

- “Level,” “ID,” “State,” “Expires” set as **TXR-B, TXR.**