



# Uniform Appraisal Dataset (UAD) Specification

Issued by Fannie Mae and Freddie Mac

## **Appendix F-1: URAR Reference Guide**

Document Version 1.1

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## Revision History

Date	Version	Reference Guide Chapter	Change #	Revision Description
12/12/2023	1.1	Various	2023-045	Clarified requirements when there is more than one unit ( <i>Units Excluding ADUs</i> is more than 1).
		Overview	2023-007	Corrected the list of legacy appraisal forms being replaced by the URAR.
			2023-008	URAR Section Organization: Clarified <b>Unit Interior</b> and <b>Manufactured Home</b> section display.
			2023-037	URAR Section Organization and Photos and Images: Corrected typo in the <b>Overall Quality and Condition</b> section name.
			2023-014	Document Conventions: Clarified that green rows in Reference Guide tables are applicable only to FHA, VA, or USDA appraisals.
			2023-011 2023-047	Example of Field Names in the Reference Guide: Corrected report sample, updated table for <i>Vehicle Storage Attachment Type</i> .
			2023-013 2023-019	Photos and Images: Clarified photo requirements for view, encroachments, rooms in ADUs and outbuildings, and water frontage with private access.
		Header and Footer	2023-061	Updated date in footer to December 2023.
		01 Summary	2023-037	Corrected display rules for <i>Market Value Condition</i> (1.009), and updated Report Field ID in <a href="#">Cost to Repair Reporting Options</a> to 1.083.
			2023-025	<i>Unit Identifier</i> (1.047, 1.062): Clarified example.
		02 Assignment Information	2023-014	<i>Government Agency Appraisal</i> (Not on Report): Corrected display rules.
			2023-068	Clarified that only one contact can be the Client (2.010/2.011).
			2023-003	Updated Report Label for reference to <b>Supervisory Appraiser Certifications</b> .
			2023-015	Corrected Report Label for <i>Exterior Inspection Method</i> (2.021-2.036) and <i>Interior Inspection Method</i> (2.022-2.037).
			2023-037	Clarified the 'Definition / Additional Guidance' column for <i>ID</i> (2.025, 2.040, 2.050), and corrected references to ASC and the ASC National Registry.
		03 Subject Property	2023-058	Updated the 'Definition / Additional Guidance' column for <i>Neighborhood Name</i> (3.003).
			2023-045	<i>Dwellings Containing Units</i> (3.007): Clarified that format is a number.
		04 Site	2023-069	Clarified that commercial space in project buildings is addressed in <b>Project Information</b> .
			2023-050	<i>Zoning Compliance</i> (4.034): Updated definition for Legal Nonconforming.
			2023-019	4.034: Clarified that photos are required for all water frontage with private access.
			2023-013	4.039: Clarified that photos are required for all views that impact value or marketability.
			2023-013	4.059: Clarified that photos or images of encroachments are not required.
		08 Dwelling Exterior	2023-040	Corrected display rules and added examples for <a href="#">Converted Area</a> (8.012-8.013).
			2023-037	Corrected Report Field ID 8.035 to match sample from Appendix C-1.
		09 Manufactured Home	2023-063	Added example of a manufactured home that is an ADU (outbuilding).
			2023-066	Updated allowable answers for <i>Manufactured Home Width</i> (9.005).
			2023-037	Updated sample for manufactured homes that are ADUs to match Appendix C-1.
		10 Unit Interior	2023-017	Updated introduction to clarify treatment of detached garages.
			2023-025	Clarified the 'Definition / Additional Guidance' column for <i>Unit Identifier</i> (10.002).
			2023-039	Updated requirements for <i>Floor Number</i> (10.018).
			2023-069	Clarified that commercial space in project buildings is addressed in <b>Project Information</b> .
			2023-063	Added example for <a href="#">Non-Residential Use and Live/Work Space in Unit</a> (10.026-10.028)
			2023-037	Clarified that the rooms in the <b>Kitchen and Bathroom Detail</b> table (10.037) redisplay from the <b>Level and Room Detail</b> table.
			2023-016	Corrected the 'When to Include' column for <i>Time Frame</i> (10.039).
		12 Outbuilding	2023-037	Updated introduction to use the term "structure" instead of "improvement", and corrected introduction to <a href="#">Mechanical System Details For Outbuilding Containing ADU(s)</a> .
			2023-017 2023-059	<i>Outbuilding Type</i> : Removed Detached Garage, added ADU/Garage, updated definition for Barn and Standalone ADU, and expanded guidance for when Other is used. (12.001).
			2023-012	Included static text above the table in the Apparent Defects, Damages, Deficiencies example.
			2023-063	Added example of a manufactured home that is not real property.

Date	Version	Reference Guide Chapter	Change #	Revision Description
12/12/2023 (Continued)	1.1	13 Vehicle Storage	2023-017	Updated introduction to clarify treatment of detached garages.
			2023-037	Corrected typo in allowable answers for <i>Parking Space Assignment Type</i> (13.002).
			2023-047	Added images to clarify definitions for <i>Vehicle Storage Attachment Type</i> (13.003). Removed Other as an allowable answer.
		14 Subject Property Amenities	2023-037	Corrected typo in the 'Definition / Additional Guidance' column for <i>Recommended Action</i> (14.010).
		17 Market	2023-001	Removed the "Under Review" watermark.
			2023-031	Deleted <i>Property Conforms to Surrounding Area</i> (17.000), <i>Property Nonconforming Reason</i> (17.001), and <i>Description</i> (17.002).
				Changed Report Label for 17.003 to Market Area Boundary, and updated definitions and additional guidance throughout the <b>Market</b> section accordingly.
				Updated 'Definition/Additional Guidance' for <i>Property Value Trend</i> (17.019).
			2023-037	Corrected Report Field IDs 17.017-17.024 to match sample from Appendix C-1.
		18 Project Information	2023-064	Clarified 'Definition/Additional Guidance' for <i>Units Sold</i> (18.007), <i>Units for Sale</i> (18.008), and <i>Units Rented</i> (18.009).
			2023-037	Added sample showing Report Field IDs for Project Blanket Financing (18.028-18.063)
			2023-018	Clarified additional cases when "None" displays in the <b>Project Factors</b> table (18.069, 18.073).
		22 Sales Comparison Approach	2023-038	Clarified that <i>Number of ADUs on Property</i> ( <b>Not on Report</b> ) is required for sales comparables.
			2023-006	Clarified that <i>Units in Structure</i> ( <b>Not on Report</b> ) is required for sales comparables for dwellings and outbuildings.
			2023-025	Clarified requirements for <i>Unit Identifier</i> (22.07.01, 22.07.17, 22.09.02, 22.09.18).
			2023-039	Updated requirements for <i>Floor Number</i> (22.07.03, 22.07.20).
			2023-045	<i>Dwellings Containing Units</i> ( <b>Not on Report</b> ): Clarified that format is a number.
			2023-032	Removed Other as an allowable answer for <i>Vehicle Storage Attachment Type</i> (22.13.01, 22.13.05)
			2023-037	Corrected typo in the <b>Outbuilding</b> subsection name.
			2023-017	Standalone ADUs and ADU/Garages do not display in the <b>Outbuilding</b> subsection. Clarified display rules for Outbuilding rows, and redisplay of <i>Outbuilding Type</i> for subject and comps.
		23 Rental Information	2023-037	Corrected typo in Notes for <i>Include Unit in Rent Schedule</i>
			2023-020	Corrected the 'When to Include' column for <i>Utilities / Services Included</i> (23.01.09) and <i>Furnished</i> (23.01.10).
			2023-028	Clarified that <i>Structure Type</i> ( <b>Not on Report</b> ) is required for each rental comparable unit.
			2023-039	Updated requirements for <i>Floor Number</i> (23.03.07, 23.03.31).
			2023-059	<i>Comparable Weight</i> : Clarified definition for No Weight in the rental grid (23.03.48).
		25 Cost Approach	2023-017	<i>Area Type</i> for outbuilding (25.024): Deleted Attached Garage and Built-in Garage, added Garage.
			2023-021	Changed the 'When to Include' column for <i>Cost Service Quality Rating</i> (25.053).
		26 Reconciliation	2023-062	Clarified that if <i>Market Value Condition</i> (26.009) is As Is, no other conditions can be applied.
			2023-037	Corrected typo for <i>Cost to Repair Reporting Method</i> (Itemized).
		29 Certifications and Scope of Work	2023-003	Appraiser Cert 21: Clarified 29.041 and 29.042 to be Contact Name(s). Use Additional Supervisory Appraiser Certifications (29.062) to report prior services.
			2023-037	Corrected references to ASC and the ASC National Registry.
		Appendix 1: Glossary	2023-034 2023-059	Updated definitions for Accessory Dwelling Unit (ADU), and Wear and Tear.
		Appendix 4: Detached Garage Examples	2023-017	New appendix showing examples of detached garages and how they are reported in the URAR.
3/29/2023	1.0			Initial publication

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## Introduction

The Uniform Appraisal Dataset (UAD) is a standardized industry dataset for appraisal information that is transmitted electronically through the Uniform Collateral Data Portal® (UCDP®). At the direction of the Federal Housing Finance Agency (FHFA), Fannie Mae and Freddie Mac (the government-sponsored enterprises or GSEs) jointly developed the first UAD in 2010 using the Mortgage Industry Standards Maintenance Organization (MISMO®) Reference Model 2.6, providing consistent data standards for the loans the GSEs purchase.

The dataset is being updated to reflect changes to the appraisal industry, address future appraisal needs, and facilitate ongoing digitization in the appraisal process and the mortgage industry.

In the legacy UAD, standardized data was the key to evaluating risk at a macro level. The new dataset will build on this advancement by:

- Creating consistent enumerated fields.
- Keeping the related data together in each section for an easy-to-read report.
- Reducing subjectivity to enhance impartiality through discrete data versus free-form text.
- Having conditionality drive what sections appear on the final output, eliminating the need for multiple forms to support different property and assignment types.

The updated UAD will help the appraiser more accurately report the characteristics of the subject property and comparables, be more scalable and flexible than the legacy forms, help appraisers comply with the Uniform Standards of Professional Appraisal Practice (USPAP), and better define the Scope of Work.

In addition, appraisal data is currently submitted to the GSEs using the MISMO Reference Model 2.6, which is outdated and no longer supported by MISMO. As part of this update, the UAD will conform to the latest MISMO Reference Model (3.6).

## Overview

The primary purpose of Appendix F-1: URAR Reference Guide is to provide guidance on how to enter information and how the data will be displayed in the Uniform Residential Appraisal Report (URAR). The URAR is a dynamic report, output as a PDF document, that replaces the following legacy forms:

Legacy Appraisal Form Name	Fannie Mae Form	Freddie Mac Form
Uniform Residential Appraisal Report	1004	70
Uniform Residential Appraisal Report (Desktop)	1004 Desktop	70D
Uniform Residential Appraisal Report (Hybrid)	1004 Hybrid	70H
Individual Condominium Unit Appraisal Report	1073	465
Individual Condominium Unit Appraisal Report (Desktop)	1073 Desktop	465D
Individual Condominium Unit Appraisal Report (Hybrid)	1073 Hybrid	465H
Exterior-Only Inspection Individual Condominium Unit Appraisal Report	1075	466
Exterior-Only Inspection Residential Appraisal Report	2055	2055
Manufactured Home Appraisal Report	1004C	70B
Individual Cooperative Interest Appraisal Report	2090	-
Exterior-Only Individual Cooperative Interest Appraisal Report	2095	-
Small Residential Income Property Appraisal Report	1025	72
Single Family Comparable Rent Schedule	1007	1000

## URAR Section Organization

The URAR is a dynamic report with sections (black tabs) that vary based on information provided in the appraisal. This table shows the sections of the URAR and when they display or repeat. For more information about a section, reference the appropriate chapter in this document.

URAR Section Organization				
Section #	Section Name (Black Tab)	Always Displays	When Section Displays	When Section Displays Multiple Times
1	Summary	√		
2	Assignment Information	√		
3	Subject Property	√		
4	Site	√		
5	Disaster Mitigation		When there are disaster mitigation features	
6	Energy Efficient and Green Features		When there are known renewable energy components, building certifications, or efficiency ratings	
7	Sketch	√		
8	Dwelling Exterior	√		For properties with multiple dwellings, the section repeats for each dwelling.
9	Manufactured Home		When there is a manufactured home on the property <ul style="list-style-type: none"> <li>If the manufactured home is a dwelling, the section displays after the applicable <b>Dwelling Exterior</b> section.</li> <li>If the manufactured home is an ADU, the section displays after the applicable <b>Outbuilding</b> section for the ADU.</li> </ul>	For properties with multiple manufactured homes (dwellings or outbuildings), the section repeats for each manufactured home.

URAR Section Organization				
Section #	Section Name (Black Tab)	Always Displays	When Section Displays	When Section Displays Multiple Times
10	Unit Interior	√	<ul style="list-style-type: none"> <li>If the unit is in a dwelling, the section displays after the applicable <b>Dwelling Exterior</b> section.</li> <li>If the unit is in an outbuilding, the section displays after the applicable <b>Outbuilding</b> section.</li> </ul>	For properties with more than one unit, or properties with ADU(s), the section repeats for each unit or ADU.
11	Functional Obsolescence	√		
12	Outbuilding		When there is an outbuilding on the property	For properties with multiple outbuildings, the section repeats for each outbuilding.
13	Vehicle Storage	√		
14	Subject Property Amenities	√		
15	Overall Quality and Condition	√		
16	Highest and Best Use	√		
17	Market	√		
18	Project Information		When the property is in a project (condominium, condop, cooperative) or in a PUD	
19	Subject Listing Information	√		
20	Sales Contract		When there is an active sales contract	
21	Prior Sale and Transfer History	√		
22	Sales Comparison Approach		When applicable Note: Although the majority of appraisals include the <b>Sales Comparison Approach</b> , there are cases where this section would not be included.	
23	Rental Information		When applicable	
24	Income Approach		When applicable	
25	Cost Approach		When applicable	
26	Reconciliation	√		
27	Revision History		When applicable	
28	Supplemental Information		When applicable	
29	Certifications and Scope of Work, which includes the <b>Certifications</b> black tab	√		

### Table Column Headings

In this document, tables are used to define the fields in the URAR. Column headings are as follows:

- **Report Field ID:** A red number identifying the specific location of the field on the URAR.
- **Report Label:** The name of the field as shown on the URAR.
- **When to Include:** The conditionality for when the information is required, expressed in business terms.
  - Examples: Always required, Required if there is more than one unit, If relevant, If applicable, If available
  - Note: When information is required is not always the same as when it displays.
- **Allowable Answers / Format**
  - Examples: Yes | No, Free-form, Number, Choose allowable answer(s) from a list or table

- Definition / Additional Guidance: The definition in business terms, including notes and examples, a list of allowable answers, and additional guidance.
  - Note: Allowable answers with complex definitions are in a separate table.

The **Summary** and **Reconciliation** sections redisplay information from other sections and therefore have additional columns:

- When Displayed in Summary Section
  - Examples: Always displays, If applicable, When there are property restrictions
- Origin of Information (Section): The section, *Field Name*, and **Report Field ID** from which the **Summary** or **Reconciliation** information populates

The grids in **Sales Comparison Approach**, **Rental Information**, and **Income Approach** have additional columns.

- When Row Displays
  - Examples: Always, If relevant, If applicable, Required if *New Construction* for the subject property is Yes
  - Note: When a row displays is not always the same as when subject or comparable information is required.
- When to Include for each Comparable: When the information is required for each comparable.
- Origin of Subject Property Information: The section, *Field Name*, and **Report Field ID** for subject property information that populates the grid, or an indication that the information does not populate from other sections and that the appraiser must enter information for the subject property.
- Adjustable Row: Whether or not the row is adjustable.

## Document Conventions

The following fonts and colors are used in this document:

- Section names (black tabs) and subsections (gray bars, tables, or groupings of related information) are **bold**.
- **Report Field ID**: A red number identifies the specific location of the field on the URAR.
  - The number starts with the section number, as shown in [URAR Section Organization](#). For example, fields displaying in the **Subject Property** section start with **3**.
  - **Not on Report** indicates that the information is included in the data but does not display.
  - Specific **Report Field IDs** for photos and images are not indicated in the Reference Guide. Refer to the iGuide or UAD Spec for more information.
- Green rows in tables in the Reference Guide represent information that is applicable only to FHA, VA, or USDA appraisals.
- *Field Names* in the Reference Guide use business terminology and are in italics.
  - *Field Names* provide additional clarity to the Report Label, and express conditionality (“When to include”) in business terms.
  - *Field Names* in the Reference Guide are similar to, but not the same as, the MISMO Data Point Name in the iGuide and UAD Spec.

## Example of Field Names in the Reference Guide

In this example, the Report Label “Detail” includes these field names, depending on *Vehicle Storage Type*.

- For the Driveway:
  - *Driveway Surface Material* is Asphalt
- For the Garage:
  - *Vehicle Storage Attachment Type* is Attached
  - *Vehicle Storage Area* is 626 sq. ft.

### Vehicle Storage

Storage	Number of Parking Spaces	Detail
Driveway	4	Asphalt
Garage	3	Attached 626 Sq. Ft.

Vehicle Storage – Information for each Vehicle Storage Type				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
13.003	Detail	Required if <i>Vehicle Storage Type</i> is Carport or Garage	Choose an allowable answer from table <a href="#">(Vehicle Storage Attachment Type)</a>	<i>Vehicle Storage Attachment Type</i> : The way in which the indicated vehicle storage is attached to the dwelling. <ul style="list-style-type: none"> <li>• Attached</li> <li>• Built-in (including basement garages)</li> <li>• Detached</li> </ul>
13.003	Detail	Required if <i>Vehicle Storage Type</i> is Carport or Garage	Number of square feet or square meters	<i>Vehicle Storage Area</i> Note: For detached garages that include other uses (ADUs or additional areas), only report area that is specific to the vehicle storage.
13.003	Detail	Required if <i>Vehicle Storage Type</i> is Driveway or Shared Driveway	Choose an allowable answer from the Definition / Additional Guidance column	<i>Driveway Surface Material</i> : The predominant driveway surface material. <ul style="list-style-type: none"> <li>• Asphalt</li> <li>• Brick</li> <li>• Concrete</li> <li>• Cobblestone</li> <li>• Dirt</li> <li>• Gravel</li> <li>• Other (Describe)</li> </ul>

## Key Concepts

### Defining the Property

Using the new UAD, data - not a form number - drives the property type. The property type is determined using characteristics of the property, which provides flexibility and removes the conflict between atypical properties and a form number. This chapter provides a summary of the key data points that determine property type. Reference the indicated **Report Field ID** for more information.

## Units and ADUs

Defining the Property (Units and ADUs)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.005	Units Excluding ADUs	Always required	Number	Number of separate living units on the subject property, not counting any ADUs. ADUs are entered in a separate field (3.006) but are considered in the overall unit count. Examples: <ul style="list-style-type: none"> <li>A single-family property (with or without an ADU) is reported as 1 unit in this field.</li> <li>A three-unit property (with or without an ADU) is reported as 3 units in this field.</li> </ul>
3.006	Accessory Dwelling Units	Always required	Number	<i>Number of ADUs on Subject Property</i> Notes: <ul style="list-style-type: none"> <li>Enter zero (0) if there are no ADUs on the property.</li> <li>ADUs may be in the dwelling, attached to the dwelling, or associated with a separate building (outbuilding).</li> </ul>
10.001	ADU	Always required	Yes   No	<i>Unit is an ADU:</i> Indicates whether the unit is considered an accessory dwelling unit. Notes: <ul style="list-style-type: none"> <li>If <i>Number of ADUs on Subject Property</i> 3.006 is zero, this question does not display.</li> <li>If <i>Number of ADUs on Subject Property</i> is 1 or more, this question displays in each instance of <b>Unit Interior</b> to identify which unit is the ADU.</li> </ul>

## PUD, Project, and Site Owned in Common

Defining the Property (PUD, Project, and Site Owned in Common)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.010	Planned Unit Development (PUD)	Always required	Yes   No	<i>Property in a PUD</i> Indicates whether the property is in a PUD. A PUD is a subdivision that consists of common property and improvements that are owned and maintained by a homeowners association (HOA) for the benefit and use of the individual PUD unit owners. A unit owner in the PUD has title to a residential property (parcel and dwelling) and an interest in the HOA that owns or manages the common areas and facilities of the PUD.
3.011 3.012 3.013	Condominium Cooperative Condominium	Always required	Yes   No	<i>Property in a Project</i> <ul style="list-style-type: none"> <li>Yes (the property is in a condominium, cooperative, or condop)</li> <li>No (the property is not in a condominium, cooperative, or condop)</li> </ul>
3.011 3.012 3.013	Condominium Cooperative Condominium	Required if <i>Property in a Project</i> is Yes	Condominium, Cooperative, or Condominium	<i>Project Legal Structure</i>
3.015	Subject Site Owned in Common	Always required	Yes   No	<i>Site Owned in Common:</i> Indicates whether land associated with the property is owned by an association, such as a condominium project, cooperative, or condop. <ul style="list-style-type: none"> <li>Yes (the land supporting the dwelling is commonly owned through an association such as a condo, co-op or condop).</li> <li>No (the homeowner owns or leases the land sole and separate from another entity).</li> </ul> Note: For site condos, select No for <i>Site Owned in Common</i> , and Condominium for <i>Project Legal Structure</i> .

## Attachment Type, Structure Design, and Construction Method

Defining the Property: Attachment Type, Structure Design, and Construction Method				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.004	Attachment Type	Always required	Attached or Detached	Whether the residential dwelling has a common wall or other direct physical connection with another dwelling or structure that has a different legal description.
8.002	Structure Design	Required if <i>Attachment Type</i> is Attached	Choose an allowable answer from 8.002	The type of structural design when properties are connected (e.g. high-rise, townhouse, semi-detached).
8.011	Construction Method	Required if <i>Structure Design</i> is not High-rise, Mid-rise, or Low-rise	Choose one or more allowable answers from 8.011	Examples include manufactured and site-built.

## Types of Structures

A structure is defined as a building with a foundation, walls, and a roof, designed to protect from the weather, which can be a dwelling or an outbuilding.

The selection of *Structure Type* drives the display of the **Dwelling Exterior** and **Outbuilding** sections.

- If *Structure Type* is Dwelling, **Dwelling Exterior** displays.
- If *Structure Type* is Outbuilding, **Outbuilding** displays.

Note: Do not include amenities such as gazebos, outdoor kitchens, or other site improvements that are not outbuildings as “structures”. These are reported in the **Subject Property Amenities** section.

Structure Type				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	<b>Dwelling Exterior</b> or <b>Outbuilding</b> (black tab)	Always required for each building on the property	Choose an allowable answer from table ( <a href="#">Structure Type</a> )	<ul style="list-style-type: none"> <li>• Dwelling</li> <li>• Outbuilding</li> </ul>

Structure Type	
Allowable Answer	Definition / Additional Guidance
Dwelling	Any building containing living unit(s) designed to be used as residence(s). A portion of the dwelling may also contain ADU(s).
Outbuilding	A building other than the dwelling (e.g., barn, shed, bunkhouse, or standalone ADU). A portion of the outbuilding may contain ADUs or other finished space. An ADU not attached to the residence is considered to be an outbuilding.

## Units and ADUs

All living units and ADUs are considered a “unit”:

- A living unit or ADU in a dwelling, *or*
- An ADU within or attached to an outbuilding, *or*
- A standalone ADU that is the outbuilding

Reference the **Unit Interior** section for information about each unit.

## Impact (Adverse, Beneficial, or Neutral)

*Impact* is reported as discrete data in the sections listed below.

Impact	
Allowable Answer	Definition / Additional Guidance
Adverse	The market reaction has a negative impact on the property's value or marketability.
Beneficial	The market reaction has a positive impact on the property's value or marketability.
Neutral	No measurable market impact on the property's value or marketability.

- **Site**
  - Zoning (4.012)
  - Site Influence (4.028)
  - View and Impact to Value/Marketability (4.041)
  - Site Features and Impact to Value/Marketability (4.045, 4.048, 4.052, 4.056, 4.060, 4.064)
  - *Private Utility Impact* in Utilities and Impact to Value/Marketability (4.073, 4.079, 4.085, 4.091, 4.097)
- **Energy Efficient and Green Features**
  - Energy Efficient and Green Features Impact to Value/Marketability (6.014)
- **Project Information**
  - Project Factors and Impact to Value/Marketability (18.074 – 18.083)

## Defects, Damages, Deficiencies

The appraiser must report any significant items and associate any defect, damage, or deficiency with the most appropriate section of the URAR. These defects, damages, and deficiencies are items that:

- Rise to the level of recommending repair, replacement, or inspection by an individual with expertise in the industry, *or*
- Negatively affect the integrity / composition of the site itself, *or*
- Negatively affect the soundness or structural integrity of the improvements to the site, *or*
- Measurably impact the marketability or value of the property, *or*
- Require completion

Any other items that do not require repair, replacement, or inspection may also be reported using the *Recommended Action* of None.

Defects, Damages, and Deficiencies are captured as discrete data in the following sections:

- **Site** (4.099-4.104)
- **Dwelling Exterior** (8.054-8.060)
- **Unit Interior** (10.052-10.060)
- **Outbuilding** (12.018-12.024)
- **Vehicle Storage** (13.004-13.009)
- **Subject Property Amenities** (14.005-14.010)

All Defects, Damages, and Deficiencies are displayed in **Reconciliation** (26.020-26.070), and those requiring action are displayed in **Summary** (1.032-1.081).



## Commentary and Free-form Comments

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Section commentary must be entered in the most appropriate section:

- *Assignment Information and Scope of Work Commentary* (2.061)
- *Subject Property Commentary* (3.032)
- *Site Commentary* (4.116)
- *Disaster Mitigation Commentary* (5.001)
- *Energy Efficient and Green Features Commentary* (6.016)
- *Sketch Commentary* (7.003)
- *Dwelling Exterior Commentary* (8.061)
- *Manufactured Home Commentary* (9.026)
- *Unit Interior Commentary* (10.061)
- *Functional Obsolescence Commentary* (11.001)
- *Outbuilding Commentary* (12.025)
- *Vehicle Storage Commentary* (13.010)
- *Subject Property Amenities Commentary* (14.011)
- *Reconciliation of Overall Quality and Condition* (15.010)
- *Highest and Best Use Commentary* (16.005)
- *Market Commentary* (17.023)
- *Project Information Commentary* (18.095)
- *Analysis of Subject Property Listing History* (19.011)
- *Sales Contract Analysis* (20.011)
- *Analysis of Prior Sale and Transfer History of Subject Property* (21.006)
- *Analysis of Prior Sale and Transfer History of Comparable Sales* (21.012)
- *Reconciliation of Sales Comparison Approach* (22.16.01)
- *Rental Analysis Commentary* (23.04.01)
- *Income Approach Commentary* (24.025)
- *Cost Approach Commentary* (25.057)
- *Reconciliation of Market Value* (26.019)

In addition, there are tables and subsections that include space for comments or descriptions. Concise comments should be entered instead of typing in “see below”.

## Photos and Images

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All photos and images display in the appropriate section of the URAR, and with the exception of the following, display in the **Exhibits** subsection.

- A large photo displays at the top of these sections:
  - **Summary**
  - **Dwelling Exterior**
  - **Outbuilding**
- Legal Description image, if applicable, displays in the **Legal Description** subsection of **Subject Property** (3.031)
- A thumbnail of the subject property and each comparable (Property Photo) displays:

- At the top of the sales grid in **Sales Comparison Approach** (22.01)
- In the **Comparable Rental Properties** subsection of **Rental Information** (23.02)
- At the top of the GRM comp grid in **Income Approach** (24.000)

### Identifying and Describing Photos and Images

The appraiser must identify each photo or image from the list in the table below.

- For most photos or images, there is a predefined caption or gray bar that automatically displays.
- Depending on the photo or image,
  - An additional caption must be provided, *or*
  - An additional caption may be provided to further identify the photo or image, *or*
  - There is no additional caption. Example: **Sales Comparison Map** is a gray bar and does not require an additional caption.
- The table below indicates when photos are required per the URAR Reference Guide.
  - Examples:
    - A large photo (“Property Photo”) must be displayed at the top of the **Summary** section.
    - Photos are required for all physical defects, damages, and deficiencies.
  - Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance as to when a photo or image is required.

#### Notes:

- The same photo can be identified and displayed in more than one section.
- Reference the iGuide and UAD Spec for details about how photos are handled in the UAD dataset.
  - Specific **Report Field IDs** for photos and images are not indicated in the Reference Guide. Refer to the iGuide or UAD Spec for more information.

Section #	Section Name (Black Tab)	Photo or Image (Predefined Caption or Gray Bar)	Is there an Additional Caption (Free-form Text)?	Is the Photo or Image Required?	Additional Guidance
1	Summary			Yes	Large photo at the top of the section (identified as Property Photo)
2	Assignment Information	Assignment Information Exhibits	Required for each photo or image		
3	Subject Property	Legal Description	May be provided to further identify the image	If <i>Legal Description</i> 3.031 is not provided	See 3.031
		Subject Property Exhibits	Required for each photo or image		Photos or images related to the <b>Subject Property</b> section that are not specified above.
4	Site	Non-Residential Use	Required, including the type of non-residential use, location, and any other descriptive information as appropriate	If <i>Non-Residential Uses on Property</i> 4.017 is Yes	See 4.017
		Property Access (Street Scene)	May be provided to further identify the photo or image	Yes	See 4.020
		Site Influence	Required, including the site influence type and any other descriptive information as appropriate		See 4.025

Section #	Section Name (Black Tab)	Photo or Image (Predefined Caption or Gray Bar)	Is there an Additional Caption (Free-form Text)?	Is the Photo or Image Required?	Additional Guidance
4	Site (Continued)	Permanent Waterfront Feature	Required, including the waterfront feature type(s) and any other descriptive information as appropriate		See 4.032
		Water Frontage	Required, including the water frontage type(s) and any other descriptive information as appropriate	If there is water frontage with private access.	See 4.034
		View	Required, including the view type and any other descriptive information as appropriate	Photos are required of all views that impact value or marketability.	See 4.039
		Encroachment	Required, including the encroachment type and any other descriptive information as appropriate		See 4.059
		Site Characteristic	Required, including the site characteristic type and any other descriptive information as appropriate		See 4.063
		Map of Land Comparables	May be provided to further identify the image		
		Apparent Defects, Damages, Deficiencies – <i>Feature</i> Example: Downed Tree	May be provided to further identify the photo or image	Required if a physical defect, damage, or deficiency	The photo must be associated with the specific Defect, Damage, or Deficiency. See 4.100.
		Property Boundaries	May be provided to further identify the photo or image		May include a Plat Map.
		Site Exhibits	Required for each photo or image		Photos or images related to the <b>Site</b> section that are not specified above. May include an image of the Maintenance Agreement 4.022.
5	Disaster Mitigation	Disaster Mitigation Exhibits	Required for each photo or image		
6	Energy Efficient and Green Features	Energy Efficient and Green Features Exhibits	Required for each photo or image		
7	Sketch	Sketch	An additional caption may be provided.		If a Sketch or Floor Plan is not provided, an explanation is required in <i>Sketch Commentary</i> 7.003.
		Floor Plan	An additional caption may be provided.		If a Sketch or Floor Plan is not provided, an explanation is required in <i>Sketch Commentary</i> 7.003.
8	Dwelling Exterior			At least one photo of the front of each dwelling is required.	Large photo at the top of the section (identified as Dwelling Front)
		Dwelling Front	May be provided to further identify the photo or image in <b>Dwelling Exterior Exhibits</b>	At least one photo of the front of each dwelling is required.	A Dwelling Front photo displays at the top of the section with no caption; any additional photos of Dwelling Front display in <b>Dwelling Exterior Exhibits</b> .

Section #	Section Name (Black Tab)	Photo or Image (Predefined Caption or Gray Bar)	Is there an Additional Caption (Free-form Text)?	Is the Photo or Image Required?	Additional Guidance
8	<b>Dwelling Exterior</b> (Continued)	Dwelling Rear	May be provided to further identify the photo or image		
		Noncontinuous Area	Required, including the room type, location, and any other descriptive information as appropriate.		See 8.048
		Apparent Defects, Damages, Deficiencies – <i>Feature</i> Example: Roof	May be provided to further identify the photo or image	Required if a physical defect, damage, or deficiency	The photo must be associated with the specific Defect, Damage, or Deficiency. See 8.056.
		Dwelling Exterior Exhibits	Required for each photo or image		Photos or images related to the <b>Dwelling Exterior</b> section that are not specified above.
9	<b>Manufactured Home</b>	HUD Data Plate	May be provided to further identify the photo or image	If available, a photo of the HUD Data Plate or verification source must be provided	See 9.010
		HUD Certification Label	May be provided to further identify the photo or image	A photo of all HUD Certification Label(s) (or the verification source if the HUD Certification Label(s) are not present) must be provided	See 9.017
		Manufactured Home Certification	May be provided to further identify the photo or image	If certification(s) exist for the manufactured home, a photo of each certification label must be provided	See 9.018
		Manufactured Home Exhibits	Required for each photo or image		Photos or images related to the <b>Manufactured Home</b> section that are not specified above.
10	<b>Unit Interior</b>	<i>Level - Room Type</i> Example: Level 2 - Bedroom	Required, including the location, and any other descriptive information as appropriate	At least one photo of each kitchen and bathroom in the unit is required	When the room is in a living unit or ADU, the photo must be associated with the specific room. The level the room is on displays automatically. See 10.033.
		<i>Interior Feature</i> Example: Flooring	May be provided to further identify the photo or image		The photo must be associated with the specific interior feature (e.g., flooring, walls and ceiling). See 10.044.
		Apparent Defects, Damages, Deficiencies – <i>Interior Feature</i> Example: Walls and Ceiling	May be provided to further identify the photo or image	Required if a physical defect, damage, or deficiency	The photo must be associated with the specific Defect, Damage, or Deficiency. See 10.056.
		Unit Interior Exhibits	Required for each photo or image		Photos or images related to the <b>Unit Interior</b> section that are not specified above.
11	<b>Functional Obsolescence</b>	Functional Obsolescence Exhibits	Required for each photo or image		
12	<b>Outbuilding</b>			Yes	Large photo at the top of the section (identified as Outbuilding Exhibit)

Section #	Section Name (Black Tab)	Photo or Image (Predefined Caption or Gray Bar)	Is there an Additional Caption (Free-form Text)?	Is the Photo or Image Required?	Additional Guidance
12	Outbuilding (Continued)	Apparent Defects, Damages, Deficiencies - <i>Feature</i>	May be provided to further identify the photo or image	Required if a physical defect, damage, or deficiency	The photo must be associated with the specific Defect, Damage, or Deficiency. See <a href="#">12.020</a> .
		Outbuilding Exhibits	Required, including the room type, location, and any other descriptive information as appropriate.	Photos of room(s) in the outbuilding may be provided	Photos of room(s) that are in the <b>Outbuilding Area</b> table (not in the ADU portion of the outbuilding) are identified as Outbuilding Exhibits. See <a href="#">12.012</a>
		Outbuilding Exhibits	Required for each photo or image		All photos of the outbuilding (other than defects) are identified as Outbuilding Exhibits.
13	Vehicle Storage	<i>Vehicle Storage Type</i> Example: Garage	May be provided to further identify the photo or image	Yes	The photo must be associated with the specific <i>Vehicle Storage Type</i> . See <a href="#">13.001</a> .
		Apparent Defects, Damages, Deficiencies - <i>Feature</i>	May be provided to further identify the photo or image	Required if a physical defect, damage, or deficiency	The photo must be associated with the specific Defect, Damage, or Deficiency. See <a href="#">13.005</a> .
		Vehicle Storage Exhibits	Required for each photo or image		Photos or images related to the <b>Vehicle Storage</b> section that are not specified above.
14	Subject Property Amenities	<i>Amenity Type</i> Example: Deck	May be provided to further identify the photo or image		The photo must be associated with the specific <i>Amenity Type</i> . See <a href="#">14.002</a> .
		Apparent Defects, Damages, Deficiencies - <i>Feature</i>	May be provided to further identify the photo or image	Required if a physical defect, damage, or deficiency	The photo must be associated with the specific Defect, Damage, or Deficiency. See <a href="#">14.006</a> .
		Subject Property Amenities Exhibits	Required for each photo or image		Photos or images related to the <b>Subject Property Amenities</b> section that are not specified above.
15	Overall Quality and Condition				This section does not have any images associated with it.
16	Highest and Best Use	Highest and Best Use Exhibits	Required for each photo or image		
17	Market	Absorption Rate	May be provided to further identify the image		Graph. See <a href="#">17.017</a>
		Median Days on Market	May be provided to further identify the image		Graph. See <a href="#">17.017</a>
		Percent of Distressed Sales	May be provided to further identify the image		Graph. See <a href="#">17.017</a>
		Price Trend	May be provided to further identify the image		Graph. See <a href="#">17.017</a>
		Year Built of Sales	May be provided to further identify the image		Graph. See <a href="#">17.017</a>

Section #	Section Name (Black Tab)	Photo or Image (Predefined Caption or Gray Bar)	Is there an Additional Caption (Free-form Text)?	Is the Photo or Image Required?	Additional Guidance
17	Market (Continued)	Market Exhibits	Required for each photo or image		Photos or images related to the <b>Market</b> section that are not specified above, including: <ul style="list-style-type: none"> <li>Market Area Boundary 17.003</li> <li>Search Criteria 17.004</li> <li>Other graphs 17.017</li> </ul>
18	Project Information	Common Amenity or Service	Required, including the amenity type, location, and any other descriptive information as appropriate		See 18.012
		Observed Deficiency	Required, including the specific deficiency, location, and any other descriptive information as appropriate	Required if a physical deficiency	See 18.014
		Project Information Exhibits	Required for each photo or image		Photos or images related to the <b>Project Information</b> section that are not specified above.
19	Subject Listing Information	Subject Listing Information Exhibits	Required for each photo or image		
20	Sales Contract	Sales Contract Exhibits	Required for each photo or image		
21	Prior Sale and Transfer History	Prior Sale and Transfer History Exhibits	Required for each photo or image		
22	Sales Comparison Approach	Property Photo (Subject and Comparables)	If additional photos of comps are provided, a caption should be provided to further describe the photo	If Sales Comparison Approach is in the URAR	Thumbnails display at the top of the sales grid. Full-size picture(s) of comps display in <b>Sales Comparison Approach Exhibits</b> .
		Sales Comparison Map		If Sales Comparison Approach is in the URAR	
		Sales Comparison Approach Exhibits	Required for each photo or image		Photos or images related to the <b>Sales Comparison Approach</b> section that are not specified above.
23	Rental Information	Property Photo (Subject and Comparables)	If additional photos of comps are provided, a caption should be provided to further describe the photo		If provided, thumbnails display in <b>Comparable Rental Properties</b> , and full-size picture(s) of rental comps display in <b>Rental Information Exhibits</b> .
		Map of Rental Comparables	An additional caption may be provided	If Rental Information is in the URAR	Can display here, or as one map in the <b>Sales Comparison Approach</b> section.
		Rental Information Exhibits	Required for each photo or image		Photos or images related to the <b>Rental Information</b> section that are not specified above.
24	Income Approach	Property Photo (Subject and Comparables)	If additional photos of comps are provided, a caption should be provided to further describe the photo	If Income Approach is in the URAR	Thumbnails display at the top of the GRM comp grid. Full-size picture(s) of comps display in <b>Income Approach Exhibits</b> .

Section #	Section Name (Black Tab)	Photo or Image (Predefined Caption or Gray Bar)	Is there an Additional Caption (Free-form Text)?	Is the Photo or Image Required?	Additional Guidance
24	Income Approach (Continued)	Map of GRM Comparables	An additional caption may be provided	If <b>Income Approach</b> is in the URAR	A map showing the subject property and the Gross Rent Multiplier (GRM) Comparables can display here, or as one map in the <b>Sales Comparison Approach</b> section.
		Income Approach Exhibits	Required for each photo or image		Photos or images related to the <b>Income Approach</b> section that are not specified above.
25	Cost Approach	Map of Land Comparables	May be provided to further identify the image		
		Cost Approach Exhibits	Required for each photo or image		Photos or images related to the <b>Cost Approach</b> section that are not specified above, including an image of the worksheet showing support of Cost Approach calculations <b>25.052</b> .
26	Reconciliation	Reconciliation Exhibits	Required for each photo or image		
27	Revision History				This section does not have any images associated with it.
28	Supplemental Information	Supplemental Information Exhibits	Required for each photo or image		Photos and images must only be displayed in <b>Supplemental Information</b> when they are not relevant to any other section.
29	Certifications and Scope of Work, which includes the <b>Certifications</b> black tab				This section does not have any images associated with it.

### Additional Guidance: Maps

The appraiser must check to be sure the vendor software has correctly placed all addresses on any maps. For situations where the software does not correctly auto-populate, and if vendor software allows, the appraiser must “move the pin” to the location of the dwelling on the property.

Examples:

- For larger parcels or new construction, move to the location of the dwelling
- For land comparables, where geocoding may not be aware of the address

### Best Practices

When there are multiple allowable answers, select the answer that is most applicable. Don’t select Other (Describe) and type in abbreviations or words with similar meaning to the allowable answer.

The URAR includes many options that allow for the appropriate scope of work. Not all options are required. Example: The cost approach is optional in the data, and not all clients require it for all property types.

## Header and Footer

The header and footer display on each page. They provide navigation and reference notations including report title, page numbers, and, if applicable, Reference IDs used by various parties to the appraisal. The footer contains information that is input by the appraiser; those fields are addressed in this chapter.

## Footer

Appraisal Version # HF.002

Fannie Mae | Freddie Mac HF.003  
December 2023 HF.004

Appraiser Reference ID HF.005

Agency Case File ID HF.006

Client Reference ID HF.007

AMC Reference ID HF.008

Footer				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
HF.002	Appraisal Version #	Always required	Number	The version number is updated each time the appraiser transmits the appraisal report to the client. A sequential number should be provided for each version of the appraisal report transmitted to the client.  Example: After the initial submission, when changes are made, the next version would be identified as Appraisal Version #2.
HF.005	Appraiser Reference ID	Always required	Free-form	An identifier or number created by the appraiser to identify their report, generally referred to as the appraiser's file number.
HF.006	Agency Case File ID	Required for FHA and VA appraisals	Free-form	A unique number assigned to the loan by the government agency. Reference the appropriate government agency appraisal guidelines for more information. Note: If not applicable, <i>Agency Case File ID</i> does not display.
HF.007	Client Reference ID	If applicable	Free-form	A unique number or identifier assigned to the appraisal by the client. Note: If not applicable, <i>Client Reference ID</i> does not display.
HF.008	AMC Reference ID	If applicable when there is an AMC	Free-form	A unique number or identifier assigned to the appraisal by the appraisal management company (AMC). Note: If not applicable, <i>AMC Reference ID</i> does not display.



## 01 Summary

The **Summary** section provides a synopsis of key information from the URAR as a quick reference, including actions to be taken into consideration by the reviewer. This section is not a substitute for reading the entire appraisal. For greater detail and understanding, refer to the applicable section, which is indicated in the Origin of Information (Section)" column in this chapter.

Note: The information in this section redispays from other sections, and the "Origin of Information (Section)" column in this chapter shows the original location.

# Uniform Residential Appraisal Report

[ADDRESS] 1.000

## SUMMARY

<b>Opinion of Market Value</b> 1.001	1.085 (Cooperative Interest)	<b>Market Value Condition</b>	1.009
<b>Final Value Condition Statement</b> 1.002			
<b>Effective Date of Appraisal</b>	1.003	<b>Property Valuation Method</b>	1.010
<b>Assignment Reason</b>	1.004	<b>Appraiser Name</b>	1.011
<b>Borrower Name</b>	1.005		
<b>Current Owner of Public Record</b>	1.006		
<b>Contract Price</b>	1.007		
<b>Listing Status</b>	1.008		

Summary					
Report Field ID	Report Label	When Displayed in Summary Section	Allowable Answers / Format	Origin of Information (Section)	Definition / Additional Guidance
1.000	N/A	Always displays	Free-form, in format that conforms to address standards in USPS Publication 28, Postal Addressing Standards	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>Property Address</i> 3.000</li> </ul>	<i>Property Address</i> : Physical address of the property being appraised.
1.001	Opinion of Market Value	Always displays	Dollar amount	<b>Reconciliation</b> <ul style="list-style-type: none"> <li><i>Opinion of Market Value</i> 26.007</li> </ul>	Market value as defined in the report.
1.085	(Cooperative Interest)	Displays next to <i>Opinion of Market Value</i> when the property is in a cooperative or condop	N/A	<b>Reconciliation</b> <ul style="list-style-type: none"> <li>(Cooperative Interest) 26.074</li> </ul>	
1.009	Market Value Condition	Always displays	Displays one or more allowable answers from the Definition / Additional Guidance column	<b>Reconciliation</b> <ul style="list-style-type: none"> <li><i>Market Value Condition</i> 26.009</li> </ul>	<ul style="list-style-type: none"> <li>As Is</li> <li>Subject to Completion Per Plans</li> <li>Subject to Inspection</li> <li>Subject to Repair</li> <li>Subject to Extraordinary Assumptions</li> <li>Subject to Hypothetical Conditions</li> </ul>

Summary					
Report Field ID	Report Label	When Displayed in Summary Section	Allowable Answers / Format	Origin of Information (Section)	Definition / Additional Guidance
1.002	Final Value Condition Statement	Displays when <i>Market Value Condition</i> is not As Is	Free-form	<b>Reconciliation</b> <ul style="list-style-type: none"> <li><i>Final Value Condition Statement</i> 26.013</li> </ul>	Variations of this sentence display based on the specific value conditions provided in <i>Market Value Condition</i> and <i>Final Value Condition Description</i> .
1.003	Effective Date of Appraisal	Always displays	mm/dd/yyyy	<b>Reconciliation</b> <ul style="list-style-type: none"> <li><i>Effective Date of Appraisal</i> 26.011</li> </ul>	The date to which the appraiser's analyses, opinions, and conclusions apply; also referred to as date of value. Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.
1.004	Assignment Reason	Always displays	Displays an allowable answer from the Definition / Additional Guidance column	<b>Assignment Information</b> <ul style="list-style-type: none"> <li><i>Assignment Reason</i> 2.000</li> </ul>	<ul style="list-style-type: none"> <li>Construction</li> <li>Deed in Lieu</li> <li>Home Equity</li> <li>Loan Modification</li> <li>Portfolio Evaluation</li> <li>Preforeclosure</li> <li>Purchase</li> <li>Refinance</li> <li>REO</li> <li>Short Sale</li> <li>Other (Describe)</li> </ul>
1.005	Borrower Name	If applicable	Free-form Repeatable	<b>Assignment Information</b> <ul style="list-style-type: none"> <li><i>Borrower Name</i> 2.001</li> </ul>	Notes: <ul style="list-style-type: none"> <li>The borrower can be a person or a legal entity.</li> <li>For VA appraisals, reference the appropriate government agency appraisal guidelines.</li> </ul>
1.006	Current Owner of Public Record	Always displays	Free-form Repeatable	<b>Assignment Information</b> <ul style="list-style-type: none"> <li><i>Current Owner of Public Record</i> 2.002</li> </ul>	Note: The current owner can be a person or a legal entity.
1.007	Contract Price	When <i>Sales Contract Information Analyzed</i> is Yes	Dollar amount	<b>Sales Contract</b> <ul style="list-style-type: none"> <li><i>Contract Price</i> 20.004</li> </ul>	The dollar amount stated in the sales contract.
1.008	Listing Status	Always displays	Displays an allowable answer from the Definition / Additional Guidance column	<b>Subject Listing Information</b> <ul style="list-style-type: none"> <li><i>Current or Relevant Listings</i> 19.000</li> <li><i>Listing Status</i> 19.002 for most recent listing</li> </ul>	<ul style="list-style-type: none"> <li>None (<i>Current or Relevant Listings</i> is No)</li> <li>Active</li> <li>Off Market (previously in MLS)</li> <li>Pending</li> </ul>
1.010	Property Valuation Method	Always displays	Displays an allowable answer from the Definition / Additional Guidance column	<b>Assignment Information</b> <ul style="list-style-type: none"> <li><i>Property Valuation Method</i> 2.004</li> </ul>	<ul style="list-style-type: none"> <li>Traditional Appraisal</li> <li>Hybrid Appraisal</li> <li>Desktop Appraisal</li> <li>Exterior Appraisal</li> </ul>
1.011	Appraiser Name	Always displays	Free-form	<b>Assignment Information - Appraiser</b> <ul style="list-style-type: none"> <li><i>Name</i> 2.017</li> </ul>	The full name of the appraiser, as it appears on the Appraisal Subcommittee (ASC) National Registry.

## Property Description

## Property Description

Construction Method 1.012

Attachment Type 1.013

Structure Design 1.014

Overall Quality 1.030

Overall Condition 1.031

Planned Unit Development (PUD)

1.015 ☐ Yes ☐ No

Condominium

1.016 ☐ ☐

Cooperative

1.017 ☐ ☐

Condop

1.018 ☐ ☐

Observed Project Deficiencies

1.019 ☐ ☐

Subject Site Owned in Common

1.020 ☐ ☐

Units Excluding ADUs 1.021

Accessory Dwelling Units 1.022

Property Rights Appraised 1.023

Is the highest and best use of the subject property as improved (or as proposed per plans and specifications) the present use? 1.024 ☐ Yes ☐ No

Property Restriction 1.025

Encroachment 1.026

Zoning Compliance 1.027

HUD Data Plate Attached 1.028

HUD Label Present for All Sections 1.029



1.000.1

## Summary: Property Description

Report Field ID	Report Label	When Displayed in Summary Section	Allowable Answers / Format	Origin of Information (Section)	Definition / Additional Guidance
1.012	Construction Method	When <i>Structure Design</i> is not High-rise, Mid-rise, or Low-rise	Displays one or more allowable answers from the Definition / Additional Guidance column	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li>Construction Method 8.011</li> </ul>	<ul style="list-style-type: none"> <li>Container</li> <li>Manufactured</li> <li>Modular</li> <li>On-Frame Modular</li> <li>Site Built</li> <li>3D Technology</li> <li>Other (Describe)</li> </ul> <p>If there are multiple dwellings, or multiple <i>Construction Methods</i> for a dwelling, all display here.</p>
1.013	Attachment Type	Always displays	Attached or Detached	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Attachment Type 3.004</li> </ul>	Type of attachment to a neighboring property.
1.014	Structure Design	When <i>Attachment Type</i> is Attached	Displays an allowable answer from the Definition / Additional Guidance column	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li>Structure Design 8.002</li> </ul>	<ul style="list-style-type: none"> <li>High-rise</li> <li>Mid-rise</li> <li>Low-rise</li> <li>Rowhouse / Townhouse</li> <li>Semi-Detached</li> <li>Other (Describe)</li> </ul>
1.015	Planned Unit Development (PUD)	Checkbox always displays	Yes   No	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Property in a PUD 3.010</li> </ul>	

Summary: Property Description					
Report Field ID	Report Label	When Displayed in Summary Section	Allowable Answers / Format	Origin of Information (Section)	Definition / Additional Guidance
1.016 1.017 1.018	Condominium Cooperative Condom	Checkboxes always display	Displays an allowable answer from the Definition / Additional Guidance column	<b>Subject Property</b> 3.011 3.012 3.013 <ul style="list-style-type: none"> <li>Property in a Project</li> <li>Project Legal Structure</li> </ul>	Checkboxes are checked based on: <i>Property in a Project</i> (Does not display) <ul style="list-style-type: none"> <li>Yes (the property is in a condominium, cooperative, or condop)</li> <li>No (the property is not in a condominium, cooperative, or condop)</li> </ul> <i>Project Legal Structure</i> indicates the type of project the property is in.
1.019	Observed Project Deficiencies	Checkbox displays when the property is in a condominium, cooperative, or condop	Yes   No	<b>Project Information</b> <ul style="list-style-type: none"> <li>Observed Deficiencies 18.014</li> </ul>	The appraiser must observe the overall project. <ul style="list-style-type: none"> <li>If checked Yes, there are deficiencies, deferred maintenance, and / or critical repairs that impact the value and / or marketability of the subject property.</li> </ul>
1.020	Subject Site Owned in Common	Checkbox displays when the property is in a condominium, cooperative, or condop	Yes   No	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Site Owned in Common 3.015</li> </ul>	Indicates whether land associated with the property is owned by an association. <ul style="list-style-type: none"> <li>Yes (the land supporting the dwelling is commonly owned through an association such as a condo, co-op or condop).</li> <li>No (the homeowner owns or leases the land sole and separate from another entity).</li> </ul> Note: For site condos, select No for <i>Site Owned in Common</i> , and Condominium for <i>Project Legal Structure</i> .
1.021	Units Excluding ADUs	Always displays	Number	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Units Excluding ADUs 3.005</li> </ul>	Number of separate living units on the subject property, not counting any ADUs. ADUs are entered in a separate field (3.006) but are considered in the overall unit count. Examples: <ul style="list-style-type: none"> <li>A single-family property (with or without an ADU) is reported as 1 unit in this field.</li> <li>A three-unit property (with or without an ADU) is reported as 3 units in this field.</li> </ul>
1.022	Accessory Dwelling Units	Always displays	Number	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Number of ADUs on Subject Property 3.006</li> </ul>	ADUs may be in the dwelling, attached to the dwelling, or associated with a separate building (outbuilding). If 0, there are no ADUs on the property.
1.023	Property Rights Appraised	When the property is not in a cooperative	Displays an allowable answer from the Definition / Additional Guidance column	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Property Rights Appraised 3.019</li> </ul>	<ul style="list-style-type: none"> <li>Fee Simple</li> <li>Leasehold</li> <li>Other (Describe)</li> </ul>
1.024	Is the highest and best use of the subject property as improved (or as proposed per plans and specifications) the present use?	Checkbox always displays	Yes   No	<b>Highest and Best Use</b> <ul style="list-style-type: none"> <li>Highest and Best Use 16.004</li> </ul>	<i>Highest and Best Use</i> After consideration of all four tests, indicates whether the present or proposed use is the highest and best use of the site.

Summary: Property Description					
Report Field ID	Report Label	When Displayed in Summary Section	Allowable Answers / Format	Origin of Information (Section)	Definition / Additional Guidance
1.025	Property Restriction	When there are property restrictions	Displays an allowable answer from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li>Property Restriction 4.051</li> </ul>	<ul style="list-style-type: none"> <li>Age</li> <li>Historic Preservation</li> <li>Income</li> <li>Land Use</li> <li>Rental</li> <li>Sale Price</li> <li>Other (Describe)</li> </ul>
1.026	Encroachment	When there are encroachments	Displays an allowable answer from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li>Encroachment 4.059</li> </ul>	<ul style="list-style-type: none"> <li>Building</li> <li>Driveway</li> <li>Fence</li> <li>Overhang</li> <li>Other (Describe)</li> </ul>
1.027	Zoning Compliance	Always displays	Displays an allowable answer from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li>Zoning Compliance 4.008</li> </ul>	<ul style="list-style-type: none"> <li>Illegal</li> <li>Legal</li> <li>Legal Nonconforming</li> <li>No Zoning</li> </ul>
1.028	HUD Data Plate Attached	When the <b>Manufactured Home</b> section is included in the report	Yes   No	<b>Manufactured Home</b> <ul style="list-style-type: none"> <li>HUD Data Plate Attached 9.010</li> </ul>	Note: If there is more than one manufactured home on the property: <ul style="list-style-type: none"> <li>Yes (the HUD Data Plate is attached for all manufactured homes).</li> <li>No (the HUD Data Plate is not attached for at least one manufactured home).</li> </ul>
1.029	HUD Label Present for All Sections	When the <b>Manufactured Home</b> section is included in the report	Yes   No	<b>Manufactured Home</b> <ul style="list-style-type: none"> <li>Label Present for all Sections 9.016</li> </ul>	<ul style="list-style-type: none"> <li>Yes (the HUD Label is attached for all sections).</li> <li>No (the HUD Label is missing for at least one of the sections).</li> </ul>
1.030	Overall Quality	Always displays	Q1 to Q6	<b>Overall Quality and Condition</b> <ul style="list-style-type: none"> <li>Overall Quality 15.000</li> </ul>	Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.
1.031	Overall Condition	Always displays	C1 to C6	<b>Overall Quality and Condition</b> <ul style="list-style-type: none"> <li>Overall Condition 15.005</li> </ul>	Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.
See iGuide	N/A	Always displays	Photo		<b>Property Photo</b> Photo of the subject property, typically the front.

### Apparent Defects, Damages, Deficiencies Requiring Action

All defects, damages, and deficiencies requiring completion, inspection, or repair are redisplayed in the **Summary** section, along with the estimated cost to repair when applicable. Each defect, damage, or deficiency is associated with the most appropriate section.

- Site
- Dwelling Exterior (for each dwelling)
- Outbuilding (for each outbuilding)
- Unit Interior (for each unit or ADU)
- Vehicle Storage
- Subject Property Amenities

If there are no defects, damages, or deficiencies for the appraisal, “None” displays, and the **Apparent Defects, Damages, Deficiencies** table does not display.

Summary: Apparent Defects, Damages, Deficiencies Requiring Action				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
1.032	N/A	Displays when there are defects, damages, or deficiencies for the property	N/A	The items listed below represent the As Is condition as of the effective date of this report

If there are defects, damages, or deficiencies for the appraisal, but none of them require action, this text displays, and the **Apparent Defects, Damages, Deficiencies** table does not display.

Summary: Apparent Defects, Damages, Deficiencies Requiring Action				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
1.084	N/A	Displays when there are no defects, damages, or deficiencies requiring action	N/A	There are no apparent defects, damages or deficiencies requiring action. For details, reference the 'Reconciliation' section.

#### Apparent Defects, Damages, Deficiencies Requiring Action

The items listed below represent the As Is condition as of the effective date of this report 1.032

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action	Estimated Cost to Repair
Site					
1.033	1.034	1.035	1.036	1.037	1.038
Dwelling Exterior - [Structure Identifier] 1.039					
1.040	1.041	1.042	1.043	1.044	1.045
Unit Interior - [Structure Identifier] - [Unit Identifier] 1.046 - 1.047					
1.048	1.049	1.050	1.051	1.052	1.053
Outbuilding - [Outbuilding Type] 1.054					
1.055	1.056	1.057	1.058	1.059	1.060
Unit Interior - [Outbuilding Type] - [Unit Identifier] 1.061 - 1.062					
1.063	1.064	1.065	1.066	1.067	1.068
Vehicle Storage					
1.069	1.070	1.071	1.072	1.073	1.074
Subject Property Amenities					
1.075	1.076	1.077	1.078	1.079	1.080
Total Cost					1.081

**As Is Overall Condition Rating** 1.082

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

There are no apparent defects, damages, or deficiencies requiring action. For details, reference the 'Reconciliation' section. 1.084

**Total Estimated Cost of Items**

**Recommended for Repair** 1.083

## Information That May Display in Gray Bars

The applicable URAR sections display as gray bars in the **Apparent Defects, Damages, Deficiencies Requiring Action** table.

Summary: Apparent Defects, Damages, Deficiencies Requiring Action			
Report Field ID	Report Label	Origin of Information (Section)	Definition / Additional Guidance
1.039 1.046	N/A	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li>Structure Identifier 8.000</li> </ul> <b>Unit Interior</b> <ul style="list-style-type: none"> <li>Structure Identifier 10.001</li> </ul>	<i>Structure Identifier:</i> An identifier (building name) created by the appraiser to differentiate among multiple dwellings on the property. Examples: Building 1, Building 2, Front, Rear Redisplays if applicable from the original section.
1.047 1.062	N/A	<b>Unit Interior</b> <ul style="list-style-type: none"> <li>Unit Identifier 10.002</li> </ul>	<i>Unit Identifier:</i> An identifier assigned by the appraiser that differentiates between multiple units on the property. Examples: Unit 1, Unit 2, Primary Dwelling, ADU Redisplays if applicable from the original section.
1.054 1.061	N/A	<b>Outbuilding</b> <ul style="list-style-type: none"> <li>Outbuilding Type 12.001</li> </ul>	Redisplays if applicable from the original section.

## Information About each Defect, Damage, or Deficiency

Only those defects, damages, or deficiencies requiring completion, inspection, or repair redisplay in the **Summary** section.

Summary: Apparent Defects, Damages, Deficiencies Requiring Action			
Report Field ID	Report Label	Origin of Information by Section	Definition / Additional Guidance
1.033 1.040 1.048 1.055 1.063	Feature	<ul style="list-style-type: none"> <li>Site 4.100</li> <li>Dwelling Exterior 8.056</li> <li>Outbuilding 12.020</li> <li>Unit Interior 10.056</li> </ul>	As previously entered in the original section: <ul style="list-style-type: none"> <li>Exterior Walls and Trim</li> <li>Flooring</li> <li>Foundation</li> <li>Mechanical System</li> <li>Roof</li> <li>Walls and Ceiling</li> <li>Windows</li> <li>Other (Describe)</li> </ul>
1.069	Feature	<b>Vehicle Storage</b> <ul style="list-style-type: none"> <li>Vehicle Storage Type 13.005</li> </ul>	As previously entered in the original section.
1.075	Feature	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Amenity Type 14.009</li> </ul>	As previously entered in the original section.
1.034 1.041 1.049 1.056 1.064 1.070 1.076	Location	<ul style="list-style-type: none"> <li>Site 4.101</li> <li>Dwelling Exterior 8.057</li> <li>Outbuilding 12.021</li> <li>Unit Interior 10.057</li> <li>Vehicle Storage 13.006</li> <li>Subject Property Amenities 14.007</li> </ul>	As previously entered in the original section: <ul style="list-style-type: none"> <li>Full Bathroom</li> <li>Half Bathroom</li> <li>Kitchen</li> <li>Other (Describe)</li> </ul>
1.035 1.042 1.050 1.057 1.065 1.071 1.077	Description	<ul style="list-style-type: none"> <li>Site 4.102</li> <li>Dwelling Exterior 8.058</li> <li>Outbuilding 12.022</li> <li>Unit Interior 10.058</li> <li>Vehicle Storage 13.007</li> <li>Subject Property Amenities 14.008</li> </ul>	Description of the defect, damage, or deficiency, as previously entered in the original section.

Summary: Apparent Defects, Damages, Deficiencies Requiring Action			
Report Field ID	Report Label	Origin of Information by Section	Definition / Additional Guidance
1.036 1.043 1.051 1.058 1.066 1.072 1.078	Affects Soundness or Structural Integrity	<ul style="list-style-type: none"> <li>Site <b>4.103</b></li> <li>Dwelling Exterior <b>8.059</b></li> <li>Outbuilding <b>12.023</b></li> <li>Unit Interior <b>10.059</b></li> <li>Vehicle Storage <b>13.008</b></li> <li>Subject Property Amenities <b>14.009</b></li> </ul>	Indicates whether the defect, damage, or deficiency affects the soundness and / or structural integrity of the improvement, as previously entered in the original section.
1.037 1.044 1.052 1.059 1.067 1.073 1.079	Recommended Action	<ul style="list-style-type: none"> <li>Site <b>4.104</b></li> <li>Dwelling Exterior <b>8.060</b></li> <li>Outbuilding <b>12.024</b></li> <li>Unit Interior <b>10.060</b></li> <li>Vehicle Storage <b>13.009</b></li> <li>Subject Property Amenities <b>14.010</b></li> </ul>	<p>The recommended action for the defect, damage, or deficiency, as previously entered in the original section:</p> <ul style="list-style-type: none"> <li>Completion</li> <li>Inspection</li> <li>Repair (includes replacement)</li> <li>None (does not require repair, replacement, completion, or inspection – Does not display in the <b>Summary</b> section)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If Completion, Inspection, or Repair is reported for any defect, damage, or deficiency, the report must be made subject to the resolution of the item (<i>Market Value Condition 1.009</i> cannot be As Is).</li> <li>If Repair is selected, the estimated cost to repair may be provided.</li> </ul>

### Cost to Repair Reporting Options

When included, the estimated cost to repair only displays in the **Summary** and **Reconciliation** sections. Reference the **Reconciliation** chapter in this document for details and examples.

- Cost to Repair is not provided, *or*
- Cost to Repair is itemized (**1.038-1.080**) with a total at the bottom of the table (**1.081**), *or*
- Cost to Repair is provided as a total only (**1.083**).

### As Is Overall Condition Rating

Summary: As Is Overall Condition Rating				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
1.082	As Is Overall Condition Rating	Required if <i>New Construction</i> is No, and <i>Market Value Condition</i> is Subject to Completion Per Plans, Subject to Repair, or Subject to Hypothetical Conditions	C1 to C6	<p>The <i>As Is Overall Condition Rating</i> reflects the property's current condition if <i>Market Value Condition 1.009</i> is any of the following:</p> <ul style="list-style-type: none"> <li>Subject to Completion Per Plans</li> <li>Subject to Repair</li> <li>Subject to Hypothetical Conditions</li> </ul> <p>Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.</p>
1.082	As Is Overall Condition Rating	Displays when <i>As Is Overall Condition Rating</i> displays	N/A	<i>Existing condition of the property as of the effective date of this appraisal, excluding all required repairs, alterations, or inspections</i>



## 02 Assignment Information

The **Assignment Information** section always displays and provides information about the entities involved in the appraisal, and work completed by the appraiser and other parties. This section provides space for additional commentary and exhibits.

### Assignment Information

<b>Assignment Reason</b>	2.000	<b>Property Valuation Method</b>	2.004	
<b>Borrower Name</b>	2.001	<b>Was a Property Data Report used in lieu of an Inspection?</b>	2.005	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Seller Name</b>	2.002	<b>Appraiser Fee</b>	2.006	
<b>Current Owner of Public Record</b>	2.003	<b>AMC Fee</b>	2.007	
		<b>Government Agency</b>	2.008	
		<b>Investor Requested Special Identification</b>	2.009	

## General Information

### Assignment Reason

Assignment Information: Assignment Reason				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.000	Assignment Reason	Always required	Choose an allowable answer from the Definition / Additional Guidance column	<p>Reason for the appraisal assignment.</p> <ul style="list-style-type: none"> <li>Construction</li> <li>Deed in Lieu</li> <li>Home Equity</li> <li>Loan Modification</li> <li>Portfolio Evaluation</li> <li>Preforeclosure</li> <li>Purchase</li> <li>Refinance</li> <li>REO</li> <li>Short Sale</li> <li>Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If more than one reason applies, choose the most appropriate or primary reason for the assignment.</li> <li>Other relevant information regarding the assignment reason, including whether more than one assignment reason applies, is reported in <i>Assignment Information and Scope of Work Commentary</i> (2.061).</li> </ul>

### Borrower, Seller, and Current Owner of Public Record

Assignment Information: Borrower, Seller, and Current Owner of Public Record				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.001	Borrower Name	If applicable	Free-form Repeatable	<p>Notes:</p> <ul style="list-style-type: none"> <li>The borrower can be a person or a legal entity.</li> <li>For VA appraisals, reference the appropriate government agency appraisal guidelines.</li> </ul>

Assignment Information: Borrower, Seller, and Current Owner of Public Record				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.002	Seller Name	If applicable	Free-form Repeatable	Notes: <ul style="list-style-type: none"> <li>The seller can be a person or a legal entity.</li> <li>If there is no seller (such as refinance transactions), leave blank.</li> </ul>
2.003	Current Owner of Public Record	Always required	Free-form Repeatable	Note: The current owner can be a person or a legal entity.

## Property Valuation Method

Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.

Assignment Information: Property Valuation Method				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.004	Property Valuation Method	Always required	Choose an allowable answer from table <a href="#">(Property Valuation Method)</a>	The method of property valuation, based on appraiser's scope of work performed. <ul style="list-style-type: none"> <li>Traditional Appraisal</li> <li>Hybrid Appraisal</li> <li>Desktop Appraisal</li> <li>Exterior Appraisal</li> </ul> Note: Regardless of what was ordered, <i>Property Valuation Method</i> represents what was completed.

Property Valuation Method (Choose one)	
Allowable Answer	Definition / Additional Guidance
Traditional Appraisal	An appraisal assignment for which the scope of work includes an interior and exterior personal onsite inspection of the subject property completed by the appraiser who signs the appraisal report, and the effective date of the appraisal is the date of inspection.
Hybrid Appraisal	An appraisal assignment for which the scope of work includes reviewing a recent report containing interior/exterior standardized property data in lieu of the appraiser performing a personal inspection.  Note: If this answer is selected, <i>Property Data Report Used</i> (2.005) must be Yes, and the <b>Property Data Report</b> subsection (2.053-2.060) displays.
Desktop Appraisal	An appraisal assignment for which the scope of work does not include field work by the appraiser.
Exterior Appraisal	An appraisal assignment for which the scope of work includes a personal inspection of the exterior areas of the subject property from at least the street by the appraiser.

## Property Data Report

A property data report is the accumulation of factual information collected from the physical or virtual observation of a residential property that is completed specifically for mortgage purposes, whether in the form of data or a report. This is limited to property characteristics and does not include opinions of value.

Note: Tax records and MLS listings are data sources and do not constitute a property data report.

Assignment Information: Property Data Report				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.005	Was a Property Data Report used in lieu of an inspection?	Always required	Yes   No	<p><i>Property Data Report Used:</i> Indicates whether a third-party property data report was used.</p> <ul style="list-style-type: none"> <li>If Yes, the <b>Property Data Report</b> subsection (2.053-2.060) displays.</li> <li>If No, the <b>Property Data Report</b> subsection does not display.</li> </ul>

## Appraiser and AMC Fee

In certain jurisdictions, the appraiser is required by law to disclose the fee charged by the appraiser and the Appraisal Management Company (AMC) if applicable. If not populated, this information does not display.

Assignment: Appraiser and / or AMC Fee				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.006	Appraiser Fee	If required by state or client	Dollar amount	Fee paid to the appraiser.
2.007	AMC Fee	If required by state or client	Dollar amount	Fee paid to the AMC.

## Government Agency Appraisal Information

Assignment: Government Agency Appraisal Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Always required	Yes   No	<i>Government Agency Appraisal:</i> Indicates whether the appraisal has been prepared according to government agency requirements.
2.008	Government Agency	Required if <i>Government Agency Appraisal</i> is Yes	FHA, USDA, or VA	<p><i>Government Agency Appraisal Type:</i> The agency that insures or guarantees the loan associated with this appraisal.</p> <p>Note: Valid values trigger display of FHA, VA, and / or USDA information throughout the appraisal.</p>

## Investor Requested Special Identification

Assignment: Investor Requested Special Identification				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.009	Investor Requested Special Identification	If applicable	Free-form	When requested by the investor, special identification provided with the appraisal (e.g., special pilot program, disaster, pandemic).  Note: If not provided, <i>Investor Requested Special Identification</i> does not display.

## Contact Information

This subsection includes information about the people and / or companies (“contacts”) that are pertinent to the appraisal, including:

- Clients, including lenders, AMCs, and other parties as identified by the appraiser
- Appraiser and Supervisory Appraiser
- Person(s) providing significant real property appraisal assistance (**Significant Real Property Appraisal Assistance** subsection)
- Entity providing a property data report (**Property Data Report** subsection)

Select *Role(s)* for all the contacts that are identified in the **Assignment Information** section. When selecting *Role(s)* to associate with a contact, select the ones that most closely identify the role(s) the contact performed as part of the assignment.

- Select as many *Roles* as are applicable but at least one for each identified contact.

Assignment: Contact Information – Role				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.010 2.011	N/A	Always required for each contact (person)	Choose allowable answers from tables <a href="#">(Lender, Client, and AMC)</a> , <a href="#">(Appraiser and Supervisory Appraiser)</a> , <a href="#">(Significant Real Property Appraisal Assistance)</a> , and <a href="#">(Property Data Collector)</a>	<i>Role</i> : The role that the person or company performed in the assignment. <ul style="list-style-type: none"> <li>• Appraisal Management Company</li> <li>• Appraiser</li> <li>• Attorney</li> <li>• Client</li> <li>• Investor</li> <li>• Lender</li> <li>• Property Data Collector</li> <li>• Significant Real Property Appraisal Assistance</li> <li>• Supervisory Appraiser</li> <li>• Other (Describe)</li> </ul> Select all applicable roles but at least one <i>Role</i> for each contact that is in the appraisal report.

## Lender, Client, and AMC

This portion of the **Contact Information** subsection shows details about the lender, client, and / or AMC. Contacts display here when *Role* is Lender, Client or AMC.

<b>[Role]/[Role]</b> 2.010 /2.011	
Company Name	2.012
Company Address	2.013
<b>Credentials</b>	
ID	2.014
State	2.015
Expires	2.016

Choose one contact as the Client in addition to any other role the client has been associated with. Note that Client, Lender, and AMC are all identified as *Roles* in this section.

As an example, in the most common scenario where the lender is the client, select both of those *Roles* when inputting the lender contact information to provide context that the lender is also the client.

Lender, Client, and AMC: Role (Choose one or more for each Contact)	
Allowable Answer	Definition / Additional Guidance
Appraisal Management Company (AMC)	<p>Notes:</p> <ul style="list-style-type: none"> <li>If there is an AMC for the assignment, it must be identified in addition to the lender.</li> <li>Do not select this answer if there is no AMC for the assignment, i.e., do not populate with "No AMC".</li> <li>In some jurisdictions, the appraiser is required to identify the AMC as the client. In those cases, choose both AMC and Client as the <i>Role</i> for the AMC.</li> </ul>
Attorney	<p>A person admitted to practice law in at least one jurisdiction and authorized to perform criminal and civil legal functions on behalf of clients.</p> <p>Note: Select this answer when an attorney has ordered the appraisal (is the client).</p>
Client	<p>The party or parties who engage an appraiser by employment or contract in a specific assignment whether directly or through an agent.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Select one contact to be the client.</li> <li>For FHA, VA and USDA appraisals, reference the appropriate government agency appraisal guidelines.</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>The lender is the client.</li> <li>The AMC is the client for jurisdictions in which the AMC is required to be noted as the client in the report.</li> <li>Another entity, such as Attorney or Investor is the client.</li> </ul>
Investor	<p>The entity that purchases or holds the loan on the property.</p> <p>Note: Select this answer when the investor has ordered the appraisal (is the client), such as for REO appraisals.</p>
Lender	<p>The entity that funds the mortgage loan for the property.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Always select this answer when there is a lender on the transaction.</li> <li>For FHA, USDA, and VA appraisals, reference the appropriate government agency appraisal guidelines.</li> </ul>
Other	<p>Select Other to enter an answer that is not in the above list.</p> <p>Note: Only select this answer when the client does not match any of the available selections. The Client <i>Role</i> can be associated to a selection of Other.</p>

### Company Name and Address

Assignment Information: Contact Information - Lender, Client, and AMC – Company Name and Address				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.012	Company Name	Always required for the Lender, Client, or AMC	Free-form	For FHA, USDA, and VA appraisals, refer to the appropriate government agency appraisal guidelines.
2.013	Company Address	Always required for the Lender, Client, or AMC	Free-form	For FHA, USDA, and VA appraisals, refer to the appropriate government agency appraisal guidelines.

### AMC Credentials

AMC licensing information must be provided when required by the jurisdiction in which the subject property is located. If the client is not an AMC, or if not provided, this information does not display in this subsection.

Assignment Information: Contact Information – AMC Credentials				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.014	ID	If applicable	Free-form	Credential number issued by the state, referred to by the ASC as “state registration tracking number”.
2.015	State	If applicable	2-letter USPS state code	State for the AMC credential that applies to the assignment.
2.016	Expires	If applicable	mm/dd/yyyy	Expiration date for the AMC credential.

## Appraiser and Supervisory Appraiser

This portion of the **Contact Information** subsection shows details about the Appraiser and Supervisory Appraiser, if applicable. Contacts display in this subsection when *Role* is Appraiser or Supervisory Appraiser.

Appraiser and Supervisory Appraiser: Role (Choose one or more for each Contact)	
Allowable Answer	Definition / Additional Guidance
Appraiser	<p>The person who developed the opinion of value and signed the report.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>All who sign the certification are acting in the capacity of an appraiser, regardless of their level (i.e., Appraiser Trainee, Appraiser).</li> <li>Only select this answer when the person is performing the valuation service and signing the report.</li> <li>Reference the <b>Appraiser Certifications</b> (29.020-29.053).</li> </ul>
Supervisory Appraiser	<p>The person who performed supervision of the appraisal process and signed the report.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>An appraiser that signs the certification as a Supervisory Appraiser accepts full responsibility for all elements of the certification, for the assignment results, and for the contents of the appraisal report.</li> <li>Reference the <b>Supervisory Appraiser Certifications</b> (29.054-29.062, 29.071-29.074).</li> </ul>

### Appraiser

Name	2.017	<b>Credentials</b>	
Designation	2.018	Level	2.024
Company Name	2.019	ID	2.025
Company Address	2.020	State	2.026
<b>Scope of Inspection by Appraiser</b>		Expires	2.027
Subject Property Inspection		<b>ASC Identifier</b>	2.028
Exterior	2.021	<b>VA Appraiser ID</b>	2.029
Interior	2.022	<b>FHA Appraiser ID</b>	2.030
Inspection Date	2.023	<b>Employment Type</b>	2.031

### Supervisory Appraiser

Name	2.032	<b>Credentials</b>	
Designation	2.033	Level	2.039
Company Name	2.034	ID	2.040
Company Address	2.035	State	2.041
<b>Scope of Inspection by Supervisory Appraiser</b>		Expires	2.042
Subject Property Inspection		<b>ASC Identifier</b>	2.043
Exterior	2.036	<b>VA Appraiser ID</b>	2.044
Interior	2.037	<b>FHA Appraiser ID</b>	2.045
Inspection Date	2.038	<b>Employment Type</b>	2.046

Assignment Information: Contact Information – Appraiser and Supervisory Appraiser				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.017 2.032	Name	Always required for the appraiser and supervisory appraiser	Free-form	<p>The full name of the appraiser or supervisory appraiser, as it appears on the ASC National Registry.</p> <p>Note: At a minimum, first and last name must be provided.</p>

Assignment Information: Contact Information – Appraiser and Supervisory Appraiser				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.018 2.033	Designation	If applicable for the appraiser and supervisory appraiser	Choose one or more allowable values from the Definition / Additional Guidance column	<p>The designation awarded by a recognized appraisal trade organization.</p> <ul style="list-style-type: none"> <li>• IFA</li> <li>• MAI</li> <li>• SRA</li> <li>• AAC</li> <li>• AFM</li> <li>• AM</li> <li>• ARA</li> <li>• ASA</li> <li>• ARICS</li> <li>• IFAA</li> <li>• IFAC</li> <li>• IFAS</li> <li>• FRICS</li> <li>• GAA</li> <li>• MRICS</li> <li>• RPRA</li> <li>• RAA</li> <li>• SRPA</li> <li>• Other (Describe)</li> </ul> <p>Note: Do not enter appraiser license information in <i>Designation</i>. License information is reported in <b>Credentials</b> (2.024-2.027 or 2.039-2.042).</p>
2.019 2.034	Company Name	Always required for the appraiser and supervisory appraiser	Free-form	The name of the company for which the appraiser or supervisory appraiser works.
2.020 2.035	Company Address	Always required for the appraiser and supervisory appraiser	Free-form	The address of the company for which the appraiser or supervisory appraiser works.

### Scope of Inspection by Appraiser and Supervisory Appraiser

Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for requirements regarding the level of inspection.

Assignment Information: Contact Information – Scope of Inspection for Subject Property				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.021 2.036	Exterior	Always required for the appraiser and supervisory appraiser	Choose an allowable answer from the Definition / Additional Guidance column	<p><i>Exterior Inspection Method:</i> The method by which the exterior inspection was conducted by the appraiser or supervisory appraiser.</p> <ul style="list-style-type: none"> <li>• Physical</li> <li>• Virtual</li> <li>• No Inspection</li> </ul>
2.022 2.037	Interior	Always required for the appraiser and supervisory appraiser	Choose an allowable answer from the Definition / Additional Guidance column	<p><i>Interior Inspection Method:</i> The method by which the interior inspection was conducted by the appraiser or supervisory appraiser.</p> <ul style="list-style-type: none"> <li>• Physical</li> <li>• Virtual</li> <li>• No Inspection</li> </ul>



Assignment Information: Contact Information – Scope of Inspection for Subject Property				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.023 2.038	Inspection Date	Always required for the appraiser and supervisory appraiser for any physical or virtual inspection that was performed.	mm/dd/yyyy	Date that the subject property inspection was completed.  Note: If both <i>Exterior Inspection Method</i> and <i>Interior Inspection Method</i> are No Inspection, Inspection Date is not applicable and does not display.

### Appraiser and Supervisory Appraiser Credentials

Credential information from the state in which the property is located must be provided for the appraiser and supervisory appraiser.

Assignment: Contact Information - Appraiser and / or Supervisory Appraiser Credentials				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.024 2.039	Level	Required for the appraiser and supervisory appraiser	Choose an allowable answer from the Definition / Additional Guidance column	<i>Credential Type</i> <ul style="list-style-type: none"> <li>None (includes noncredentialed appraiser trainees or jurisdictions that don't provide credentials to appraiser trainees)</li> <li>Certified General</li> <li>Certified Residential</li> <li>Licensed Residential</li> <li>Trainee Appraiser (appraiser trainees with an issued credential, also referred to as Registered Trainee)</li> <li>Other (Describe)</li> </ul>
2.025 2.040	ID	Required if <i>Credential Type</i> is not None	Free-form	The credential as reported by the ASC. Commonly referred to as "credential number", "license number", or "certification number". Note: Do not include state in the <i>ID</i> field unless it is part of the credential number as reported on the ASC National Registry.
2.026 2.041	State	Required if <i>Credential Type</i> is not None	2-letter USPS state code	State credential that applies to the assignment, commonly referred to as the "credentialing state".
2.027 2.042	Expires	Required if <i>Credential Type</i> is not None	mm/dd/yyyy	Expiration date of the credential.

### Other Information About Appraiser and Supervisory Appraiser

Assignment Information: Contact Information – Other Information about Appraiser and Supervisory Appraiser				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.028 2.043	ASC Identifier	If applicable	Free-form	A unique identifier for the individual appraiser or supervisory appraiser as assigned by the Appraisal Subcommittee (ASC). Note: If <i>ASC Identifier</i> is not populated for a contact, it does not display.
2.029 2.044	VA Appraiser ID	If applicable for appraiser and supervisory appraiser on VA appraisals	Free-form	A unique identifier for the individual appraiser as assigned by the United States Department of Veterans Affairs. Only one identifier per individual.  Reference the appropriate government agency appraisal guidelines for more information.
2.030 2.045	FHA Appraiser ID	If applicable for appraiser and supervisory appraiser on FHA appraisals	Free-form	A unique identifier for the individual appraiser as assigned by the United States Federal Housing Administration.  Reference the appropriate government agency appraisal guidelines for more information.

Assignment Information: Contact Information – Other Information about Appraiser and Supervisory Appraiser				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.031 2.046	Employment Type	Required for appraiser and supervisory appraiser on VA appraisals	Choose an allowable answer from table <a href="#">(Employment Type)</a>	<p>The employment category for the appraiser.</p> <ul style="list-style-type: none"> <li>Independent Fee Appraiser</li> <li>Staff Appraiser</li> </ul> <p>Reference the appropriate government agency appraisal guidelines for more information.</p>

Assignment Information: Employment Type	
Allowable Answer	Definition / Additional Guidance
Independent Fee Appraiser	An independent contractor treated for purposes of Federal income taxation as an independent contractor by both the lender/client and the appraisal management company ordering the appraisal. The appraiser is issued a Form 1099 and is responsible under IRS rules accordingly.
Staff Appraiser	An employee for purposes of Federal income taxation by either the lender/client or the appraisal management company ordering the appraisal. The appraiser is expected to be issued a Form W-2.

### Significant Real Property Appraisal Assistance

This subsection of **Assignment Information** provides details about people who provided significant real property appraisal assistance to the appraiser. A contact (person) displays in this subsection when the Significant Real Property Appraisal Assistance *Role* is chosen for the contact. If no one provided professional assistance, do not choose a *Role* of Significant Real Property Appraisal Assistance, and this subsection does not display.

Role: Significant Real Property Appraisal Assistance (Choose if applicable for the Contact)	
Allowable Answer	Definition / Additional Guidance
Significant Real Property Appraisal Assistance	A person who does not meet all scope of work and certification requirements that provided significant assistance with the development of the appraisal report, as prescribed by Uniform Standards of Professional Appraisal Practice and Advisory Opinion. Selecting this answer does not allow this contact (person) to sign the report.

#### Significant Real Property Appraisal Assistance

Name 2.047

#### Credentials

Level 2.049

ID 2.050

State 2.051

Expires 2.052

Description 2.048

Contact Information: Significant Real Property Appraisal Assistance				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.047	Name	Required for each person providing significant real property appraisal assistance	Free-form	<p>The full name of the person providing significant real property appraisal assistance.</p> <p>Note: At a minimum, first and last name must be provided.</p>

Contact Information: Significant Real Property Appraisal Assistance				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.049	Level	Required for each person providing significant real property appraisal assistance	Choose an allowable answer from the Definition / Additional Guidance column	<i>Credential Type</i> <ul style="list-style-type: none"> <li>None (includes noncredentialed appraiser trainees or jurisdictions that don't provide credentials to appraiser trainees)</li> <li>Certified General</li> <li>Certified Residential</li> <li>Licensed Residential</li> <li>Trainee Appraiser (appraiser trainees with an issued credential, also referred to as Registered Trainee)</li> <li>Other (Describe)</li> </ul>
2.050	ID	Required if <i>Credential Type</i> is not None	Free-form	The credential as reported by the state or ASC, if applicable. Note: Do not include state in the <i>ID</i> field unless it is part of the credential number as reported on the ASC National Registry.
2.051	State	Required if <i>Credential Type</i> is not None	2-letter USPS state code	State credential that applies to the assignment, commonly referred to as the "credentialing state".
2.052	Expires	Required if <i>Credential Type</i> is not None	mm/dd/yyyy	Expiration date of the credential.
2.048	Description	Required for each person providing significant real property appraisal assistance	Free-form	Explains the details and extent of the assistance provided.

## Property Data Report

This subsection provides details about the property data report, which is the accumulation of factual information collected from the physical or virtual observation of a residential property that is completed specifically for mortgage purposes, whether in the form of data or a report. This is limited to property characteristics and does not include opinions of value.

Note: Tax records and MLS listings are data sources and do not constitute a property data report.

A contact (person) displays in this section when the Property Data Collector *Role* is chosen for the contact. If there is no property data report associated with the appraisal (*Property Data Report Used* (2.005) is No), do not choose a *Role* of Property Data Collector, and this subsection does not display.

Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for requirements regarding the level of inspection.

Role: Property Data Collector (Choose if applicable for each Contact)	
Allowable Answer	Definition / Additional Guidance
Property Data Collector	The person observing and collecting relevant property characteristics used in preparation of a property data report.

**Property Data Report**

Name	2.053
Occupation	2.054
Company Name	2.055
Company Address	2.056
Reference ID	2.057
Subject Property Inspection	
Exterior	2.058
Interior	2.059
Inspection Date	2.060

Assignment Information: Contact Information - Property Data Report				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.053	Name	If available when <i>Property Data Report Used</i> is Yes	Free-form	The name of the person who completed the property data report. Note: If <i>Name</i> is not provided, it does not display.
2.054	Occupation	Required if <i>Property Data Report Used</i> is Yes	Select an allowable answer from the Definition / Additional Guidance column	The occupation of the person who completed the property data report. <ul style="list-style-type: none"> <li>Appraiser</li> <li>Appraiser Trainee</li> <li>Home Inspector</li> <li>Insurance Inspector</li> <li>Real Estate Agent</li> <li>Other (Describe)</li> </ul> Note: <ul style="list-style-type: none"> <li>Select Appraiser (or Appraiser Trainee) if an appraiser (or trainee) completed the property data report but is not acting as the appraiser on this appraisal.</li> <li>If property data collection is the primary occupation of the person completing the report and no other answers apply, select Other and type in "Property Data Collector".</li> </ul>
2.055	Company Name	Required if <i>Property Data Report Used</i> is Yes	Free-form	The name of the company that provided the property data report.
2.056	Company Address	Required if <i>Property Data Report Used</i> is Yes	Free-form	The address of the company that provided the property data report.
2.057	Reference ID	If available when <i>Property Data Report Used</i> is Yes	Free-form	An identifier or number issued to identify the property data report. Note: If <i>Reference ID</i> is not provided, it does not display.
2.058	Subject Property Inspection Exterior	Required if <i>Property Data Report Used</i> is Yes	Choose an allowable answer from the Definition / Additional Guidance column	<i>Exterior Inspection Method:</i> The method by which the exterior inspection was conducted for the property data report. <ul style="list-style-type: none"> <li>Physical</li> <li>Virtual</li> <li>No Inspection</li> </ul>
2.059	Subject Property Inspection Interior	Required if <i>Property Data Report Used</i> is Yes	Choose an allowable answer from the Definition / Additional Guidance column	<i>Interior Inspection Method:</i> The method by which the interior inspection was conducted for the property data report. <ul style="list-style-type: none"> <li>Physical</li> <li>Virtual</li> <li>No Inspection</li> </ul>
2.060	Subject Property Inspection Date	Required if <i>Property Data Report Used</i> is Yes	mm/dd/yyyy	Date the subject property was inspected for the property data report.

## Assignment Information and Scope of Work Commentary

### Assignment Information and Scope of Work Commentary

2.061

Assignment Information and Scope of Work Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
2.061	Assignment Information and Scope of Work Commentary	If applicable	Free-form	Commentary could include information pertinent to Assignment information and Scope of Work that is not captured in the discrete data, or additional details to support the discrete data that is provided. Note: If only an exterior inspection was performed, describe the extent of the inspection, (e.g., "from the street", "walked the property").

## Assignment Information Exhibits

All photos or images related to the **Assignment Information** section are displayed in the **Assignment Information Exhibits** subsection. If there are no photos or images, this subsection does not display.

Assignment Information Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Assignment Information Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Assignment Information</b> section may be provided, which display in <b>Assignment Information Exhibits</b> . A caption must be provided to further describe the photo or image.

## 03 Subject Property

The **Subject Property** section always displays, and provides overall information including the address, legal description, and ownership rights. This section provides space for additional commentary and exhibits.

### General Information

#### Address, County, Neighborhood Name

Physical Address	3.000
Alternate Physical Address	3.001
County	3.002
Neighborhood Name	3.003

Subject Property: Address, County, Neighborhood Name				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.000	Physical Address	Always required	Free-form, in format that conforms to address standards in USPS Publication 28, Postal Addressing Standards	<p><b>Property Address:</b> Physical address of the property being appraised. The following address elements must be included:</p> <ul style="list-style-type: none"> <li>Street number and name (including pre-directional indicator, suffix, post-directional indicator)</li> <li>Unit number, if applicable <ul style="list-style-type: none"> <li>For condos, co-ops, and condops, only use the unit number if it is in the USPS address.</li> <li>Do not use unit number for properties with more than one unit, such as 2- to 4-unit properties.</li> <li>If the unit number is not applicable, leave it blank.</li> </ul> </li> <li>City, state, and ZIP code</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>For a single-family attached or detached property: <ul style="list-style-type: none"> <li>123 Oak St, Anytown NY 11111</li> </ul> </li> <li>For a high-rise condo, co-op, or condop: <ul style="list-style-type: none"> <li>123 Oak St, Unit 101, Anytown NY 11111</li> </ul> </li> </ul> <p>The purpose of the address in the appraisal is to identify the location of the subject property. If the subject property address has not been assigned through USPS, another descriptive method for the address line (e.g., Lot and Block) must be provided to indicate the location.</p> <p><b>2- to 4-Unit Properties</b></p> <p><b>Physical Address</b> represents the address for the entire property.</p> <ul style="list-style-type: none"> <li>Do not populate unit number in <i>Physical Address</i>. <i>Unit Identifier</i> is included in the <b>Unit Interior</b> section (10.002), not here.</li> <li>Do not use <i>Alternate Physical Address</i> for one of the units.</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>For a property with one dwelling (100 Main St), where each unit (Units 1-4) has a separate address, enter 100 Main St for <i>Physical Address</i>. The individual units would be identified with <i>Unit Identifier</i> (10.002).</li> <li>For a property with two dwellings, each with a separate address (100 Main St and 102 Main St), enter 100-102 Main St for <i>Physical Address</i>.</li> </ul>

Subject Property: Address, County, Neighborhood Name				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.001	Alternate Physical Address	If applicable	Free-form	<p>Alternate or “also known as” physical address(es) of the property being appraised. This includes any other physical property addresses recognized for the subject property.</p> <p>If the property has multiple distinct addresses, include them in <i>Alternate Physical Address</i>. Examples:</p> <ul style="list-style-type: none"> <li>Corner lots <ul style="list-style-type: none"> <li>Example: A house at the corner of Main St and 1<sup>st</sup> St that faces 1<sup>st</sup> St may have an address of 123 Main St and an additional address of 200 1<sup>st</sup> St.</li> </ul> </li> <li>Multiple city names that use the same ZIP code <ul style="list-style-type: none"> <li>Example: Colesville MD, Burtonsville MD and Silver Spring MD are all valid cities for ZIP code 20904.</li> </ul> </li> <li>Address changed by the local jurisdiction</li> <li>Rural property with a rural delivery address. Some properties do not have traditional “city style” addresses that denote the physical address. <ul style="list-style-type: none"> <li>Example: Enter RD #6 Chase Rd for <i>Physical Address</i> and Box 40 Chase Rd for <i>Alternate Physical Address</i>.</li> </ul> </li> <li>Condos, co-ops, or condops where the legal description differs from the USPS address. <ul style="list-style-type: none"> <li>Example: Mailboxes located in a cluster box in a lobby or outside of the building. Enter 123 Oak St for <i>Physical Address</i> and 123 Oak St, Box 11 for <i>Alternate Physical Address</i>.</li> </ul> </li> </ul>
3.002	County	Always required	Free-form	<p>Name of county or parish as defined by the state.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>If the subject property is not located in any county (located in an independent city), enter the name of the local municipality or district in which the property is located. Examples: Baltimore City, Fairfax City.</li> <li>If the property is located in more than one county, provide the county that corresponds to the <i>Physical Address</i>, and provide further details in <i>Subject Property Commentary</i> (3.032).</li> </ul>
3.003	Neighborhood Name	If applicable	Free-form	<p>The neighborhood name may be a name recognized by the municipality in which the property is sited.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Neighborhood name may not apply in some areas, such as rural areas. In this case, enter None when the row is included in the <b>Sales Comparison Approach</b> (22.03.03) or <b>Rental Information</b> (23.03.02).</li> </ul>

### Subject Property Characteristics (Checkboxes)

	Yes	No
Planned Unit Development (PUD)	3.010 <input type="checkbox"/>	<input type="checkbox"/>
Condominium	3.011 <input type="checkbox"/>	<input type="checkbox"/>
Cooperative	3.012 <input type="checkbox"/>	<input type="checkbox"/>
Condop	3.013 <input type="checkbox"/>	<input type="checkbox"/>
Property on Native American Lands	3.014 <input type="checkbox"/>	<input type="checkbox"/>
Subject Site Owned in Common	3.015 <input type="checkbox"/>	<input type="checkbox"/>
Homeowner Responsible for all Exterior Maintenance of Dwelling(s)	3.016 <input type="checkbox"/>	<input type="checkbox"/>
New Construction	3.017 <input type="checkbox"/>	<input type="checkbox"/>
Construction Stage	3.018	

Subject Property: Subject Property Characteristics (Checkboxes)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.010	Planned Unit Development (PUD)	Always required	Yes   No	<p><i>Property in a PUD</i></p> <p>Indicates whether the property is in a PUD. A PUD is a subdivision that consists of common property and improvements that are owned and maintained by a homeowners association (HOA) for the benefit and use of the individual PUD unit owners. A unit owner in the PUD has title to a residential property (parcel and dwelling) and an interest in the HOA that owns or manages the common areas and facilities of the PUD.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Select Yes when all lot or unit owners are required to have an interest in the HOA managing the PUD common areas and facilities.</li> <li>Select No if the property is in a condo, co-op, or condop.</li> <li>A PUD may be comprised of manufactured homes when meeting the definition.</li> <li>A project or subdivision with voluntary HOA membership must not be identified as a PUD.</li> </ul>
3.011 3.012 3.013	Condominium Cooperative Condop	Always required	Yes   No	<p>Checkboxes are checked based on <i>Property in a Project</i></p> <ul style="list-style-type: none"> <li>Yes (the property is in a condominium, cooperative, or condop)</li> <li>No (the property is not in a condominium, cooperative, or condop)</li> </ul>
3.011 3.012 3.013	Condominium Cooperative Condop	Required if <i>Property in a Project</i> is Yes	Choose an allowable answer from table ( <a href="#">Project Legal Structure</a> )	<p>Checkboxes are checked based on <i>Project Legal Structure</i></p> <ul style="list-style-type: none"> <li>Condominium</li> <li>Cooperative</li> <li>Condop</li> </ul>
3.014	Property on Native American Lands	Always required	Yes   No	<p>Indicates whether the property is on Native American Lands.</p> <p>Identification of appraisals for properties located on Native American Lands provides the GSEs the ability to recognize these properties for special loan products that support lending to members of federally recognized indigenous tribes in tribal areas and Hawaiian Home Lands.</p> <p>Note: If Yes, <i>Native American Lands Type</i> (3.021) must be provided.</p>
3.015	Subject Site Owned in Common	Always required	Yes   No	<p><i>Site Owned in Common</i>: Indicates whether land associated with the property is owned by an association, such as a condominium project, cooperative, or condop.</p> <ul style="list-style-type: none"> <li>Yes (the land supporting the dwelling is commonly owned through an association such as a condo, co-op or condop).</li> <li>No (the homeowner owns or leases the land sole and separate from another entity).</li> </ul> <p>Note: For site condos, select No for <i>Site Owned in Common</i>, and Condominium for <i>Project Legal Structure</i>.</p>
3.016	Homeowner Responsible for all Exterior Maintenance of Dwellings	Always required	Yes   No	<p>Indicates whether the homeowner is responsible for <b>all</b> exterior maintenance of the dwelling(s) on the property.</p> <p><i>Subject Property Commentary</i> (3.032) can be used to clarify specific maintenance responsibilities if needed.</p>
3.017	New Construction	Always required	Yes   No	<p>If Yes, all dwellings on the property are 100% newly constructed, including the foundation, were completed in the past 12 months, have never been occupied, and exhibit no signs of wear or use.</p> <p>Reference the condition rating definitions in <a href="#">Appendix 2: Condition and Quality Rating Definitions</a>.</p>



Subject Property: Subject Property Characteristics (Checkboxes)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.018	Construction Stage	Required for FHA and VA appraisals when <i>New Construction</i> is Yes	Choose an allowable answer from the Definition / Additional Guidance column	<p>The stage of construction at the time of the inspection.</p> <ul style="list-style-type: none"> <li>Complete</li> <li>Proposed</li> <li>Under Construction</li> </ul> <p>Reference the appropriate government agency appraisal guidelines for more information.</p>

Project Legal Structure (Choose one)	
Allowable Answer	Definition / Additional Guidance
Condominium	A project that has condominium ownership rights.
Cooperative	A project that has cooperative ownership rights.
Condom	<p>A project that contains units with both cooperative and condominium ownership rights.</p> <p>Example: A mixed-use condo building with commercial spaces that are individual condo units, and a residential portion that is a cooperative consisting of individual residential co-op units (all of the residential co-op units together make up one condominium unit).</p>

### Attachment Type and Number of Units, ADUs, and Dwellings

Attachment Type	3.004
Units Excluding ADUs	3.005
Accessory Dwelling Units	3.006
Dwellings Containing Units	3.007

Subject Property: Attachment Type and Number of Units, ADUs, and Dwellings				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.004	Attachment Type	Always required	Choose an allowable answer from table <a href="#">(Attachment Type)</a>	<p>Type of attachment to a neighboring property.</p> <ul style="list-style-type: none"> <li>Attached</li> <li>Detached</li> </ul>
3.005	Units Excluding ADUs	Always required	Number	<p>Number of separate living units on the subject property, not counting any ADUs. ADUs are entered in a separate field (3.006) but are considered in the overall unit count.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>A single-family property (with or without an ADU) is reported as 1 unit in this field.</li> <li>A three-unit property (with or without an ADU) is reported as 3 units in this field.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>2- to 4-unit properties are identified using <i>Units Excluding ADUs</i> between 2 and 4.</li> <li>This data point is for the number of units in the subject property only. The number of units in a project is reported as <i>Total Units</i> (18.006) in the <b>Project Information</b> section, and not here.</li> </ul>
3.006	Accessory Dwelling Units	Always required	Number	<p><i>Number of ADUs on Subject Property</i></p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Enter zero (0) if there are no ADUs on the property.</li> <li>ADUs may be in the dwelling, attached to the dwelling, or associated with a separate building (outbuilding).</li> </ul>

Subject Property: Attachment Type and Number of Units, ADUs, and Dwellings				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.007	Dwellings Containing Units	Always required	Number	<p>Number of dwellings on the property. A dwelling is a structure designed to be used as a residence that contains one or more living units.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li><i>Dwellings Containing Units</i> only displays when there is more than 1 living unit (<i>Units Excluding ADUs</i> is more than 1).</li> <li>An outbuilding is a structure other than a dwelling (e.g., barn, shed, bunkhouse, standalone ADU). Outbuildings are not included in <i>Dwellings Containing Units</i>. A detached garage with an ADU would not be captured here.</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>Enter 1 for a 2-unit property where both units are in the same building.</li> <li>Enter 1 for a 3-unit property where all units are in the same building.</li> <li>Enter 2 for a 2-unit property where each unit is in a separate building.</li> </ul>

Attachment Type (Choose one)	
Allowable Answer	Definition / Additional Guidance
Attached	<p>Residential dwelling that has a common wall or other direct physical connection with another dwelling or structure that has a different legal description.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Rowhouse or townhouse</li> <li>Semi-Detached (sometimes referred to as a “duplex” or “twin”)</li> <li>Property that is in a high-rise, mid-rise, or low-rise building</li> <li>2- to 4-unit property attached to a neighboring property</li> </ul>
Detached	<p>Residential dwelling under a single legal description that has no common wall or other direct physical connection with another dwelling or structure.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Single-family detached</li> <li>2- to 4-unit property not attached to a neighboring property</li> <li>A condo or co-op where there are no shared walls, floor, or ceiling with another unit (sometimes referred to as a “detached condo”)</li> </ul>

## Special Tax Assessments

Special Tax Assessments 3.008

Description of Special Tax Assessments and Impact to Value/  
Marketability 3.009

Subject Property: Special Tax Assessments				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.008	Special Tax Assessments	Always required	Yes   No	<p>Indicates whether there are special tax assessments. A special tax assessment is an additional tax levied on the property to pay for specific local (municipalities or governmental) infrastructure projects (e.g., public road or sewer construction or maintenance).</p> <p>Note: Do not include project special assessments. These are reported in the <b>Project Information</b> section (18.072).</p>
3.009	Description of Special Tax Assessments and Impact to Value / Marketability	Required if <i>Special Tax Assessments</i> is Yes	Free-form	Describe the special tax assessment, including amount, purpose, and the impact to value and / or marketability.

## Ownership Rights

This subsection describes the ownership and property rights appraised for the subject property. The appraiser must identify any property rights excluded from the valuation of the subject property such as mineral rights, water rights etc. Fractional, timeshare or segmented ownership rights must be identified in *Subject Property Commentary* (3.032) when they exist for the subject property.

## Property Rights

<b>Property Rights Appraised</b>	<b>3.019</b>
Community Land Trust	3.020
Native American Lands	3.021

Subject Property: Property Rights				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.019	Property Rights Appraised	Required if the property is not in a cooperative	Choose an allowable answer from the Definition / Additional Guidance column	Ownership interest in the property <ul style="list-style-type: none"> <li>Fee Simple</li> <li>Leasehold</li> <li>Other (Describe)</li> </ul>
3.020	Community Land Trust	Required if <i>Property Rights Appraised</i> is Leasehold or Other	Yes   No	Indicates whether the property is in a Community Land Trust.
3.021	Native American Lands	Required if <i>Property on Native American Lands</i> is Yes	Choose an allowable answer from table ( <a href="#">Native American Lands</a> )	<i>Native American Lands Type:</i> The legal means by which Native American land is owned. <ul style="list-style-type: none"> <li>Alaska Native Corporation Land</li> <li>Hawaiian Home Lands</li> <li>Tribal Trust Land</li> <li>Other (Describe)</li> </ul>

Native American Lands (Choose one)	
Allowable Answer	Definition / Additional Guidance
Alaska Native Corporation Land	Land that is owned by a Native American tribe and was conveyed by the United States to a Native Corporation pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.) or that was conveyed by the United States to a Native Corporation in exchange for such land.
Hawaiian Home Lands	Public land held in trust by the State of Hawaii, Department of Hawaiian Home Lands for native Hawaiians.
Tribal Trust Land	Land held in trust by the United States government for the benefit of the particular tribe. This type of land may not be mortgaged. The tribe executes a lease (approved by HUD/BIA) with the tribal member. The collateral for loans on these types of lands is improvements on the land and the lease. The title to the structure and leasehold estate is conveyed but not title to the land itself (it would remain trust for the tribe).
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Ground Rent

This subsection is for ground rents paid by individual owner(s) of the subject property. Reference the **Project Information** section (18.019-18.022) for project ground rent.

Ground Rent Annual Amount	3.022
Renewable	3.023
Term	3.024
Expires	3.025
Description of Ground Rent and Impact to Value/Marketability	3.026

Subject Property: Ground Rent				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.022	Ground Rent Annual Amount	Required if <i>Property Rights Appraised</i> is Leasehold and <i>Site Owned in Common</i> is No	Dollar amount	Annual amount agreed to be paid for the ground rent for the subject property.
3.023	Renewable	Required if <i>Property Rights Appraised</i> is Leasehold and <i>Site Owned in Common</i> is No	Yes   No	<i>Lease Renewable</i> Indicates whether the ground lease is renewable.
3.024	Term	Required for FHA, USDA, and VA appraisals when <i>Lease Renewable</i> is Yes	Number	Total number of years the ground lease is in effect (full term of the lease).  Reference the appropriate government agency appraisal guidelines for more information.
3.025	Expires	Required if <i>Property Rights Appraised</i> is Leasehold and <i>Site Owned in Common</i> is No	mm/yyyy	Expiration date of the ground lease.
3.026	Description of Ground Rent and Impact to Value / Marketability	Required if <i>Property Rights Appraised</i> is Leasehold and <i>Site Owned in Common</i> is No	Free-form	Provide commentary on the ground rent, sources of information, a description of the impact to value and / or marketability, and any other details.

## Ownership Rights

All Rights Included in Appraisal 3.027

Rights Not Included 3.028

Mineral Rights Leased 3.029

Description of Rights Not Included 3.030

Subject Property: Ownership Rights				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.027	All Rights Included in Appraisal	Required if <i>Site Owned in Common</i> is No	Yes   No	Indicates whether all ownership rights are being included in the appraisal.
3.028	Rights Not Included	Required if <i>All Rights Included in Appraisal</i> is No	Choose one or more allowable answers from the Definition / Additional Guidance column	Ownership rights that are not being included in the appraisal. <ul style="list-style-type: none"> <li>Air Rights</li> <li>Mineral Rights</li> <li>Timber Rights</li> <li>Water Rights</li> <li>Other (Describe)</li> </ul>
3.029	Mineral Rights Leased	Required for FHA, USDA, and VA appraisals when mineral rights are included	Yes   No	Indicates whether mineral rights for the subject property are subject to a lease agreement. Reference the appropriate government agency appraisal guidelines for more information.
3.030	Description of Rights Not Included	Required if <i>All Rights Included in Appraisal</i> is No	Free-form	Provide a description of ownership rights that are not included in the appraisal, including the impact to value and / or marketability.

## Legal Description

### Legal Description

3.031

Subject Property: Legal Description				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.031 See iGuide	Legal Description	Always required	Free-form or image	Description of all parcels being valued in the appraisal.  Provide one Legal Description for the entire property, including all parcels. It may be provided as text or as an image, such as in cases where the Legal Description is lengthy. A caption may be provided to further identify the image.

## Subject Property Commentary

### Subject Property Commentary

3.032

Subject Property Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
3.032	Subject Property Commentary	If applicable	Free-form	Additional commentary specific to the <b>Subject Property</b> section. Commentary may include: <ul style="list-style-type: none"> <li>Details captured above that require additional support.</li> <li>Information pertinent to the <b>Subject Property</b> section that is not captured in the details above.</li> </ul>

## Subject Property Exhibits

All photos or images related to the **Subject Property** section (with the exception of Legal Description if applicable) are displayed in the **Subject Property Exhibits** subsection. If there are no photos or images, this subsection does not display.

Subject Property Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Subject Property Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Subject Property</b> section may be provided, which display in <b>Subject Property Exhibits</b> . If the photo or image is not specifically indicated above, provide a caption to further identify each photo or image.

## 04 Site

The **Site** section provides information about the characteristics of the parcel(s) such as size, property access, site influences, utilities, and property restrictions. These details are key to providing an understanding of the property and the influences that define and affect the location. This section provides space for additional commentary, exhibits, and information about any apparent defects, damages, or deficiencies related to the site. The **Site** section always displays.

### General Information

#### Site Size and Parcels

**Total Site Size** 4.000  
**Dimensions** 4.001

**Number of Parcels** 4.002  
**Contiguous** 4.003  
**Elements Dividing Parcels** 4.004

Site Size and Parcels				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.000	Total Site Size	Required if <i>Site Owned in Common</i> is No	Number of acres, square feet, hectares, or square meters	<p>The total area of the site, including all parcels.</p> <ul style="list-style-type: none"> <li>For area less than 1 acre, use square feet in whole numbers (e.g., 27,840 sq. ft.).</li> <li>For area that is 1 acre or more, use acres to 2 decimals (e.g., 1.25 acres).</li> <li>If using the metric system, for area less than 1 hectare, use square meters in whole numbers (e.g., 7,500 sq. m.).</li> <li>If using the metric system, for area that is 1 hectare or more, use hectares to 2 decimals (e.g., 1.25 hectares).</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>If there is more than one parcel, the <i>Total Site Size</i> may not exactly match the sum of all <i>Parcel Sizes</i> (4.007) due to rounding differences for individual parcels.</li> <li>If new construction and providing an estimate, provide an explanation and describe in <i>Site Commentary</i> (4.116).</li> </ul>
4.001	Dimensions	May be provided for FHA, USDA, and VA appraisals if <i>Site Owned in Common</i> is No	Free-form	<p>The dimensions of the site such as its width and depth.</p> <p>Note: Must be consistent with other forms of measurement in the report.</p> <p>Reference the appropriate government agency appraisal guidelines for more information.</p>
4.002	Number of Parcels	Required if <i>Site Owned in Common</i> is No	Number	The total number of parcels that comprise the subject property.
4.003	Contiguous	Required if <i>Number of Parcels</i> is more than 1	Yes   No	<p><i>Parcels Contiguous</i></p> <p>Indicates whether two or more parcels share at least one common boundary.</p> <ul style="list-style-type: none"> <li>Yes (2 or more parcels share a common boundary).</li> <li>No (the parcels are divided).</li> </ul>
4.004	Elements Dividing Parcels	Required if <i>Parcels Contiguous</i> is No	Choose one or more allowable answers from the Definition / Additional Guidance column	<p>The elements that separate non-contiguous parcels.</p> <ul style="list-style-type: none"> <li>Body of Water</li> <li>Other Parcel</li> <li>Road</li> <li>Other (Describe)</li> </ul>

### Information for Each Parcel

Assessor Parcel Number (APN)	APN Description	Parcel Size
4.005	4.006	4.007

Site: Information for each Parcel				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.005	Assessor Parcel Number (APN)	Required for each parcel if the property is not in a cooperative, or if applicable when the property is in a condop.	Free-form	A number assigned to parcels of real property by the local jurisdiction for purposes of identification, record-keeping, and taxation. Note: If the APN is not yet assigned, enter "Not Assigned".
4.006	APN Description	Required for each parcel if the property is not in a cooperative, or if applicable when the property is in a condop.	Choose an allowable answer from table <a href="#">(APN Description)</a>	A description of the use of the land. An APN is required for each parcel that is included in the valuation when one has been assigned by the local taxing authority. <ul style="list-style-type: none"> <li>Land with Dwelling</li> <li>Condominium Unit</li> <li>Land with Improvement</li> <li>Vacant Land</li> <li>Boat Slip</li> <li>Parking</li> <li>Storage</li> <li>Other (Describe)</li> </ul>
Not on Report	This is an appraiser input that does not display	If available for each parcel	Free-form	<i>Alternative Property Identifier:</i> A proprietary value used to identify parcels of real property.
4.007	Parcel Size	Required for each parcel if <i>Site Owned in Common</i> is No and <i>APN Description</i> is Land with Dwelling, Land with Improvement, or Vacant Land	Number of acres, square feet, hectares, or square meters	<i>Parcel Size:</i> The area of the individual parcel. <ul style="list-style-type: none"> <li>For area less than 1 acre, use square feet in whole numbers (e.g., 27,840 sq. ft.).</li> <li>For area that is 1 acre or more, use acres to 2 decimals (e.g., 1.25 acres).</li> <li>If using the metric system, for area less than 1 hectare, use square meters in whole numbers (e.g., 7,500 sq. m.).</li> <li>If using the metric system, for area that is 1 hectare or more, use hectares to 2 decimals (e.g., 1.25 hectares).</li> </ul>

APN Description (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Land with Dwelling	A parcel containing one or more living units. Examples: <ul style="list-style-type: none"> <li>Dwelling on a single lot</li> <li>Dwelling on multiple lots with independent APNs</li> <li>Site condos where the owner individually owns the lot associated with the dwelling</li> </ul>
Condominium Unit	A living unit in a condominium project. For use when the property is in a condominium and <i>Site Owned in Common</i> (3.015) is Yes.
Land with Improvement	Land with one or more structures that do not contain living units (e.g., shed, barn). For use when the additional parcel does not contain a dwelling and has its own separate APN.
Vacant Land	Land containing no structures or dwellings. For use when the additional parcel is vacant land and has its own separate APN. May include utilities to the site.
Boat Slip	A privately owned docking point for boats or other watercraft. For use when the boat slip is a separate parcel.
Parking	An area specifically designed for vehicle storage. For use when the parking is a separate parcel.
Storage	A room or area designed to secure personal belongings. For use when the storage is a separate parcel.
Other (Describe)	Select Other to enter an answer that is not in the above list.



## Zoning

### Zoning

Compliance	4.008
Classification Code	4.009
Classification Code Description	4.010
Reasons Illegal	4.011
Impact	4.012
Rebuildable to Current Density/Use	4.013

### Description of Zoning Compliance 4.014

Site: Zoning				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.008	Compliance	Always required	Choose an allowable answer from Definition / Additional Guidance column	<p><b>Zoning Compliance:</b> The level of compliance of the site or improvements with zoning regulations.</p> <ul style="list-style-type: none"> <li>Illegal</li> <li>Legal</li> <li>Legal Nonconforming (A permissible exception to current zoning ordinances where the property was legally conforming when established but no longer conforms with current zoning)</li> <li>No Zoning (see also <i>Property Restrictions</i> (4.050-4.053), if applicable)</li> </ul>
4.009	Classification Code	Required for all <i>Zoning Compliance</i> responses except No Zoning	Free-form	Zoning Classification Code as defined by the local governing authority (e.g., R1).
4.010	Classification Code Description	Required for all <i>Zoning Compliance</i> responses except No Zoning	Free-form	<p>Descriptive text that explains the details of the <i>Classification Code</i> as used and defined by the local governing authority.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Residential single-family dwellings on 1 acre lots</li> <li>Mixed use structures and low-rise multifamily units in the defined Central Business District (CBD)</li> </ul>
4.011	Reasons Illegal	Required if <i>Zoning Compliance</i> is Illegal	Choose one or more allowable answers from table ( <a href="#">Reasons Illegal</a> )	<p>The reason(s) the site does not comply with zoning regulations.</p> <ul style="list-style-type: none"> <li>Accessory Dwelling Unit</li> <li>Development Standards</li> <li>Excessive Units</li> <li>Lot Size</li> <li>Manufactured Home</li> <li>Other (Describe)</li> </ul>
4.012	Impact	Required if <i>Zoning Compliance</i> is not Legal	Adverse, Beneficial, or Neutral	
4.013	Rebuildable to Current Density / Use	Required for FHA, USDA, and VA appraisals when <i>Zoning Compliance</i> is Legal Nonconforming	Yes   No	Indicates whether the building code or zoning regulations allow the property to be rebuilt to the current density and use if current improvements are destroyed.
4.014	Description of Zoning Compliance	Required if <i>Zoning Compliance</i> is not Legal, or if relevant	Free-form	Description could include information pertinent to zoning compliance that is not captured in the discrete data, or additional details to support the discrete data that is provided.

Site: Zoning - Reasons Illegal (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Accessory Dwelling Unit	Accessory dwelling units are not allowed on the site.
Development Standards	Site is not compliant with development regulations (e.g., a dwelling with a building footprint that exceeds the allowable setback lines or size restrictions).

Site: Zoning - Reasons Illegal (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Excessive Units	The property exceeds the allowable density established by the local zoning authority (e.g., a two-to-four unit property in an area that permits only one-unit properties in the zoning regulations).
Lot Size	Site size does not meet standards established by local zoning authority.
Manufactured Home	Manufactured homes are not allowed on the site.
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Property Use

This subsection displays when *Site Owned in Common* (3.015) is No.

- When *Site Owned in Common* is Yes, non-residential use such as live/work space **in the living unit** is reported in the **Unit Interior** section (10.026-10.028).
- Commercial space **in condominium, cooperative, or condop project buildings** is reported in the **Project Information** section (18.069).

### Property Use

Primarily Residential	4.015
Residential Use	4.016
Non-Residential Use	4.017
Non-Residential Modification	4.018

Description of Non-Residential Use/Modification 4.019

Site: Property Use				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.017	Non-Residential Use	Required if <i>Site Owned in Common</i> is No	Yes   No	<p><i>Non-Residential Uses on Property</i>: Indicates whether the property includes space set aside to operate a business.</p> <p>When analyzing this for a condominium or cooperative (such as a site condo), only include areas that are part of the subject unit and not the entire project. Project analysis is handled in the <b>Project Information</b> section.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>If Yes, the <i>Non-Residential Property Use</i> row displays in the <b>Site Features Table</b> (4.043-4.046), and additional information must be provided.</li> <li>If No, "None" displays.</li> </ul>
4.015	Primarily Residential	Required if <i>Non-Residential Uses on Property</i> is Yes	Yes   No	Indicates whether the property's use is primarily residential when the property includes non-residential space set aside to operate a business. Although income should be considered, it may not be the sole determining factor if the property is primarily residential.
4.016	Residential Use	Required for FHA, USDA, and VA appraisals if <i>Non-Residential Uses on Property</i> is Yes	Percent	<p><i>Percent of Residential Use</i></p> <p>Reference the appropriate government agency appraisal guidelines for more information.</p>

Site: Property Use				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.017	Non-Residential Use	Required if <i>Non-Residential Uses on Property</i> is Yes	Choose one or more allowable answers from the Definition / Additional Guidance column	<p>The type(s) of non-residential use observed on the property.</p> <ul style="list-style-type: none"> <li>Agricultural</li> <li>Commercial (e.g., retail, day care, elder care, beauty or barber shop, doctor's office)</li> <li>Industrial</li> <li>Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>Also displays in the <b>Site Features Table (4.044)</b>.</li> <li>Photo(s) of non-residential use must be provided, which display in <b>Site Exhibits</b> with the caption "Non-Residential Use". An additional caption including the type of non-residential use, location, and any other descriptive information as appropriate must be provided.</li> </ul>
4.018	Non-Residential Modification	Required if <i>Non-Residential Uses on Property</i> is Yes	Yes   No	
4.019	Description of Non-Residential Use / Modification	Required if <i>Non-Residential Uses on Property</i> is Yes	Free-form	Commentary on the nature of the non-residential use and / or modifications, including the extent of the changes and whether they have an adverse impact on marketability as a residential property.

## Property Access

### Property Access

Primary Access	4.020
Street Type and Surface	4.021
Known Maintenance Agreement	4.022
Typical for Market	4.023
Description of Property Access	4.024

Site: Property Access				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.020	Primary Access	Always required	Choose an allowable answer from table <a href="#">(Primary Access to Property)</a>	<p><i>Primary Access to Property:</i> The primary ingress and egress method to the property.</p> <ul style="list-style-type: none"> <li>Pedestrian Only Access</li> <li>Private Airstrip</li> <li>Private Street</li> <li>Public Street</li> <li>Waterway</li> <li>Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>For condominiums, cooperatives, and condos, reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</li> <li>Photo(s) of the property access must be provided, which display in <b>Site Exhibits</b> with the caption "Property Access (Street Scene)". An additional caption may be provided to further identify the photo.</li> </ul>

Site: Property Access				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.021	Street Type and Surface	Required for each street if <i>Primary Access to Property</i> is Public Street, or Private Street	Choose one or more allowable answers from table <a href="#">(Street Type)</a>	<p><i>Street(s) Used to Access Property:</i> The means of direct access and exit for all roads to and from the property.</p> <ul style="list-style-type: none"> <li>Alley</li> <li>Arterial Street</li> <li>Collector Street</li> <li>Cul-de-sac</li> <li>Dead End</li> <li>Local Road</li> <li>Rural Road</li> <li>Other (Describe)</li> </ul> <p>Note: For condominiums, cooperatives, and condops, reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</p>
4.021	Street Type and Surface	Required for each street if <i>Primary Access to Property</i> is Public Street, or Private Street	Choose an allowable answer from the Definition / Additional Guidance column	<p><i>Street Surface Material</i></p> <ul style="list-style-type: none"> <li>Asphalt</li> <li>Brick</li> <li>Concrete</li> <li>Cobblestone</li> <li>Dirt</li> <li>Gravel</li> <li>Other (Describe)</li> </ul> <p>Note: If the street is made of multiple materials, choose the predominant one.</p>
4.022	Known Maintenance Agreement	Required if <i>Primary Access to Property</i> is Private Street	Yes   No	<p>Indicates whether there is an enforceable maintenance agreement for a private street used to access the property that is known to the appraiser.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Select Yes if the private street is maintained by the HOA or PUD.</li> <li>An image of the maintenance agreement may be provided, which displays in <b>Site Exhibits</b>. A caption must be provided to identify the image as being of a maintenance agreement, and any other descriptive information as appropriate.</li> </ul>
4.023	Typical for Market	Required if <i>Primary Access to Property</i> is Private Street	Yes   No	<i>Access to Property Typical for the Market:</i> Indicates whether the property access is common in the market location.
4.024	Description of Property Access	Required if <i>Access to Property Typical for the Market</i> is No, or as needed	Free-form	Description of the access to the property including why it is not typical for the market. Additional commentary to include details and other information may be provided.

Primary Access to Property (Choose one)	
Allowable Answer	Definition / Additional Guidance
Pedestrian Only Access	Indicates the property is landlocked and can only be accessed by foot (e.g., walking, hiking) and cannot be accessed by any other method. An easement is typically required to access the property. Note: Choose this answer for situations in which there is a street giving access to the subject property that has been converted to pedestrian-only access and is the only access.
Private Airstrip	Note: Do not include airstrips that serve a project or community. These are reported in <i>Common Amenities / Services</i> <a href="#">(18.012)</a> .
Private Street	Note: Do not choose this answer for pedestrian-only streets.
Public Street	Note: Do not choose this answer for pedestrian-only streets.
Waterway	
Other (Describe)	Select Other to enter an answer that is not in the above list.

Street Type (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Alley	A typically narrow passageway between buildings or residences that is designed to provide access to the property but not meant for use as a local road.
Arterial Street	A high-capacity road primarily designed to provide routes from city to city; features divided lanes and high to moderate rates of speed, limited and controlled pedestrian access (e.g., state or county highway).
Collector Street	A moderate-capacity road designed to link to arterial roads and collect traffic from local roads; may feature divided lanes, moderate rates of speed, and controlled pedestrian access.
Cul-de-sac	A low-capacity road designed as a non-through street that ends in a circle typically used for vehicle turn around; features a low rate of speed and unregulated pedestrian access.
Dead End	A low-capacity road or series of roads that end abruptly with no specified area for vehicle turn around and only one means of entry and exit; features a low rate of speed and unregulated pedestrian access (e.g., non-through street).
Local Road	A moderate- to low-capacity road primarily designed to provide direct access to individual residential properties; typically features single lane, low rates of speed and unregulated pedestrian access (e.g., neighborhood or residential road).
Rural Road	A low-capacity road primarily designed to provide direct access to agricultural properties and larger acreage residential properties; typically present in areas of low population density with low rates of speed and unregulated pedestrian access (e.g., county road).
Other (Describe)	Select Other to enter an answer that is not in the above list.

### Site Influence

The appraiser must fully consider all of the influences that impact the value and marketability of a property's site and location. These may be onsite or offsite, and sometimes may not be visible from the property or may even be located some distance away.

The appearance of the **Site Influence** table varies based on the details of the property being appraised.

#### Site Influence

Influence	Proximity	Detail	Impact	Comment
4.025	4.026	4.027	4.028	4.029

Site Influence Commentary 4.030

Site: Site Influences				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.025	Influence	Always required	Choose one or more allowable answers from table ( <a href="#">Site Influence</a> )	<i>Site Influence</i> : Specifies an influence on the property.  Note: Photos or images for each site influence may be provided, which display in <b>Site Exhibits</b> with the caption "Site Influence". An additional caption must be provided, including the site influence type and any other descriptive information as appropriate.
4.030	Site Influence Commentary	If relevant	Free-form	Overall commentary for all site influences.

Site Influence (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Agricultural	
Airport	A designated area where aircraft take off and land. Note: Airport influences can extend to flight paths where landing and take-off patterns may create higher noise levels. Choose this answer when reporting on these types of influences.
Body of Water	Choose this answer if there are one or more bodies of water that influence the site. Note: If applicable, see also the <b>Water Frontage with Private Access</b> subsection ( <a href="#">4.031-4.038</a> ).
Busy Roadway	

Site Influence (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Commercial Area	An area intended to produce income (e.g., office buildings, retail buildings, hospitality).
Golf Course	
Green Space	An area of protected or conserved land or water on which development is indefinitely set aside.
High Density Residential	A densely populated residential area.
High Pressure Gas Line	A distribution system with lines in which the gas pressure in the main is higher than the pressure provided to the customer.
Historic District	A district designated to be of historical significance by a recognized authority.
Industrial Area	An area intended for the production of manufactured goods (e.g., factories).
Local Distribution Line	Electric lines that commonly supply power to residential housing developments, similar facilities and individual properties.
Oil or Gas Well	
Overhead Electric Power Transmission Line	Electric lines that supply power from power generation stations to local distribution lines.
Park	
Public Transportation Hub	A location where public transportation can be accessed (e.g., bus transfer station, metro station).
Rail Line	The rail line used by commercial or commuter trains (e.g., railroad tracks, metro tracks).
Residential	
School	
Stormwater Retention	An area designed to hold or retain stormwaters on a permanent basis.
Other (Describe)	Select Other to enter an answer that is not in the above list.

### Information for each Site Influence

Site: Information for each Site Influence				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.026	Proximity	Required for each site influence	Choose an allowable answer from table <a href="#">(Proximity)</a>	Proximity of the site influence or body of water to the property. <ul style="list-style-type: none"> <li>• Bordering</li> <li>• Offsite</li> <li>• Onsite</li> </ul>
4.027	Detail	Required if <i>Site Influence</i> is Body of Water	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>Body of Water Type</i> <ul style="list-style-type: none"> <li>• Bay</li> <li>• Canal</li> <li>• Cove</li> <li>• Creek</li> <li>• Gulf</li> <li>• Lake</li> <li>• Marsh</li> <li>• Ocean</li> <li>• Pond</li> <li>• Reservoir</li> <li>• River</li> <li>• Sound</li> <li>• Other (Describe)</li> </ul>

Site: Information for each Site Influence				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.027	Detail	Required for FHA, USDA, and VA appraisals when <i>Site Influence</i> is Airport	Choose an allowable answer from table ( <a href="#">Special Airport Hazard Zone</a> )	<p><b>Special Airport Hazard Zone:</b> Areas mapped as special airport hazard zones at the ends of runways where aircraft accidents are most likely to occur.</p> <ul style="list-style-type: none"> <li>None (Not in a Special Airport Hazard Zone)</li> <li>Civil Airport Runway Clear Zone</li> <li>Military Airport Accident Potential Zone 1</li> <li>Military Airport Clear Zone</li> <li>Other (Describe)</li> </ul> <p>Reference the appropriate government agency appraisal guidelines for more information.</p>
4.027	Detail	Required for FHA, USDA, and VA appraisals when <i>Site Influence</i> is Local Distribution Line, Overhead Electric Power Transmission Line, or High Pressure Gas Line	Yes   No	<p><b>Meets Policy Requirements:</b> Indicates whether the site influence meets applicable policy requirements.</p> <ul style="list-style-type: none"> <li>Yes (Meets Policy Requirements)</li> <li>No (Does Not Meet Policy Requirements)</li> </ul> <p>Reference the appropriate government agency appraisal guidelines for more information.</p>
4.028	Impact	Required for each Site Influence	Adverse, Beneficial, or Neutral	
4.029	Comment	Required for each Site Influence if <i>Impact</i> is Adverse or Beneficial, or if <i>Meets Distance Requirements</i> is No, or as needed	Free-form	When Adverse or Beneficial, describe the impact to value and / or marketability. Additional commentary may be provided to include details and other information.

Proximity (Choose one for each Site Influence or Environmental Condition)	
Allowable Answer	Definition / Additional Guidance
Bordering	An influence located on or coming from a site that directly abuts the subject site.
Offsite	An influence located on or coming from a site that is not the subject site nor directly abuts the subject site.
Onsite	An influence located on or coming directly from the subject site.

Special Airport Hazard Zone (Choose one)	
Allowable Answer	Definition / Additional Guidance
None (Not in a Special Airport Hazard Zone)	Select this answer if the property is not in a Special Airport Hazard Zone.
Civil Airport Runway Clear Zone	Areas immediately beyond the ends of runways for civil airports as established by Federal Aviation Administration for the purpose of enhancing protection of people and property on the ground in the event an aircraft lands or crashes beyond the runway end.
Military Airport Accident Potential Zone 1	Areas beyond the Clear Zone for military airfields established by the United States Department of Defense as a planning tool for local planning agencies. Accident Potential Zones are areas where aircraft mishaps are most likely to occur near the airfields.
Military Airport Clear Zone	Areas immediately beyond the ends of runways for military airfields established by the United States Department of Defense.
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Apparent Environmental Conditions

The appraiser must fully consider any apparent environmental conditions that impact the value and marketability of the property. Environmental conditions may be onsite or offsite, may not be visible on or from the property, or may even be located some distance away.

There is one *Apparent Environmental Condition* row in the **Site Influence** table for each *Apparent Environmental Condition*. If there are no environmental conditions, this row does not display.

Site: Site Influence - Apparent Environmental Conditions				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.027	Detail	Always required	Choose one or more allowable answers from table ( <a href="#">Apparent Environmental Condition</a> )	<p><i>Apparent Environmental Condition</i>: A type of environmental condition identified during the analysis of a lot or structure.</p> <ul style="list-style-type: none"> <li>None</li> <li>Hazardous Above Ground Storage Tank</li> <li>Hazardous Substances</li> <li>Landfill</li> <li>Radon</li> <li>Slush Pit</li> <li>Soil Contamination</li> <li>Superfund Site</li> <li>Underground Storage Tank</li> <li>Water Contamination</li> <li>Other (Describe)</li> </ul>
4.026	Proximity	Required for each identified <i>Apparent Environmental Condition</i>	Choose an allowable answer from table ( <a href="#">Proximity</a> )	<p>Proximity of the environmental condition to the property.</p> <ul style="list-style-type: none"> <li>Bordering</li> <li>Offsite</li> <li>Onsite</li> </ul>
4.026	Proximity	Required if <i>Proximity</i> is Bordering or Offsite	Number of feet, meters, miles or kilometers	<p><i>Distance from Property</i>: The approximate distance from the property to the environmental condition, as measured from the closest point of the apparent environmental condition to the subject property line.</p> <p>Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</p>
4.028	Impact	Required for each identified <i>Apparent Environmental Condition</i>	Adverse, Beneficial, or Neutral	
4.029	Comment	Required for each identified <i>Apparent Environmental Condition</i>	Free-form	Commentary on the nature of the environmental condition, and its impact to value and / or marketability.

Apparent Environmental Condition (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
None	Select this answer if there are no apparent environmental conditions that influence the property, and the <i>Apparent Environmental Condition</i> row does not display.
Hazardous Above Ground Storage Tank	Stationary storage tank above the surface grade with capacity of 1000 gallons or more of flammable or explosive material.
Hazardous Substances	Any material that may be harmful to humans, the property, and / or the environment.
Landfill	An area of land that is built up from deposits of solid refuse in layers covered by soil.
Radon	A heavy radioactive gaseous element formed by the decay of radium.



Apparent Environmental Condition (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Slush Pit	Earthen pit or basin excavated next to drilling rigs that are used for the collection and disposal of drilling muds and well cuttings.
Soil Contamination	The presence of chemicals or other alterations to the natural soil environment.
Superfund Site	A site established by the Federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980 and administered by the Environmental Protection Agency, enabling it to investigate and clean up sites contaminated with hazardous substances.
Underground Storage Tank	A storage tank that is below the surface grade.
Water Contamination	Water that contains any foreign substance that can be harmful to humans, the property, and / or the environment (e.g., lead, arsenic).
Other (Describe)	Select Other to enter an answer that is not in the above list.

### Water Frontage with Private Access

The appraiser must indicate whether the property has private access to each *Body of Water Type* that was indicated in the **Site Influences** subsection above. Private access is intended to mean that the access is either owned by the subject property or exclusively granted to the subject property through easement or right.

This section is not intended for public or community waterfront access used as an amenity in projects, communities, or other housing developments. Instances where community waterfront access is included as an amenity in mandatory HOA fees must be reported in *Common Amenities / Services* (18.012) in the **Project Information** section.

If the property does not have private access to any body of water, this subsection does not display.

Site: Water Frontage				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Always required for each <i>Body of Water Type</i>	Yes   No	<p><i>Property Has Private Access Rights to the Body of Water:</i> Indicates whether the property has private access to <b>the associated body of water</b>.</p> <p>This represents private access from the property only, either through a community buffer or exclusive to the property. Do not select Yes to report on public, community, or project waterfront access and amenities.</p>

### For All Private Water Frontage on the Property

This subsection includes information about all private water frontage on the property.

#### Water Frontage with Private Access

Total Linear Measurement 4.031

Permanent Waterfront Feature 4.032

Right to Build 4.033

Site: Information for all Private Water Frontage on the Property				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.031	Total Linear Measurement	Required if <i>Property Has Private Access Rights to the Body of Water</i> is Yes for one or more bodies of water	Number	<i>Water Frontage Total Length:</i> The approximate total linear measurement of all waterfront with private access, measured in front footage.

Site: Information for all Private Water Frontage on the Property				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.032	Permanent Waterfront Feature	Required if <i>Property Has Private Access Rights to the Body of Water</i> is Yes for one or more bodies of water	Choose one or more allowable answers from table ( <a href="#">Permanent Waterfront Feature</a> )	<p>A permanent feature in or alongside a body of water.</p> <ul style="list-style-type: none"> <li>None</li> <li>Beach</li> <li>Boat Lift</li> <li>Boat Ramp</li> <li>Boat Slip</li> <li>Dock</li> <li>Pier</li> <li>Riprap</li> <li>Seawall or Bulkhead</li> <li>Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If there are multiple permanent waterfront features and bodies of water, provide further details in <i>Water Frontage Commentary</i> (4.038).</li> <li>Photos or images for the indicated permanent waterfront feature may be provided, which display in <b>Site Exhibits</b> with the caption "Permanent Waterfront Feature". An additional caption must be provided, including the waterfront feature type(s) and any other descriptive information as appropriate.</li> </ul>
4.033	Right to Build	Required if <i>Permanent Waterfront Feature</i> is None	Yes   No	<p><i>Right to Build Waterfront Features</i></p> <p>When there are no waterfront features on the property (<i>Permanent Waterfront Feature</i> is None), indicate whether the property has the right to improve the shoreline or build waterfront features.</p>

Permanent Waterfront Feature (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
None	There are no waterfront features on the property.
Beach	A strip of land separating a body of water from inland areas, typically used for recreation or leisure purposes.
Boat Lift	A machine for raising and lowering watercraft to and from the water.
Boat Ramp	A form of access point, leading to a body of water, for boats or other watercraft.
Boat Slip	A docking point for boats or other watercraft.
Dock	<p>A platform leading out from shore into a body of water that is not attached to pillars or girders. Can be permanently installed, or temporary to allow for removal due to seasonality.</p> <p>Note: Docks that are temporary or not permanently installed are considered personal property and are not reported here.</p>
Pier	A permanent structure leading out from shore into a body of water, typically made of concrete, steel, or treated timbers and supported on pillars or girders.
Riprap	Rock or other material set in place to protect shorelines (e.g., shot rock, rock armor, or rubble).
Seawall or Bulkhead	<p>A wall or structure designed to protect shorelines from wave loads and / or to retain soils and prevent erosion.</p> <p>Select this answer only when it is privately owned and maintained, and part of the real estate being valued.</p>
Other (Describe)	<p>Select Other to enter an answer that is not in the above list.</p> <p>Note: Boathouses must be reported in the <b>Outbuilding</b> section and are not reported here.</p>

### For each Body of Water with Private Access

Indicate which bodies of water from above (*Body of Water Type* (4.027)) have private access from the property, either through a community buffer or exclusive to the property. If there are multiple bodies of water with private access, each displays in a separate row in the **Water Frontage with Private Access** table.

Frontage	Name	Waterfront Access Rights	Access Depth
4.034	4.035	4.036	4.037
Water Frontage Commentary		4.038	

Site: Information for Each Body of Water with Private Access				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.034	Frontage	If applicable	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Body of Water Type</i></p> <ul style="list-style-type: none"> <li>Bay</li> <li>Canal</li> <li>Cove</li> <li>Creek</li> <li>Gulf</li> <li>Lake</li> <li>Marsh</li> <li>Ocean</li> <li>Pond</li> <li>Reservoir</li> <li>River</li> <li>Sound</li> <li>Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li><i>Body of Water Type</i> redisplay from 4.027.</li> <li>Photos or images for all water frontage with private access must be provided, which display in <b>Site Exhibits</b> with the caption "Water Frontage". An additional caption must be provided, including the water frontage type(s) and any other descriptive information as appropriate.</li> </ul>
4.035	Name	If relevant	Free-form	<i>Body of Water Name</i>
4.036	Waterfront Access Rights	Required for each body of water where <i>Property Has Private Access Rights to the Body of Water</i> is Yes	Choose an allowable answer from table ( <a href="#">Waterfront Access Rights</a> )	<p>Type of access the subject property has to the waterfront.</p> <ul style="list-style-type: none"> <li>By Permit</li> <li>Deeded Access</li> <li>Privately Owned</li> <li>Other (Describe)</li> </ul>
4.037	Access Depth	Required for each body of water where <i>Property Has Private Access Rights to the Body of Water</i> is Yes	Choose an allowable answer from table ( <a href="#">Access Depth</a> )	<p>Classifies the water depth for the purpose of watercraft access.</p> <ul style="list-style-type: none"> <li>Deep Water</li> <li>Non-Navigable</li> <li>Shallow Water</li> <li>Other (Describe)</li> </ul> <p>Note: Water depth should be approximated considering typical and feasible water depths, whether by dock, pier, or shoreline.</p>

Waterfront Access Rights (Choose one for each Body of Water with Private Access)	
Allowable Answer	Definition / Additional Guidance
By Permit	Temporary permissible use of the waterfront access granted by a recognized authority.
Deeded Access	Legally permissible use of the waterfront access written in the deed.
Privately Owned	Waterfront access as granted through private ownership of the water frontage.

Waterfront Access Rights (Choose one for each Body of Water with Private Access)	
Allowable Answer	Definition / Additional Guidance
Other (Describe)	Select Other to enter an answer that is not in the above list.

Access Depth (Choose one for each Body of Water with Private Access)	
Allowable Answer	Definition / Additional Guidance
Deep Water	Water is four feet or deeper and can handle most types of recreational watercraft.
Non-Navigable	Water is less than two feet deep and does not provide consistent ingress and egress for any watercraft.
Shallow Water	Water is two to four feet deep and can handle most recreational watercraft.
Other (Describe)	Select Other to enter an answer that is not in the above list.

### Water Frontage Commentary

Site: Information for Each Body of Water with Private Access				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.038	Water Frontage Commentary	If relevant	Free-form	Overall commentary for all water frontage, which could include information that is not captured in the discrete data, or additional details to support the discrete data that is provided.

### View and Impact to Value / Marketability

A key component of a property's location is the view. This subsection contains information about the views associated with the subject property, the range and breadth of those views, and the overall impact the views have on the subject's value and marketability.

#### View and Impact to Value/Marketability

View	Range of View	Impact
4.039	4.040	4.041
View Commentary 4.042		

Site: View and Impact to Value / Marketability				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.039	View	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<p>The specific view types as observed for valuation purposes that may affect market value.</p> <ul style="list-style-type: none"> <li>• Bay</li> <li>• Canal</li> <li>• City Street</li> <li>• Commercial</li> <li>• Cove</li> <li>• Creek</li> <li>• Golf Course</li> <li>• Gulf</li> <li>• High Density Residential</li> <li>• Highway</li> <li>• Industrial</li> <li>• Lake</li> <li>• Marsh</li> <li>• Mountain</li> <li>• Ocean</li> <li>• Park</li> <li>• Parking Lot</li> <li>• Pastoral</li> <li>• Pond</li> <li>• Reservoir</li> <li>• Residential</li> <li>• River</li> <li>• School</li> <li>• Skyline</li> <li>• Sound</li> <li>• Traffic Wall Barriers</li> <li>• Valley</li> <li>• Woods</li> <li>• Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Views must be reported and analyzed based on what is readily visible from the property dwelling or unit(s). For high-rise, mid-rise and low-rise properties, the view is reported at the unit level.</li> <li>• Photo(s) must be provided of all views that impact value or marketability, which display in <b>Site Exhibits</b> with the caption "View". An additional caption must be provided, including the view type and any other descriptive information as appropriate.</li> </ul>
4.039	View (Primary)	Always required for each view	Yes   No	<p>Indicates whether the view is the primary view.</p> <ul style="list-style-type: none"> <li>• Select Yes for the view with most impact, and if there is more than one view, "(Primary)" displays next to the view.</li> </ul>
4.040	Range of View	Always required for each view	Choose an allowable answer from table ( <a href="#">Range of View</a> )	<p>The extent of the view. The range of each view must be described based on the view from the property dwelling or unit(s).</p> <ul style="list-style-type: none"> <li>• Full</li> <li>• Partial</li> <li>• Seasonal</li> <li>• Other (Describe)</li> </ul>
4.041	Impact	Always required for each view	Adverse, Beneficial, or Neutral	
4.042	View Commentary	If relevant	Free-from	<p>Overall commentary for all views</p> <ul style="list-style-type: none"> <li>• Details captured above that require additional support.</li> <li>• Information pertinent to views impacting value and /or marketability that is not captured in the details above.</li> </ul>

Range of View (Choose one for each View)	
Allowable Answer	Definition / Additional Guidance
Full	A generally unobstructed view.
Partial	A significantly obstructed or limited view.
Seasonal	A view that is obstructed during certain times of the year.
Other (Describe)	Select Other to enter an answer that is not in the above list.

### Site Features and Impact to Value / Marketability

The **Site Features** table provides information about relevant site factors that may impact the value and marketability of the property.

- Non-Residential Property Use
- Hazard Zone
- Property Restrictions
- Easements
- Encroachments
- Site Characteristics

The appearance of the **Site Features** table varies based on the details of the property being appraised. This sample shows all possible rows that may display.

#### Site Features and Impact to Value/Marketability

Feature	Detail	Impact	Comment
Non-Residential Property Use	4.043 4.044	4.045	4.046
Hazard Zone	4.047	4.048	4.049
Property Restriction	4.050 4.051	4.052	4.053
Easement	4.054 4.055	4.056	4.057
Encroachment	4.058 4.059	4.060	4.061
Site Characteristic	4.062 4.063	4.064	4.065
Site Features Commentary	4.066		

## Non-Residential Property Use

The appraiser must carefully analyze and report on any significant non-residential uses of the subject property in this section when *Site Owned in Common* (3.015) is No. This row only displays in the **Site Features** table when *Site Owned in Common* is No and *Non-Residential Uses on Property* (4.017) is Yes.

- When *Site Owned in Common* is Yes, the details of non-residential use for a specific unit, including whether the property qualifies as live / work space, are reported in the **Unit Interior** section (10.026-10.028).
- Commercial space in project buildings is reported in the **Project Information** section (18.069).

Site: Site Features - Non-Residential Property Use				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.043 4.044	Non-Residential Property Use (Detail)	Required if <i>Non-Residential Use</i> is Yes	Choose one or more allowable answers from the Definition / Additional Guidance column	The type(s) of non-residential use observed on the property. <ul style="list-style-type: none"> <li>• Agricultural</li> <li>• Commercial (e.g., retail, day care, elder care, beauty or barber shop, doctor's office)</li> <li>• Industrial</li> <li>• Other (Describe)</li> </ul> Note: Redisplays from 4.017.
4.045	Non-Residential Property Use (Impact)	Required if <i>Non-Residential Use</i> is Yes	Adverse, Beneficial, or Neutral	
4.046	Non-Residential Property Use (Comment)	Required if <i>Non-Residential Use</i> is Yes	Free-form	When Adverse or Beneficial, describe the impact to value and / or marketability. Additional commentary may be provided to include details and other information.

## Hazard Zone

The appraiser must report all Hazard Zones that impact the subject property in this section. Examples such as Flood Zones and Lava Flow Zones are predefined and must be reported using the available selections. Select Other (Describe) to identify any zones that impact the subject property that are not predefined.

The *Hazard Zone* row always displays in the **Site Features** table.

Site: Site Features - Hazard Zone				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.047	Hazard Zone (Detail)	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>Hazard Zone</i> : The geographic area, as specified by a government entity, documenting a potential risk to the property. <ul style="list-style-type: none"> <li>• FEMA Special Flood Hazard Area</li> <li>• USGS Lava Flow Zone</li> <li>• None (No Hazard Zone Noted)</li> <li>• Other (Describe)</li> </ul>
4.047	Hazard Zone (Detail)	Required if <i>Hazard Zone</i> is USGS Lava Flow Zone	USGS Lava Flow Zone 1 to 9	<i>Lava Flow Zone</i> : Defined by the United States Geological Survey to identify the most dangerous Lava Flow Zone in which the property, in whole or in part, is located. Note: If the property is in multiple Lava Flow Zones, report the most severe rating, and note the other Lava Flow Zones in <i>Hazard Zone Comment</i> .
4.048	Hazard Zone (Impact)	Required if property is in a hazard zone	Adverse, Beneficial, or Neutral	

Site: Site Features - Hazard Zone				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.049	Hazard Zone (Comment)	Required if <i>Impact</i> is Adverse, or as needed	Free-form	<i>Hazard Zone Comment</i> When Adverse, describe the impact to value and / or marketability. Additional commentary may be provided to include details and other information.

## Property Restriction

The appraiser must identify property restrictions or encumbrances affecting the subject property in this subsection. Restrictions are identified using the most appropriate description from the list provided. If there are multiple restrictions, choose all that apply.

There is one row in the **Site Features** table for each *Property Restriction*. If there are no property restrictions, this row does not display.

Site: Site Features - Property Restriction				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.050 4.051	Property Restriction (Detail)	If applicable	Choose one or more allowable answers from table ( <a href="#">Property Restriction</a> )	<i>Property Restriction:</i> Limitation(s) on the use, development, or transfer of a property. <ul style="list-style-type: none"> <li>• Age</li> <li>• Historic Preservation</li> <li>• Income</li> <li>• Land Use</li> <li>• Rental</li> <li>• Sale Price</li> <li>• Other (Describe)</li> </ul>
4.052	Property Restriction (Impact)	Required for each property restriction	Adverse, Beneficial, or Neutral	
4.053	Property Restriction (Comment)	Required for each property restriction if <i>Impact</i> is Adverse or Beneficial, or as needed	Free-form	When Adverse or Beneficial, describe the impact to value and / or marketability. Additional commentary may be provided to include details and other information.

Property Restriction (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Age	A restriction that limits the conveyance and ownership of the property based on an individual meeting a specified age threshold (e.g., 55+ communities).
Historic Preservation	A restriction that prevents owner from altering the property in its entirety or specific portion of the property to preserve its historical relevance or character.
Income	A restriction that limits the conveyance and ownership of the property based on an individual meeting income requirements. Note: For affordable housing programs, select both Income and Sale Price, if applicable.
Land Use	A restriction that controls use of the land.
Rental	A restriction on the amount of rent that can be charged or increased in a certain period (e.g., rental cap, rent control).
Sale Price	A restriction that places a sale price threshold on the property (e.g., minimum sale price, maximum sale price). Note: For affordable housing programs, select both Income and Sale Price, if applicable.
Other (Describe)	Select Other to enter an answer that is not in the above list.



## Easement

Easements affecting the subject property are identified in this subsection. The appraiser must identify easements granted by neighboring properties to the subject property, in addition to any easements granted by the subject property to a neighboring property. Use the most appropriate description from the list provided.

There is one row in the **Site Features** table for each *Easement*. If there are no easements, this row does not display.

Site: Site Features - Easement				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.054 4.055	Easement (Detail)	If applicable	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Easement</i>: A nonpossessory right to cross or otherwise use a portion of another property for a specified purpose.</p> <ul style="list-style-type: none"> <li>• Conservation</li> <li>• Drainage</li> <li>• Ingress/Egress</li> <li>• Utility (other than typical property utility easements)</li> <li>• Other (Describe)</li> </ul> <p>Note: Do not report easements that are typical or common to the market.</p>
4.056	Easement (Impact)	Required for each easement	Adverse, Beneficial, or Neutral	
4.057	Easement (Comment)	Required for each easement if <i>Impact</i> is Adverse or Beneficial, or as needed	Free-form	When Adverse or Beneficial, describe the impact to value and / or marketability. Additional commentary may be provided to include details and other information, including if the easement is on a neighboring property.

## Encroachment

Encroachments affecting the subject property are identified in this subsection using the most appropriate description from the list provided. The appraiser must identify encroachments by neighboring properties on the subject property in addition to any encroachments of the subject property on a neighboring property.

There is one row in the **Site Features** table for each *Encroachment*. If there are no encroachments, this row does not display.

Site: Site Features - Encroachment				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.058 4.059	Encroachment (Detail)	If applicable	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Encroachment</i>: An intrusion on a property when a stationary object crosses a neighboring property line (e.g., fence, shed, garage, tree).</p> <ul style="list-style-type: none"> <li>• Building</li> <li>• Driveway</li> <li>• Fence</li> <li>• Overhang</li> <li>• Other (Describe)</li> </ul> <p>Note: Photos or images may be provided for encroachments, which display in <b>Site Exhibits</b> with the caption "Encroachment". An additional caption must be provided, including the encroachment type and any other descriptive information as appropriate.</p>

Site: Site Features - Encroachment				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.059	Encroachment (Detail)	Required for each encroachment	Choose an allowable answer from the Definition / Additional Guidance column	<i>Encroachment Direction</i> <ul style="list-style-type: none"> <li>Bordering Property Encroaching on Subject Property</li> <li>Subject Property Encroaching on Bordering Property</li> </ul>
4.060	Encroachment (Impact)	Required for each encroachment	Adverse, Beneficial, or Neutral	
4.061	Encroachment (Comment)	Required for each encroachment if <i>Impact</i> is Adverse or Beneficial, or as needed	Free-form	When Adverse or Beneficial, describe the impact to value and / or marketability. Additional commentary may be provided to include details and other information.

### Site Characteristics

The appraiser must report on all site characteristics that impact the value and marketability and report details as necessary in this subsection.

There is one *Site Characteristic* row in the **Site Features** table for each *Site Characteristic*. If there are no significant site characteristics, this row does not display.

Example of multiple site characteristics:

#### Site Features and Impact to Value/Marketability

Feature	Detail	Impact	Comment
Hazard Zone	No Hazard Zone Noted		
Site Characteristic	Drainage   Standing Water	Adverse	Water is collecting at the point where the driveway meets the garage, causing icy conditions when the temperature drops near freezing.
Site Characteristic	Topography   Rolling	Adverse	Steep grade is less marketable.

Site Characteristics				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.062 4.063	Site Characteristic (Detail)	Required for each site characteristic	Choose one or more allowable answers from table ( <a href="#">Site Characteristic</a> )	<p><i>Site Characteristic</i>: A given characteristic associated with the site.</p> <ul style="list-style-type: none"> <li>None</li> <li>Coastal Barrier Resources System</li> <li>Drainage</li> <li>Excess Land</li> <li>Landlocked</li> <li>Landscaping</li> <li>Road Frontage</li> <li>Shape</li> <li>Soil Suitability</li> <li>Surplus Land</li> <li>Topography</li> <li>Wetlands</li> <li>Zero Lot Line</li> <li>Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>Select the <i>Site Characteristics</i> that impact value and / or marketability, or as needed.</li> <li>Photos or images for the indicated site characteristic may be provided, which display in <b>Site Exhibits</b> with the caption "Site Characteristic". An additional caption including the site characteristic type and any other descriptive information as appropriate must be provided.</li> </ul>
4.063	Site Characteristic (Detail)	Required if <i>Site Characteristic</i> is Topography	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Topography Type</i>: The shape and features of land surface.</p> <ul style="list-style-type: none"> <li>Flat</li> <li>Rocky</li> <li>Rolling</li> <li>Sloping</li> <li>Other (Describe)</li> </ul>
4.063	Site Characteristic (Detail)	Required if <i>Site Characteristic</i> is Drainage	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Site Drainage Reason</i>: The drainage reason that may impact the property.</p> <ul style="list-style-type: none"> <li>Evidence of Erosion (observable degradation of the site, such as water runoff or sinkhole)</li> <li>Improper Grading (water drains towards the foundation)</li> <li>Standing Water</li> <li>Other (Describe)</li> </ul>
4.064	Site Characteristic (Impact)	Required for each site characteristic	Adverse, Beneficial, or Neutral	
4.065	Site Characteristic (Comment)	Required for each site characteristic if <i>Impact</i> is Adverse or Beneficial, or as needed	Free-form	When Adverse or Beneficial, describe the impact to value and / or marketability. Additional commentary may be provided to include details and other information.

Site Characteristic (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
None	If there are no significant site characteristics, select None and the <i>Site Characteristic</i> row does not display.
Coastal Barrier Resources System	Areas protected by the Coastal Barrier Resource Act (CBRA) of 1982, which encourages the conservation of hurricane prone, biologically rich coastal barriers.
Drainage	The movement of water away from the site (e.g., slope, surface, subsurface). Note: If applicable, <i>Drainage 22.03.11</i> displays as a separate row in the <b>Sales Comparison Approach</b> section.
Excess Land	Land beyond what is required to support the existing improvements of the site that can be subdivided and sold.
Landlocked	A site without legal access to a public thoroughfare (without easements).

Site Characteristic (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Landscaping	External portions of the site improved for functionality or aesthetic quality (e.g., lawn coverage, vegetation, shrubs, trees, gardens, and paths).
Road Frontage	A strip or extent of land abutting a road that impacts value and / or marketability.
Shape	The outline of a site per legal boundaries.
Soil Suitability	Physical properties of the soil suitable to support the current or proposed property development and use.
Surplus Land	Land beyond what is required to support the existing improvements of the site that cannot be subdivided and sold (does not have a separate highest and best use).
Topography	The terrain or relative elevation of site surfaces (e.g., rolling, sloping, rocky, level). Note: If applicable, <i>Topography 22.03.10</i> displays as a separate row in the <b>Sales Comparison Approach</b> section.
Wetlands	Areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.
Zero Lot Line	Residential real estate in which the primary structure comes up to, or very near to, the edge of the property line (e.g., rowhouses, garden homes, patio homes, and townhomes).
Other (Describe)	Select Other to enter an answer that is not in the above list.

### Site Features Commentary

Site Features Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.066	Site Features Commentary	If applicable	Free-form	Overall commentary for all site features, which could include information pertinent to site features that is not captured in the discrete data, or additional details to support the discrete data that is provided.

### Utilities and Impact to Value / Marketability

#### Utilities and Impact to Value/Marketability

Broadband Internet Available 4.067

Dwelling/Improvement within

Utility Easement 4.068

Utilities				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.067	Broadband Internet Available	Always required	Yes   No	<ul style="list-style-type: none"> <li>Yes (high-speed internet access is available exclusively through a digital subscriber line, fiber-optic, or cable)</li> <li>No (high-speed internet access is unavailable or is only available through satellite)</li> </ul>
4.068	Dwelling / Improvement Within Utility Easement	Required for FHA, USDA, and VA appraisals when <i>Easement</i> is Utility	Yes   No	Indicates whether any part of an improvement is located within the boundary of a utility easement. Reference the appropriate government agency appraisal guidelines for more information.

## Information for Each Utility

The appraiser must indicate whether each of the following utilities are connected to the site, and whether the utility is public or private.

- Electricity
- Gas
- Sanitary Sewer
- Water
- Other (Describe) - if applicable

For private utilities and for government agency appraisals, additional information is required for each utility.

Example:

### Utilities and Impact to Value/Marketability

Broadband Internet Available Yes

	Public	Private	Detail	Private Utility Impact	Comment
Electricity	✓	✓	Solar	Neutral	Subject has solar power but has also maintained connection to public electrical lines.
Sanitary Sewer		✓	Septic	Neutral	
Water	✓	✓	Well	Neutral	Public water service is the main source for the subject's dwelling. A private well is used for lawn irrigation and other external uses.

		Public	Private	Detail	Private Utility Impact	Comment
Electricity	4.069	4.070	4.071	4.072	4.073	4.074
Gas	4.075	4.076	4.077	4.078	4.079	4.080
Sanitary Sewer	4.081	4.082	4.083	4.084	4.085	4.086
Water	4.087	4.088	4.089	4.090	4.091	4.092
4.093		4.094	4.095	4.096	4.097	4.098

Site: Utilities				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.069 4.075 4.081 4.087 4.093	Electricity Gas Sanitary Sewer Water Other (Describe)	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>Utility Type:</i> Utilities that are permanently connected to the site. <ul style="list-style-type: none"> <li>• Electricity</li> <li>• Gas</li> <li>• Sanitary Sewer</li> <li>• Water</li> <li>• Other (Describe)</li> </ul>
4.070 4.076 4.082 4.088 4.094  4.071 4.077 4.083 4.089 4.095	Public Private	Always required for each utility that is connected to the site	Public or Non-Public	<i>Utility Ownership:</i> Indicates whether the utility is a public utility or a non-public (private) utility. <ul style="list-style-type: none"> <li>• If Public, a checkmark displays in the Public column for the indicated utility.</li> <li>• If Non-Public, a checkmark displays in the Private column for the indicated utility.</li> <li>• If neither public nor private, no checkmark displays for the row.</li> <li>• If there is no Electricity, Sanitary Sewer, or Water, provide details in <i>Site Commentary</i> (4.116).</li> </ul>

Site: Utilities				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.072	Electricity (Detail)	Required if <i>Utility Type</i> is Electricity and <i>Utility Ownership</i> is Non-Public	Choose one or more allowable answers from table ( <a href="#">Electricity Source</a> )	<p><i>Electricity Source</i>: The delivery method of electricity to the property.</p> <ul style="list-style-type: none"> <li>Battery Storage</li> <li>Permanent Generator</li> <li>Solar</li> <li>Wind</li> <li>Other (Describe)</li> </ul>
4.084	Sanitary Sewer (Detail)	Required if <i>Utility Type</i> is Sanitary Sewer and <i>Utility Ownership</i> is Non-Public	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Sewer System</i></p> <ul style="list-style-type: none"> <li>Cesspool</li> <li>Septic</li> <li>Other (Describe)</li> </ul>
4.084	Sanitary Sewer (Detail)	Required for FHA appraisals when there is no public sanitary sewer connected to the site (no checkmark is displayed in the Public column)	Yes   No	<p><i>Public Sewer Available Not Connected</i></p> <ul style="list-style-type: none"> <li>Yes (Public sewer available not connected)</li> <li>No (Public sewer not available)</li> </ul> <p>Reference the appropriate government agency appraisal guidelines for more information.</p>
4.090	Water (Detail)	Required if <i>Utility Type</i> is Water and <i>Utility Ownership</i> is Non-Public	Choose one or more allowable answers from table ( <a href="#">Water Source</a> )	<p><i>Water Source</i>: The source of water for the property.</p> <ul style="list-style-type: none"> <li>Cistern</li> <li>Hauled Water Holding Tank</li> <li>Lake or Spring</li> <li>Well</li> <li>Other (Describe)</li> </ul>
4.072 4.078 4.084 4.090 4.096	Electricity Gas Sanitary Sewer Water Other (Describe) (Detail)	Required for each utility, electricity source, sewer system, or water source when <i>Utility Ownership</i> is Non-Public	Yes   No	<p><i>Utility Shared</i>: Indicates whether the utility, electricity source, sewer system, or water source is shared with another property.</p> <p>If Yes, "(Shared)" displays.</p>
4.090	Water (Detail)	Required for FHA appraisals when there is no public water connected to the site (no checkmark is displayed in the Public column)	Yes   No	<p><i>Public Water Available Not Connected</i></p> <ul style="list-style-type: none"> <li>Yes (Public water available not connected)</li> <li>No (Public water not available)</li> </ul> <p>Reference the appropriate government agency appraisal guidelines for more information.</p>
4.090	Water (Detail)	If available for FHA, USDA, and VA appraisals when <i>Water Source</i> is Well	Choose an allowable value from table ( <a href="#">Water Well Type</a> )	<p><i>Water Well Type</i>: The type of individual water supply well.</p> <ul style="list-style-type: none"> <li>Artesian</li> <li>Drilled</li> <li>Dug</li> <li>Other (Describe)</li> </ul> <p>Reference the appropriate government agency appraisal guidelines for more information.</p>
4.090	Water (Detail)	If applicable for FHA, USDA, and VA appraisals when <i>Water Source</i> is Well	Yes   No	<p><i>Well Meets Distance Requirements</i>: Indicates whether the well meets all applicable distance requirements as defined by the regulating agency.</p> <ul style="list-style-type: none"> <li>Yes (well meets distance requirements)</li> <li>No (well does not meet distance requirements)</li> </ul> <p>Reference the appropriate government agency appraisal guidelines for more information.</p>

Site: Utilities				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.073 4.079 4.085 4.091 4.097	Private Utility Impact	Required for each private utility	Adverse, Beneficial or Neutral	
4.074 4.080 4.086 4.092 4.098	Comment	Required if <i>Private Utility Impact</i> is Adverse, or as needed	Free-form	<i>Private Utility Comment</i> or <i>Public Utility Comment</i> When Adverse, describe the impact to value and / or marketability. Additional commentary may be provided to include details and other information. Note: Fees for private utilities are reported here and not in the <b>Project Information</b> section.

Electricity Source (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Battery Storage	Permanent system designed to store energy that can be operated independently from the primary electricity source of the property.
Permanent Generator	Permanent backup electrical system that operates in the event of a power interruption.
Solar	
Wind	
Other (Describe)	Select Other to enter an answer that is not in the above list.

Water Source (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Cistern	An artificial reservoir used for collecting and storing rain water.
Hauled Water Holding Tank	Holding tank used in conjunction with water purchased and hauled to the site.
Lake or Spring	
Well	
Other (Describe)	Select Other to enter an answer that is not in the above list.

Water Well Type (Choose one)	
Allowable Answer	Definition / Additional Guidance
Artesian	A well bored perpendicularly into water-bearing strata lying at an angle, so that natural pressure produces a constant supply of water with little or no pumping.
Drilled	A well that is constructed by percussion or rotary-drilling machines.
Dug	A well dug by shovel or backhoe, also referred to as bored.
Other (Describe)	Select Other to enter an answer that is not in the above list.

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

The appraiser must report any significant items pertaining to the site, and must associate any defect, damage, or deficiency with the most appropriate section. These defects, damages, and deficiencies are items that:

- Rise to the level of recommending repair, replacement, or inspection by an individual with expertise in the industry, *or*
- Negatively affect the integrity / composition of the site itself, *or*
- Negatively affect the soundness or structural integrity of the improvements to the site, *or*
- Measurably impact the marketability or value of the property, *or*
- Require completion

Example:

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

The items listed below represent the As Is condition as of the effective date of this report

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
Downed Tree	Spanning Front Driveway	Oak tree in front yard was hit by lightning. It fractured, making the driveway impassable.	No	Repair

Any other items that do not require repair, replacement, or inspection may also be reported using the *Recommended Action* of None.

Reference the appropriate government agency appraisal guidelines for specific requirements.

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

The items listed below represent the As Is condition as of the effective date of this report 4.099

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
4.100	4.101	4.102	4.103	4.104

Apparent Defects, Damages, Deficiencies (Site)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.099	N/A	Always required	Yes   No	<i>Site Defects Exist</i> : Indicates whether there are apparent defects, damages, or deficiencies related to the <b>Site</b> section. <ul style="list-style-type: none"> <li>If No, "None" displays, and the <b>Apparent Defects, Damages, Deficiencies (Site)</b> table does not display.</li> </ul>
4.099	N/A	Displays when <i>Site Defects Exist</i> is Yes	N/A	The items listed below represent the As Is condition as of the effective date of this report

### Information About Each Defect, Damage, or Deficiency

Apparent Defects, Damages, Deficiencies (Site)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.100	Feature	Required for each defect, damage, or deficiency	Other (Describe)	Notes: <ul style="list-style-type: none"> <li>For the <b>Site</b> section, choose Other and briefly describe the feature with the defect, damage, or deficiency.</li> <li>Photos or images must be provided for each physical defect, damage, or deficiency. These display in <b>Site Exhibits</b> as "Apparent Defects, Damages, Deficiencies" with the indicated <i>Feature</i>. An additional caption may be provided.</li> </ul>
4.101	Location	Required for each defect, damage, or deficiency	Other (Describe)	For the <b>Site</b> section, choose Other and briefly describe the location of the defect, damage, or deficiency.
4.102	Description	Required for each defect, damage, or deficiency	Free-form	Description of the defect, damage, or deficiency.
4.103	Affects Soundness or Structural Integrity	Required for each defect, damage, or deficiency	Yes   No	Indicates whether the defect, damage, or deficiency affects the soundness and / or structural integrity of the improvement.



Apparent Defects, Damages, Deficiencies (Site)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.104	Recommended Action	Required for each defect, damage, or deficiency	Choose an allowable answer from the Definition / Additional Guidance column	<p>The recommended action for the defect, damage, or deficiency.</p> <ul style="list-style-type: none"> <li>Completion</li> <li>Inspection</li> <li>Repair (includes replacement)</li> <li>None (does not require repair, replacement, completion, or inspection)</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>If Completion, Inspection, or Repair is reported for any defect, damage, or deficiency <ul style="list-style-type: none"> <li>The report must be made subject to the resolution of the item (<i>Market Value Condition</i> 26.009 cannot be As Is).</li> <li><i>Condition Status</i> for the item must reflect the future “resolved” condition.</li> <li>If Repair is selected, the estimated cost to repair may be provided in the <b>Reconciliation</b> section.</li> </ul> </li> </ul>

### Site Valuation Methodology

This subsection enables *Opinion of Site Value* (and land comparables if applicable) to be included in the URAR when there is no **Cost Approach** section. It displays here when *Site Value Developed by Appraiser* is Yes.

Site: Site Valuation Methodology				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Required when there is no <b>Cost Approach</b> section	Yes   No	<p><i>Site Value Developed by Appraiser</i></p> <ul style="list-style-type: none"> <li>Yes (The <b>Site Valuation Methodology</b> subsection is included in the <b>Site</b> section)</li> <li>No (The <b>Site Valuation Methodology</b> subsection is not included in the <b>Site</b> section)</li> </ul>

### Site Value and Site Valuation Method

#### Site Valuation Methodology

**Opinion of Site Value** 4.105

**Primary Site Valuation Method** 4.106

Site Value and Site Valuation Method				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.105	Opinion of Site Value	Required if <i>Site Value Developed by Appraiser</i> is Yes	Dollar amount	The dollar value estimated for the property site (e.g., land that is improved so that it is ready to be used for a specific purpose). Can be 0, such as when <i>Property Rights Appraised</i> is Leasehold.
4.106	Primary Site Valuation Method	Required if <i>Site Value Developed by Appraiser</i> is Yes	Choose an allowable answer from table <a href="#">(Primary Site Valuation Method)</a>	<p>The method by which the site value is calculated.</p> <ul style="list-style-type: none"> <li>Allocation</li> <li>Extraction</li> <li>Sales Comparison</li> <li>Other (Describe)</li> </ul>

Primary Site Valuation Method (Choose one)	
Allowable Answer	Definition / Additional Guidance
Allocation	An estimation of land value in which sales of improved properties are analyzed to establish a typical ratio of land value to total property value. This ratio is applied to the property being appraised to arrive at an estimated value for the land.

Primary Site Valuation Method (Choose one)	
Allowable Answer	Definition / Additional Guidance
Extraction	An estimation of land value in which the depreciated cost of the improvements on the improved property is estimated and deducted from the total sale price to arrive at an estimated value for the land.
Sales Comparison	Identifies sales of vacant land and / or sites and applies an adjustment process to the sale price to determine an indicated value or range of value for the subject site. Note: If this answer is selected, land comparables (4.107-4.114) must be provided.
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Information for each Land Comparable

The **Land Comparables** table displays if *Primary Site Valuation Method* is Sales Comparison, and the “When to Include” column in this table reflects this.

#	Address	County	Data Source	Assessor Parcel Number (APN)	Site Size	Sale Date	Price
4.107	4.108	4.109	4.110	4.111	4.112	4.113	4.114

Reconciliation of Site Value 4.115

Site: Site Valuation Methodology - Land Comparables				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.107	#	Required for each land comparable	1, 2, 3 ...	<i>Land Comparable #</i>
4.108	Address	If available for each land comparable	Free-form	<i>Land Comparable Street Address</i> If the street address is unavailable or has not yet been assigned, provide any information necessary to identify the property.
4.108	Address	Required for each land comparable	Free-form	<i>Land Comparable City, State, ZIP Code</i>
4.109	County	Required for each land comparable	Free-form	Name of the county or parish as defined by the state.  Note: If the land comparable is not located in any county (e.g., located in an independent city), enter the name of the local municipality or district in which the property is located.
4.110	Data Source	Required for each land comparable	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>Land Comparable Data Source</i> <ul style="list-style-type: none"> <li>Assessor Record</li> <li>Builder or Developer</li> <li>Data Aggregator</li> <li>Exterior Inspection</li> <li>Homeowners Association</li> <li>Land Survey</li> <li>Lender</li> <li>MLS</li> <li>Previous Appraisal File</li> <li>Property Owner</li> <li>Real Estate Agent</li> <li>Zoning</li> <li>Other (Describe)</li> </ul>
4.110	Data Source	Required when <i>Land Comparable Data Source</i> is MLS, or if applicable	Free-form	<i>Data Source Identifier</i> : A unique number or identifier assigned to the comparable by the <i>Data Source</i> . Examples: <ul style="list-style-type: none"> <li>If <i>Data Source</i> is MLS, provide the MLS number.</li> <li>If <i>Data Source</i> is Assessor Record, provide the recording or document number.</li> </ul>

Site: Site Valuation Methodology - Land Comparables				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.111	Assessor Parcel Number (APN)	If available for each land comparable	Free-form	A number assigned to parcels of real property by the tax assessor of a particular jurisdiction for purposes of identification and record-keeping.
4.112	Site Size	Required for each land comparable	Number of acres, square feet, hectares, or square meters	<p>The total area of the site, including all parcels.</p> <ul style="list-style-type: none"> <li>For area less than 1 acre, use square feet in whole numbers (e.g., 27,840 sq. ft.).</li> <li>For area that is 1 acre or more, use acres to 2 decimals (e.g., 1.25 acres).</li> <li>If using the metric system, for area less than 1 hectare, use square meters in whole numbers (e.g., 7,500 sq. m.).</li> <li>If using the metric system, for area that is 1 hectare or more, use hectares to 2 decimals (e.g., 1.25 hectares).</li> </ul>
4.113	Sale Date	Required for each land comparable	mm/dd/yyyy	
4.114	Price	Required for each land comparable	Dollar amount	<i>Sale Price</i>

## Reconciliation of Site Value

Reconciliation of Site Value				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.115	Reconciliation of Site Value	Required if <i>Site Value Developed by Appraiser</i> is Yes	Free-form	Commentary should include information pertinent to the <i>Opinion of Site Value</i> that is not captured in the discrete data, or additional details to support the discrete data that is provided, including access, utilities, zoning, views, or site influences of the land comparables in relation to the subject.
See iGuide	Map of Land Comparables	If relevant	Image	<p>A map of the subject and land comparables should be included, which displays in <b>Site Exhibits</b> with the caption "Map of Land Comparables". An additional caption may be provided to further identify the image.</p> <p>Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</p>

## Site Commentary

### Site Commentary

4.116

Site Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
4.116	Site Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Site</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Site Exhibits

All photos or images related to the **Site** section are displayed in the **Site Exhibits** subsection. If there are no photos or images, this subsection does not display.

Site Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Site Exhibits	If applicable	Image	An image of the property (site) boundaries, such as a Plat Map, may be provided which displays in <b>Site Exhibits</b> with the caption "Property Boundaries". An additional caption to further identify the image may be provided.
See iGuide	Site Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Site</b> section may be provided, which display in <b>Site Exhibits</b> . If the photo or image is not specifically indicated above, provide a caption to further identify the photo or image.

## 05 Disaster Mitigation

The **Disaster Mitigation** section provides information about disaster mitigation features that exist on the property. This section provides space for additional commentary and exhibits.

If the property does not have any disaster mitigation features (*Mitigation Feature* is None), the **Disaster Mitigation** section does not display.

### Disaster Mitigation

Mitigation Feature **5.000**

### Disaster Mitigation Commentary

**5.001**

### Disaster Mitigation Exhibits

Disaster Mitigation Feature				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
5.000	Mitigation Feature	Always required	Choose one or more allowable answers from table ( <a href="#">Mitigation Feature</a> )	A feature added to, or a modification made to, the property that is designed to prevent or reduce the impacts and risks of hazards caused by natural disasters.

Disaster Mitigation: Mitigation Feature (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
None	If there are no disaster mitigation features, select None and the <b>Disaster Mitigation</b> section does not display.
Enclosed Soffits	A soffit designed to prevent embers from making contact with the interior joints, rafters, or trusses.
Fire Resistant Decking	Decking made of materials that are designed to avoid igniting and potentially fueling a fire.
Fire Resistant Exterior Walls	Exterior wall cladding made of materials that are designed to avoid igniting and potentially fueling a fire.
Flood Vents	An opening in an enclosed structure intended to allow the free passage of water between the interior and exterior.
Fortified Roof	A roof designed or modified to give increased strength and protection from severe weather.
Framing Anchoring or Bracing	A structural system designed to resist wind and earthquake forces in which frames are secured and are designed to not sway laterally.
Impact Resistant Glass	Windows or glass designed to withstand high winds and impact from objects, making them far less likely to shatter, even from direct blows.
Impact Resistant Shingles	Note: This answer is specific to roof shingles.
Noncombustible Perimeter	Entire outer edge of the property boundary has been designed to mitigate or stop fire from spreading.
Storm Shelter	A structure designed to protect the occupants from severe weather.
Storm Shutters	Permanently attached material used to protect windows or doors that can be stored when not in use (e.g., hurricane shutters).
Water Heater Strapping	System designed to secure the water heater in place in the event of an earthquake.
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Disaster Mitigation Commentary

Disaster Mitigation Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
5.001	Disaster Mitigation Commentary	Required if the <b>Disaster Mitigation</b> section displays	Free-form	Commentary could include information pertinent to the <b>Disaster Mitigation</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Disaster Mitigation Exhibits

All photos or images related to the **Disaster Mitigation** section are displayed in the **Disaster Mitigation Exhibits** subsection. If there are no photos or images, this subsection does not display.

Disaster Mitigation Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Disaster Mitigation Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Disaster Mitigation</b> section may be provided, which display in <b>Disaster Mitigation Exhibits</b> . A caption must be provided to further describe the photo or image.

## 06 Energy Efficient and Green Features

The **Energy Efficient and Green Features** section provides information about the following, and their impacts to value and / or marketability.

- Renewable energy components, such as solar panels
- Building certifications, such as Leadership in Energy and Environmental Design (LEED), and National Green Building Standard (NGBS Green™)
- Green efficiency ratings, such as HERS® and WaterSense

This section provides space for additional commentary and exhibits, such as photos of components or images of rating certifications.

If there are no known renewable energy components, building certifications, or efficiency ratings, the **Energy Efficient and Green Features** section does not display.

### Renewable Energy Components

**Known Renewable Energy Components** 6.000

Renewable Energy Component	Ownership	Financing Arrangement
6.001	6.002	6.003

Energy Efficient and Green Features: Renewable Energy Components				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
6.000	Known Renewable Energy Components	Always required	Yes   No	Indicates whether the property has renewable energy components that are known to the appraiser. Note: If No, the <b>Renewable Energy Components</b> subsection does not display.
6.001	Renewable Energy Component	Required if <i>Known Renewable Energy Components</i> is Yes	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Renewable Energy Component Type</b> The type(s) of renewable energy component present on the site. <ul style="list-style-type: none"> <li>• Geothermal</li> <li>• Solar</li> <li>• Wind Turbine</li> <li>• Other (Describe)</li> </ul>
6.002	Ownership	If available for each renewable energy component	Choose an allowable answer from table <a href="#">(Renewable Energy Ownership)</a>	<b>Renewable Energy Component Ownership:</b> The type of ownership for the renewable energy component. <ul style="list-style-type: none"> <li>• Leased</li> <li>• Owned</li> <li>• Power Purchase Agreement (PPA)</li> <li>• Other</li> </ul>
6.003	Financing Arrangement	Required for each renewable energy component if <i>Renewable Energy Component Ownership</i> is Owned	Yes   No	Indicates whether there is a financing arrangement specific to the renewable energy component.

Renewable Energy Ownership (Choose one for each Renewable Energy Component)	
Allowable Answer	Definition / Additional Guidance
Leased	Indicates use of the renewable energy component is granted through a signed lease agreement.
Owned	Indicates the renewable energy component has been purchased by the homeowner, including when subject to a financing arrangement.

Renewable Energy Ownership (Choose one for each Renewable Energy Component)	
Allowable Answer	Definition / Additional Guidance
Power Purchase Agreement (PPA)	Indicates the renewable energy component is not owned by the property owner and is governed by a contract between the owner of the renewable energy component (e.g., solar, wind turbine) and the property owner for the sale of electricity generated by the component.
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Building Certifications

### Known Building Certifications 6.004

Building Certification Organization	Certification	Year	Version	Rating
6.005	6.006	6.007	6.008	6.009

Energy Efficient and Green Features: Building Certifications				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
6.004	Known Building Certifications	Always required	Yes   No	Indicates whether the property has obtained building / green certifications including health or wellness certifications that are known to the appraiser. Note: If No, the <b>Building Certification</b> subsection does not display.
6.005	Building Certification Organization	Required for each building certification if <i>Known Building Certifications</i> is Yes	Free-form	The full name of the association or program providing the building / green certification.
6.006	Certification	Required for each building certification if <i>Known Building Certifications</i> is Yes	Free-form	<i>Building Certification Name</i> The full name or commonly-used acronym of the building / green certification that was awarded.
6.007	Year	If available, for each building certification if <i>Known Building Certifications</i> is Yes	yyyy	The calendar year the building / green certification was obtained for the property.
6.008	Version	If applicable, for each building certification if <i>Known Building Certifications</i> is Yes	Free-form	The building / green certification version as defined by the certification organization.
6.009	Rating	If applicable, for each building certification if <i>Known Building Certifications</i> is Yes	Free-form	<i>Building Certification Rating</i> The level or rating from the certification organization.



## Green Efficiency Ratings

Known Efficiency Ratings 6.010

Green/Energy Efficiency Rating  
Organization

Rating

Score

6.011

6.012

6.013

Energy Efficient and Green Features: Green Efficiency Ratings				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
6.010	Known Efficiency Ratings	Always required	Yes   No	Indicates whether the property has obtained an efficiency rating that is known to the appraiser. Note: If No, the <b>Green Efficiency Ratings</b> subsection does not display.
6.011	Green / Energy Efficiency Rating Organization	Required for each efficiency rating if <i>Known Efficiency Ratings</i> is Yes	Free-form	<i>Efficiency Rating Organization</i> : The full name of the organization providing the efficiency rating.
6.012	Rating	Required for each efficiency rating if <i>Known Efficiency Ratings</i> is Yes	Free-form	<i>Efficiency Rating Name</i> : The full name or commonly-used acronym of the efficiency rating. Note: If the date or year of the rating is known, enter it in <i>Energy Efficient and Green Features Commentary</i> .
6.013	Score	Required for each Efficiency Rating if <i>Known Efficiency Ratings</i> is Yes	Free-form	The specific value of the rating score.

## Energy Efficient and Green Features Impact to Value / Marketability

### Energy Efficient and Green Features Impact to Value/Marketability

Impact to Value/Marketability

6.014

Description 6.015

Energy Efficient and Green Features Impact to Value / Marketability				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
6.014	Impact to Value / Marketability	Required if <i>Known Renewable Energy Components, Building Certifications, or Efficiency Ratings</i> is Yes	Adverse, Beneficial or Neutral	Note: If the impact is unmeasurable, select Neutral and explain why in <i>Description</i> .
6.015	Description	If <i>Impact</i> is Adverse, or if applicable	Free-form	Description of the impact on value and / or marketability.

## Energy Efficient and Green Features Commentary

### Energy Efficient and Green Features Commentary

6.016

Energy Efficient and Green Features Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
6.016	Energy Efficient and Green Features Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Energy Efficient and Green Features</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Energy Efficient and Green Features Exhibits

All photos or images related to the **Energy Efficient and Green Features** section are displayed in the **Energy Efficient and Green Features Exhibits** subsection. If there are no photos or images, this subsection does not display.

Energy Efficient and Green Features Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Energy Efficient and Green Features Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Energy Efficient and Green Features</b> section may be provided, which display in <b>Energy Efficient and Green Features Exhibits</b> . A caption must be provided to further describe the photo or image.

## 07 Sketch

The **Sketch** section always displays and contains a sketch or floor plan that represents the dwellings and outbuildings on the subject property, and provides space for additional commentary.

Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance regarding measurement standards and the sketch or floor plan.

### Sketch

*Sketch or Floor Plan Not Available* 7.000

**Measurement Standard** 7.001

Sketch				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
7.000	N/A	Always required	Yes   No	<i>Sketch or Floor Plan Provided</i> If No, “ <i>Sketch or Floor Plan Not Available</i> ” displays. <ul style="list-style-type: none"> <li>An explanation is required in <i>Sketch Commentary</i>.</li> </ul>
7.001	Measurement Standard	Required if <i>Sketch or Floor Plan Provided</i> is Yes	Choose an allowable answer from the Definition / Additional Guidance column	The standard used for measurement calculations. <ul style="list-style-type: none"> <li>ANSI (American National Standards Institute)</li> <li>AMS (American Measurement Standard)</li> <li>Other (Describe) <ul style="list-style-type: none"> <li>If not applicable due to property type, choose Other and enter “Not Applicable due to property type”. <ul style="list-style-type: none"> <li>Example: low-rise, mid-rise, and high-rise condos and “apartment style” buildings.</li> </ul> </li> <li>If a standard applies but cannot be used and an exception is needed, choose Other and enter “Exception”, and provide the explanation for the exception in <i>Sketch Commentary</i>. <ul style="list-style-type: none"> <li>Example: Where the exterior cannot be measured, such as a berm home.</li> </ul> </li> </ul> </li> </ul> <p>Note: When state law requires a standard other than ANSI, apply the standard to the appropriate finished and nonfinished areas.</p>
See iGuide	Sketch	Either a sketch or floor plan is required if <i>Sketch or Floor Plan Provided</i> is Yes	Image(s)	If a sketch is provided, it is displayed with the caption “Sketch”. An additional caption may be provided.
See iGuide	Floor Plan	Either a sketch or floor plan is required if <i>Sketch or Floor Plan Provided</i> is Yes	Image(s)	If a floor plan is provided, it is displayed with the caption “Floor Plan”. An additional caption may be provided.

## Sketch Commentary

### Sketch Commentary

7.003

Sketch Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
7.003	Sketch Commentary	If applicable	Free-form	Commentary could include information pertinent to the sketch or floor plan, <ul style="list-style-type: none"> <li>If a sketch or floor plan was not provided or an exception was used, provide the explanation here.</li> <li>If an ANSI declaration is required include it here.</li> </ul>

## 08 Dwelling Exterior

The **Dwelling Exterior** section provides information about the exterior of each dwelling, and mechanical system details. This includes style, construction method, and features (exterior walls and trim, foundation, roof and windows). The section repeats for each dwelling on the property. The **Dwelling Exterior** section provides space for additional commentary, exhibits, and any apparent defects, damages, or deficiencies related to the dwelling exterior or mechanical systems.

- Conditionality of this section is limited to each structure that is identified as a dwelling.
- Outbuilding information is captured in the **Outbuilding** section.
- Some information displays for both dwellings and outbuildings. The “When to Include” column in this chapter only references dwellings.

### Information that May Display in Black Tab

**Dwelling Exterior - [Structure Identifier]** 8.000

When there are multiple dwellings, the **Dwelling Exterior** black tab provides information about the dwelling. Examples:

- A single-family property would display “Dwelling Exterior”.

**Dwelling Exterior**

- A 2- to 4-unit property with multiple dwellings would display “Dwelling Exterior – Building 2”, depending on appraiser inputs.
  - *Structure Identifier* is Building 2

**Dwelling Exterior - Building 2**

Dwelling Exterior: Black Tab				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.000	<b>Dwelling Exterior</b> (black tab)	Required if <i>Living Units Excluding ADUs</i> is more than 1	Free-form	<i>Structure Identifier</i> : An identifier (building name) created by the appraiser to differentiate among multiple dwellings on the property. Displays in a black tab or as a report label throughout the URAR, and provides context for 2- to 4-unit properties, particularly in the <b>Sales Comparison Approach</b> section. Examples: Building 1, Building 2, Front, Rear

## General Information

**Dwelling Exterior - [Structure Identifier]** 8.000**Subject Property Units in****Structure** 8.001**Structure Design** 8.002**Floors in Building** 8.003**Dwelling Style** 8.004**Front Door Elevation** 8.005

Dwelling Exterior: General Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.001	Subject Property Units in Structure	Always required	Number	<p><i>Units in Structure</i>: The number of separate living units in or attached to the dwelling that are attributable to the subject property, including any accessory dwelling units.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Includes ADUs that are in dwellings. ADUs that are in outbuildings are captured in the <b>Outbuilding</b> section.</li> <li>This applies for the subject property only. <ul style="list-style-type: none"> <li>If in a low-rise, mid-rise, or high-rise, this is specific to the subject unit only, and not the total number of units in the building.</li> <li>The total number of units in a condominium or cooperative project is reported in the <b>Project Information</b> section.</li> </ul> </li> <li>Additional information about each living unit or ADU is captured in the <b>Unit Interior</b> section that displays after the associated <b>Dwelling Exterior</b> section.</li> </ul>
8.002	Structure Design	Required if <i>Attachment Type</i> is Attached	Choose an allowable answer from table <a href="#">(Structure Design)</a>	<p>The type of structural design when properties are connected.</p> <ul style="list-style-type: none"> <li>High-rise</li> <li>Mid-rise</li> <li>Low-rise</li> <li>Rowhouse / Townhouse</li> <li>Semi-Detached</li> <li>Other (Describe)</li> </ul>
8.003	Floors in Building	Required if <i>Structure Design</i> is Mid-rise or High-rise	Number	The total number of floors in a high-rise or mid-rise building.

Dwelling Exterior: General Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.004	Dwelling Style	Required if <i>Attachment Type</i> is Detached	Choose an allowable answer from the Definition / Additional Guidance column	<p>The type of design for detached dwellings, as defined by local markets.</p> <ul style="list-style-type: none"> <li>• A-Frame</li> <li>• Barn</li> <li>• Bi-Level</li> <li>• Bungalow</li> <li>• Cape Cod</li> <li>• Chalet</li> <li>• Colonial</li> <li>• Contemporary</li> <li>• Cottage</li> <li>• Craftsman</li> <li>• Earth / Berm</li> <li>• Farmhouse</li> <li>• Geodesic Dome</li> <li>• Georgian</li> <li>• Log</li> <li>• Mediterranean</li> <li>• Modern</li> <li>• Neo-Eclectic</li> <li>• Raised Ranch</li> <li>• Rambler</li> <li>• Ranch</li> <li>• Southwest</li> <li>• Spanish</li> <li>• Split Foyer or Entry</li> <li>• Split Level</li> <li>• Stilt</li> <li>• Traditional</li> <li>• Tudor</li> <li>• Victorian</li> <li>• Other (Describe)</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• Select the most applicable <i>Dwelling Style</i> that fits the description of the home.</li> </ul>

Dwelling Exterior: General Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.005	Front Door Elevation	Always required	Choose an allowable answer from the Definition / Additional Guidance column	<p>The approximate elevation from grade to the bottom of the front door.</p> <ul style="list-style-type: none"> <li>• Ground Level (ground level or below)</li> <li>• Up to 1 foot</li> <li>• 1-2 Ft.</li> <li>• 2-3 Ft.</li> <li>• 3-4 Ft.</li> <li>• 4-5 Ft.</li> <li>• 5-6 Ft.</li> <li>• 6-7 Ft.</li> <li>• 7-8 Ft.</li> <li>• 8-9 Ft.</li> <li>• 9-10 Ft.</li> <li>• 10 or more feet</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• For properties with multiple units in a building, choose the answer for the unit door with the lowest elevation from grade.</li> <li>• For high-rise, mid-rise, and low-rise buildings this reflects the front door of the unit, not the building. Example: Choose 10 or more feet for a unit on the third floor.</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>• If the elevation is exactly 2 feet, choose 1-2 Ft.</li> <li>• If the elevation is 2 feet, 1 inch, choose 2-3 Ft.</li> <li>• If the elevation is exactly 3 feet, choose 2-3 Ft.</li> </ul>

Structure Design (Choose one)	
Allowable Answer	Definition / Additional Guidance
High-rise	A multi-unit condominium or cooperative property with eight or more stories in the building.
Mid-rise	A multi-unit condominium or cooperative property with four to seven stories in the building. Note: Do not select this answer for rowhouses or townhouses.
Low-rise	A multi-unit condominium or cooperative property with one to three stories in the building. Sometimes referred to as a "garden style" dwelling. Note: Do not select this answer for rowhouses or townhouses.
Rowhouse / Townhouse	One dwelling in a series of <b>more than two</b> attached dwellings, all of which have at least one common wall with another dwelling.
Semi-Detached	One dwelling of <b>only two</b> separately parceled, single-family dwellings sharing a common wall or otherwise attached on one side (e.g., twin home, side-by-side, duplex).
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Rowhouses and Townhouses

Additional information is required for rowhouses and townhouses. If the building is not a rowhouse or townhouse these questions do not display.

<b>Townhouse End Unit</b>	<b>8.006</b>
<b>Townhouse Back to Back</b>	<b>8.007</b>
<b>Units Above or Below</b>	<b>8.008</b>
<b>Townhouse Location</b>	<b>8.009</b>

Dwelling Exterior: Rowhouses and Townhouses				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.006	Townhouse End Unit	Required if <i>Structure Design</i> is Rowhouse / Townhouse	Yes   No	Indicates whether the rowhouse / townhouse is located at the end of a row of attached properties.
8.007	Townhouse Back to Back	Required if <i>Structure Design</i> is Rowhouse / Townhouse	Yes   No	Indicates whether the rowhouse / townhouse shares a rear wall with a rear wall of another property.
8.008	Units Above or Below	Required if <i>Structure Design</i> is Rowhouse / Townhouse	Yes   No	Indicates whether there are other properties above and / or below the rowhouse / townhouse. <ul style="list-style-type: none"> <li>Yes (e.g., piggyback or stacked)</li> <li>No</li> </ul>
8.009	Townhouse Location	Required if <i>Units Above or Below</i> is Yes	Choose an allowable answer from the Definition / Additional Guidance column	The location of the rowhouse / townhouse when there are other properties above or below. <ul style="list-style-type: none"> <li>Top Unit</li> <li>Middle Unit</li> <li>Bottom Unit</li> </ul>

## Year Built and Construction Method

<b>Year Built</b>	<b>8.010</b>
<b>Construction Method</b>	<b>8.011</b>

Dwelling Exterior: Year Built and Construction Method				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.010	Year Built	Always required	yyyy	<i>Year Built</i> : The calendar year in which the construction of the structure was completed.
8.010	Year Built	Always required	Yes   No	<i>Year Built Estimated</i> : Indicates whether <i>Year Built</i> is an estimate. Note: <ul style="list-style-type: none"> <li>If <i>Year Built</i> is unknown or unavailable to the appraiser in the normal course of business, estimate the year the structure was built.</li> <li>If Yes, <i>Year Built</i> displays with a tilde (~).</li> </ul>
8.011	Construction Method	Required if <i>Structure Design</i> is not High-rise, Mid-rise, or Low-rise	Choose one or more allowable answers from table <a href="#">(Construction Method)</a>	<ul style="list-style-type: none"> <li>Container</li> <li>Manufactured</li> <li>Modular</li> <li>On-Frame Modular</li> <li>Site Built</li> <li>3D Technology</li> <li>Other (Describe)</li> </ul>



Construction Method (Choose one or more allowable answers)	
Allowable Answer	Definition / Additional Guidance
Container	A structure that was built using repurposed shipping containers as the core construction method, also referred to as an Intermodal Steel Building Unit (ISBU).
Manufactured	A factory built dwelling built in compliance with the Federal Manufactured Home Construction and Safety Standards in effect at the time the home was manufactured as evidenced by the HUD label. (HUD Code Home) Note: Selecting this answer triggers the <b>Manufactured Home</b> section for the dwelling.
Modular	A factory built dwelling not on a permanent chassis, which is built to state or local guidelines and does not have a HUD label.
On-Frame Modular	A factory built dwelling on a permanent chassis, which is built to state or local guidelines and does not have a HUD label.
Site Built	Describes the construction process, indicating that most elements are created at the home's permanent site, also referred to as stick built. May include some prefabricated components.
3D Technology	A structure that was built using three-dimensional printing technologies as a core method in the fabrication process. Note: This includes 3D technology that was completed on site or in a factory. Also select either Site Built, Modular, or On-Frame Modular depending on where the dwelling was assembled.
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Converted Area

The display of the URAR varies depending on whether or not there is an area in the structure that has been converted to living area from its original use.

<b>Converted Area</b>	8.012
<b>Converted Area and Similarity to Rest of Living Area</b>	8.013

### Example: No Converted Area

#### Dwelling Exterior - Building 1

##### Subject Property Units in

Structure	1
Dwelling Style	Ranch
Front Door Elevation	Up to 1 foot
Year Built	1985
Construction Method	Site Built
Converted Area	None

### Example: Converted Area

#### Dwelling Exterior - Building 1

##### Subject Property Units in

Structure	1
Dwelling Style	Ranch
Front Door Elevation	Up to 1 foot
Year Built	1985
Construction Method	Site Built
Converted Area and Similarity to Rest of Living Area	Garage   Similar Porch   Inferior

Dwelling Exterior: Converted Area				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.012	Converted Area	Always required	Yes   No	<p><i>Converted Area Exists</i>: Indicates whether an area within the structure has been improved from its original use, such as a garage or porch that has been converted into living area (e.g., family room, office, bedroom).</p> <ul style="list-style-type: none"> <li>Yes (<i>Converted Area Exists</i> does not display)</li> <li>No ("None" displays)</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>Does not include finished basements. Below grade area is reported in the <b>Unit Interior</b> section.</li> </ul>
8.013	Converted Area and Similarity to Rest of Living Area	Required if <i>Converted Area Exists</i> is Yes	Choose one or more allowable answers from the Definition / Additional Guidance column	<p>The original purpose of the area that has been improved from its original use to living area.</p> <ul style="list-style-type: none"> <li>Garage</li> <li>Patio</li> <li>Porch</li> <li>Other (Describe)</li> </ul>
8.013	Converted Area and Similarity to Rest of Living Area	Required for each converted area if <i>Converted Area Exists</i> is Yes	Superior, Similar, or Inferior	The converted area's quality of finish compared to the rest of the living area.

### Factory Built Certification, Volume, and Window Surface Area

<b>Factory Built Certification</b>	8.014
<b>Structure Volume</b>	8.015
<b>Window Surface Area</b>	8.016

Dwelling Exterior: Factory Built Certification, Volume, and Window Surface Area				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.014	Factory Built Certification	Required if <i>Construction Method</i> is Modular or On-Frame Modular	Yes   No	<p>Indicates whether a factory built certification is present and has been examined for the modular home.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>See <a href="#">Construction Method</a> for definitions of Modular and On-Frame Modular.</li> </ul> <p>Photo(s) of the certification may be provided, which display in <b>Dwelling Exterior Exhibits</b>. A caption (such as "Factory Built Certification") must be provided to further identify the photo.</p>
8.015	Structure Volume	When requested by client	Number	<p>The total volume of the structure, including finished and unfinished areas.</p> <p>Note: When applicable, report the volume provided.</p>
8.016	Window Surface Area	When requested by client	Number	<p>The combined surface area for all windows in the structure.</p> <p>Note: When applicable, report the area provided.</p>

## Attic

### Attic

8.017

Reference the appropriate government agency appraisal guidelines for more information.

Dwelling Exterior: Attic				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.017	Attic	Required for FHA, USDA, and VA appraisals when <i>Structure Design</i> is not High-rise, Mid-rise, or Low-rise	Yes   No	<p><i>Attic Exists</i>: Indicates whether the structure has an attic.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>For VA appraisals, "Yes" or "No" displays and no additional attic information is required.</li> <li>For FHA and USDA appraisals: <ul style="list-style-type: none"> <li>When there is no attic, "No" displays.</li> <li>When there is an attic, additional attic information is required.</li> </ul> </li> </ul>
8.017	Attic	Required for FHA and USDA appraisals when <i>Attic Exists</i> is Yes	Yes   No	<p><i>Attic Accessible for Observation</i>: Indicates whether the attic is accessible for visual observation.</p> <ul style="list-style-type: none"> <li>Yes</li> <li>No (Inaccessible)</li> </ul>
8.017	Attic	Required for FHA and USDA appraisals when <i>Attic Accessible for Observation</i> is Yes	Yes   No	<p><i>Visual Observation Completed</i>: Indicates whether a visual observation of the attic, as defined by the applicable organization, was completed.</p> <ul style="list-style-type: none"> <li>Yes (Visual Observation Completed)</li> <li>No (No Visual Observation Completed)</li> </ul>

## Remaining Economic Life and Effective Age

Remaining Economic Life and Effective Age display in the **Dwelling Exterior** section for government agency appraisals when there is no **Cost Approach** section. Reference the appropriate government agency appraisal guidelines for more information.

### Remaining Economic Life

8.018

### Effective Age

8.019

### Commentary on Remaining Economic Life

8.020

### Commentary on Effective Age

8.021

Dwelling Exterior: Remaining Economic Life and Effective Age				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.018	Remaining Economic Life	Displays for FHA, USDA, and VA appraisals when <i>Cost Approach Developed by Appraiser</i> is No	Number of years	The estimated number of years of the structure's remaining economic life.
8.019	Effective Age	Displays for FHA, USDA, and VA appraisals when <i>Cost Approach Developed by Appraiser</i> is No	Number of years or range of years	The estimated age of a structure based on its utility and physical wear and tear.

Dwelling Exterior: Remaining Economic Life and Effective Age				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.020	Commentary on Remaining Economic Life	Displays for FHA, USDA, and VA appraisals when <i>Remaining Economic Life</i> is less than 30 years, or if relevant	Free-form	Commentary could include information pertinent to Remaining Economic Life that is not captured in the discrete data, or additional details to support the discrete data that is provided.
8.021	Commentary on Effective Age	Displays for FHA, USDA, and VA appraisals when <i>Cost Approach Developed by Appraiser</i> is No	Free-form	Commentary could include information pertinent to Effective Age that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Photo of Dwelling Front

Dwelling Front Photo				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	N/A	Always required	Photo	<p><i>Dwelling Front Photo</i></p> <p>A photo of the front of the dwelling must be provided, which displays at the top of the <b>Dwelling Exterior</b> section.</p> <p>Additional photo(s) of the front of the dwelling may be provided, which display in <b>Dwelling Exterior Exhibits</b> with the caption "Dwelling Front". An additional caption may be provided to further identify each photo.</p>

## Quality and Condition

The **Quality and Condition** subsection (gray bar) including the **Exterior Features** table displays if *Homeowner Responsible for all Exterior Maintenance of Dwellings* (3.016) is Yes, and the “When to Include” column in this chapter reflects this.

If *Homeowner Responsible for all Exterior Maintenance of Dwellings* is No, this subsection does not display.

Note: Any observed project deficiencies are reported in the **Project Information** section (18.014) and not here.

### Quality and Condition

**Exterior Quality Rating**

8.022

**Exterior Condition Rating**

8.023

The table below supports the Exterior Quality and Condition ratings and reflects the market value condition of this report 8.024

#### Exterior Features

Feature	Detail	Quality Comment	Condition Status	Condition Comment
Exterior Walls and Trim	8.041 8.025	8.026	8.027	8.028
Foundation	8.041 8.029	8.030	8.031	8.032
Roof	8.041 8.033	8.034	8.035	8.036
Windows	8.041 8.037	8.038	8.039	8.040
	8.041 8.042	8.043	8.044	8.045

## Exterior Quality and Condition Ratings

Dwelling Exterior: Quality and Condition - Exterior Quality and Condition Ratings				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.022	Exterior Quality Rating	Required if <i>Homeowner Responsible for all Exterior Maintenance of Dwellings</i> is Yes	Q1 to Q6	Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.  If applicable, <i>Exterior Quality Rating</i> also displays in <b>Overall Quality and Condition</b> (15.002) and <b>Sales Comparison Approach</b> (22.08.02).
8.023	Exterior Condition Rating	Required if <i>Homeowner Responsible for all Exterior Maintenance of Dwellings</i> is Yes	C1 to C6	Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.  If applicable, <i>Exterior Condition Rating</i> also displays in <b>Overall Quality and Condition</b> (15.007) and <b>Sales Comparison Approach</b> (22.08.09).  Note: Reflects the condition as if any required repairs, inspections, or completions have been satisfactorily completed.

## Exterior Features

The **Exterior Features** table supports the Exterior Quality and Condition ratings, and includes a row for each of the following:

- Exterior Walls and Trim
- Foundation
- Roof
- Windows
- Other (Describe) (Displays when relevant)

### Information for each Exterior Feature

Dwelling Exterior: Quality and Condition – Information for each Exterior Feature				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.024	N/A	Always displays	N/A	<i>The table below supports the Exterior Quality and Condition ratings and reflects the market value condition of this report</i>
8.041	Feature	Always required	Choose applicable answers from the Definition / Additional Guidance column	<b>Exterior Feature</b> <ul style="list-style-type: none"> <li>• Exterior Walls and Trim</li> <li>• Foundation</li> <li>• Roof</li> <li>• Windows</li> <li>• Other (Describe) - If applicable (<i>Exterior Feature Other Description</i>)</li> </ul>
8.026 8.030 8.034 8.038 8.043	Quality Comment	If needed to describe the current quality of the exterior feature	Free-form	Brief description of the quality of the exterior feature as of the effective date. For further expansion of commentary, use <i>Dwelling Exterior Commentary</i> (8.061). Notes: <ul style="list-style-type: none"> <li>• For manufactured homes, the appraiser must indicate whether tie downs or anchoring systems exist.</li> <li>• For CHOICEHome® and MH Advantage®, the appraiser must confirm whether or not the home has a “solid perimeter foundation”.</li> </ul>
8.028 8.032 8.036 8.040 8.045	Condition Comment	If needed to describe the current condition of the exterior feature	Free-form	A brief description of the <b>current condition</b> of the exterior feature as of the effective date. For further expansion of commentary, use <i>Dwelling Exterior Commentary</i> (8.061).  When the item will cause the <i>Market Value Condition</i> of the appraisal (26.009) to be subject to repair, the appraiser must also reference the <b>Apparent Defects, Damages, Deficiencies</b> table.

### About Condition Status for Exterior Features

*Condition Status* must be provided for each exterior feature. If there are varying condition statuses for the exterior feature, choose the one that best explains the *Exterior Condition Rating*.

Individual items that are noted to have defects, damages, or deficiencies must be reported in the **Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)** subsection. If *Recommended Action* for the associated defect, damage, or deficiency is Repair, *Condition Status* must reflect the repaired state:

- New or Like New, *or*
- Typical Wear and Tear, *or*
- Damaged and Functional

**Dwelling Exterior (continued)**

**Quality and Condition**  
 Exterior Quality Rating Q4 Exterior Condition Rating C4  
 The table below supports the Exterior Quality and Condition ratings and reflects the market value condition of this report

**Exterior Features**

Feature	Detail	Quality Comment	Condition Status	Condition Comment
Exterior Walls and Trim	Vinyl		Typical Wear and Tear	Minor cracks to vinyl typical for age.
Foundation	Poured Concrete   Basement		Typical Wear and Tear	
Roof	Composition Estimated Age: 10-20 years		Typical Wear and Tear	Reported condition is subject to repair; see defects table and commentary below.
Windows	Vinyl Double Hung - Thermal Pane	Double Thermal Pane contributes to Energy Efficiency.	Typical Wear and Tear	Windows same age as house.

**Apparent Defects, Damages, Deficiencies (Dwelling Exterior)**  
 The items listed below represent the As Is condition as of the effective date of this report

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
Roof	Section of Roof	Damaged roof with missing flashing leaving the roof permeable to water intrusion.	Yes	Repair

**Dwelling Exterior Commentary**  
 Condition Status is reflective of noted repair having been completed.

Exterior Feature Condition Status (Choose one)	
Allowable Answer	Definition / Additional Guidance
New or Like New	The feature is new or like new with no visible signs of use. Note: This would be the typical answer when <i>New Construction</i> (3.017) is Yes.
Typical Wear and Tear	The feature is fully functional and exhibits minimal wear and tear, with visible signs of use.
Damaged and Functional	The feature is damaged and exhibits moderate wear and tear but can still function as intended or designed. Examples: <ul style="list-style-type: none"> <li>• Exterior Walls and Trim: Dents to siding or minor crack to masonry.</li> <li>• Foundation: Minor settlement cracks.</li> <li>• Roof: Roofing is worn or patched but with no apparent active leaks.</li> <li>• Windows: Broken seals, painted shut, or broken sash cords.</li> </ul>
Damaged and Nonfunctional	The feature is damaged and exhibits significant wear and tear to the level that it can no longer function as intended or designed. Examples: <ul style="list-style-type: none"> <li>• Exterior Walls and Trim: Damaged or missing siding or trim that allows weather intrusion.</li> <li>• Foundation: Damaged or failing foundation.</li> <li>• Roof: Active roof leaks.</li> <li>• Windows: Broken or missing panes.</li> </ul> Note: If this answer is selected, individual damages and structural issues must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)</b> subsection.

## Exterior Walls and Trim

The *Exterior Walls and Trim* row always displays in the **Exterior Features** table.

Dwelling Exterior: Quality and Condition - Exterior Features - Exterior Walls and Trim				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.025	Detail	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Exterior Wall Material:</i> The type of wall material used for the structure. May be commonly referred to as siding.</p> <ul style="list-style-type: none"> <li>• Adobe</li> <li>• Aluminum</li> <li>• Asbestos</li> <li>• Brick</li> <li>• Cement Board</li> <li>• Concrete Block</li> <li>• Engineered Wood</li> <li>• Glass</li> <li>• Log</li> <li>• Poured Concrete</li> <li>• Steel</li> <li>• Stone</li> <li>• Stucco</li> <li>• Synthetic Stone</li> <li>• Synthetic Stucco</li> <li>• Vinyl</li> <li>• Wood</li> <li>• Other (Describe)</li> </ul>
8.027	Condition Status	Always required	Choose an allowable answer from table <a href="#">(Exterior Feature Condition Status)</a>	<p><i>Exterior Walls and Trim Condition Status:</i> The condition status of the exterior walls and trim.</p> <ul style="list-style-type: none"> <li>• New or Like New</li> <li>• Typical Wear and Tear</li> <li>• Damaged and Functional</li> <li>• Damaged and Nonfunctional</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• If there are varying condition statuses for the exterior walls and trim, choose the one that best explains the <i>Exterior Condition Rating</i>.</li> <li>• <i>Condition Status</i> reflects the required repairs, inspections, or completions as if they were completed. The current condition is noted in the <b>Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)</b> subsection.</li> <li>• Individual damages must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)</b> subsection.</li> </ul>



## Foundation

The *Foundation* row always displays in the **Exterior Features** table.

Dwelling Exterior: Quality and Condition - Exterior Features - Foundation				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.029	Detail	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Foundation Material:</i> The material components of the base that the structure is built upon.</p> <ul style="list-style-type: none"> <li>Brick</li> <li>Concrete Block</li> <li>Metal</li> <li>Poured Concrete</li> <li>Stone</li> <li>Wood</li> <li>Other (Describe)</li> </ul>
8.029	Detail	Always required	Choose one or more allowable answers from table ( <a href="#">Foundation Type</a> )	<p><i>Foundation Type</i></p> <ul style="list-style-type: none"> <li>Basement</li> <li>Crawl Space</li> <li>Post and Pier</li> <li>Runner</li> <li>Slab</li> <li>Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>For manufactured homes, the appraiser must indicate in <i>Quality Comment</i> (8.030) whether tie downs or anchoring systems exist.</li> <li>For CHOICEHome® and MH Advantage®, the appraiser must indicate in <i>Quality Comment</i> (8.030) whether or not the home has a “solid perimeter foundation”.</li> <li>If a manufactured home is not securely anchored, this must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)</b> subsection.</li> </ul>
8.029	Detail	Required for FHA and USDA appraisals when <i>Foundation Type</i> is Crawl Space	Yes   No	<p><i>Crawl Space Accessible for Observation:</i> Indicates whether the crawl space is accessible for visual observation.</p> <ul style="list-style-type: none"> <li>Yes</li> <li>No (Inaccessible)</li> </ul> <p>Reference the appropriate government agency appraisal guidelines.</p>
8.029	Detail	Required if <i>Crawl Space Accessible for Observation</i> is Yes	Yes   No	<p><i>Visual Observation of Crawl Space Completed:</i> Indicates whether a visual observation of the crawl space, as defined by the applicable organization, was completed.</p> <ul style="list-style-type: none"> <li>Yes (Visual Observation Completed)</li> <li>No (No Visual Observation Completed)</li> </ul> <p>Reference the appropriate government agency appraisal guidelines.</p>
8.031	Condition Status	Always required	Choose an allowable answer from table ( <a href="#">Exterior Feature Condition Status</a> )	<p><i>Foundation Condition Status:</i> The condition status of the foundation.</p> <ul style="list-style-type: none"> <li>New or Like New</li> <li>Typical Wear and Tear</li> <li>Damaged and Functional</li> <li>Damaged and Nonfunctional</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If there are varying condition statuses for the foundation, choose the one that best explains the <i>Exterior Condition Rating</i>.</li> <li><i>Condition Status</i> reflects the required repairs, inspections, or completions as if they were completed. The current condition is noted in the <b>Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)</b> subsection.</li> <li>Individual damages must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)</b> subsection.</li> </ul>

Foundation Type (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Basement	Fully or partially below grade structural foundation style consisting of walls that bear weight on foundation footings running along the perimeter of the structure.
Crawl Space	A foundation style consisting of unfinished, typically narrow space between the building and the ground or the improved surface.
Post and Pier	A foundation style that consists of a series of posts connected to a frame that supports the structure above ground level.
Runner	A foundation style that consists of rows of concrete footings poured into the ground intended to support the structure.
Slab	A foundation style that consists of a slab of concrete that sits directly on grade supporting the structure.
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Roof

The *Roof* row always displays in the **Exterior Features** table.

Dwelling Exterior: Quality and Condition - Exterior Features - Roof				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.033	Detail	Always required	Yes   No	<p><i>Roof Observable</i>: Indicates whether the majority of the roof is observable from ground level.</p> <ul style="list-style-type: none"> <li>Yes</li> <li>No (the individual performing the inspection was unable to make an informed determination on the condition status of the roof, such as when the roof is snow-covered)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If No, "(Unobservable)" displays. When the appraiser is unable to view the roof, explain why the roof is unobservable and report the results based on the assessment of the ceilings in <i>Dwelling Exterior Commentary</i> (8.061).</li> <li>For government agency appraisals, reference the appropriate guidelines.</li> </ul>
8.033	Detail	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Roof Material</i></p> <ul style="list-style-type: none"> <li>Asbestos</li> <li>Asphalt</li> <li>Ceramic Tile</li> <li>Clay</li> <li>Composition</li> <li>Concrete</li> <li>Copper</li> <li>Metal</li> <li>Rubber</li> <li>Slate</li> <li>Solar Shingles</li> <li>Synthetic</li> <li>Tar/Gravel</li> <li>Wood</li> <li>Other (Describe)</li> </ul>
8.033	Detail (Estimated Age)	Always required	Choose an allowable answer from the Definition / Additional Guidance column	<p><i>Estimated Age</i>: The appraiser's estimate of when the roof was last replaced.</p> <ul style="list-style-type: none"> <li>Less than 1 year</li> <li>1-10 years</li> <li>10-20 years</li> <li>More than 20 years</li> </ul> <p>Note: If there are varying ages for the roof, choose the one that best explains the <i>Exterior Condition Rating</i>.</p>

Dwelling Exterior: Quality and Condition - Exterior Features - Roof				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.035	Condition Status	Required if <i>Roof Observable</i> is Yes	Choose an allowable answer from table <a href="#">(Exterior Feature Condition Status)</a>	<p><i>Roof Condition Status:</i> The condition status of the roof.</p> <ul style="list-style-type: none"> <li>• New or Like New</li> <li>• Typical Wear and Tear</li> <li>• Damaged and Functional</li> <li>• Damaged and Nonfunctional</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• If there are varying condition statuses for the roof, choose the one that best explains the <i>Exterior Condition Rating</i>.</li> <li>• <i>Condition Status</i> reflects the required repairs, inspections, or completions as if they were completed. The current condition is noted in the <b>Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)</b> subsection.</li> <li>• Individual damages must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)</b> subsection.</li> </ul>

## Windows

The *Windows* row always displays in the **Exterior Features** table.

Dwelling Exterior: Quality and Condition - Exterior Features - Windows				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.037	Detail	Always required	Free-form	<p>Brief description of the windows.</p> <p>Note: For further expansion of commentary, use <i>Dwelling Exterior Commentary (8.061)</i>.</p>
8.039	Condition Status	Always required	Choose an allowable answer from table <a href="#">(Exterior Feature Condition Status)</a>	<p><i>Windows Condition Status:</i> The condition status of the windows.</p> <ul style="list-style-type: none"> <li>• New or Like New</li> <li>• Typical Wear and Tear</li> <li>• Damaged and Functional</li> <li>• Damaged and Nonfunctional</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• If there are varying condition statuses for the windows, choose the one that best explains the <i>Exterior Condition Rating</i>.</li> <li>• <i>Condition Status</i> reflects the required repairs, inspections, or completions as if they were completed. The current condition is noted in the <b>Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)</b> subsection.</li> <li>• Individual damages must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)</b> subsection.</li> </ul>

### Other Exterior Feature

Row(s) can be added to the **Exterior Features** table for other feature(s) that are significant to the *Exterior Quality and Condition Ratings*. A row displays in the **Exterior Features** table for each additional exterior feature that is provided.

### OTHER EXTERIOR FEATURE EXAMPLE IN DWELLING EXTERIOR AND SALES COMPARISON APPROACH

In this example, Ornamentation was added as an additional exterior feature in the **Exterior Features** table.

<b>Exterior Features</b>				
<b>Feature</b>	<b>Detail</b>	<b>Quality Comment</b>	<b>Condition Status</b>	<b>Condition Comment</b>
Exterior Walls and Trim	Brick		Typical Wear and Tear	Minor cracks in mortar joints
Foundation	Poured Concrete   Basement		Typical Wear and Tear	
Roof	Composition Estimated Age: 10-20 years		Typical Wear and Tear	
Windows	Vinyl	Double thermal pane	Typical Wear and Tear	Windows same age as house
Ornamentation	Concrete cornices and frieze	Good quality custom cornices and frieze	Typical Wear and Tear	

The additional exterior feature (Ornamentation) was also brought into the **Sales Comparison Approach** (22.08.07, 22.08.14) to support the Quality and Condition ratings. Comps 1 and 2 did not have ornamentation, so “None” was entered.

<b>Subject Property</b>		<b>Comparable #1</b>	<b>Comparable #2</b>	<b>Comparable #3</b>
<b>Exterior Quality and Condition</b>				
<b>Quality</b>	<b>Q3</b>	<b>Q3</b>	<b>Q4</b>	<b>Q3</b>
Exterior Walls and Trim	Brick	Brick	Vinyl	Cement Board
Roof	Composition	Composition	Composition	Composition
Ornamentation	Custom concrete cornices and frieze	None	None	Cornices and frieze
<b>Condition</b>	<b>C3</b>	<b>C3</b>	<b>C4</b>	<b>C3</b>
Exterior Walls and Trim	Typical Wear and Tear	Typical Wear and Tear	Damaged and Functional	Typical Wear and Tear
Roof	Typical Wear and Tear	Typical Wear and Tear	Damaged and Functional	Typical Wear and Tear
Ornamentation	Typical Wear and Tear	None	None	Typical Wear and Tear

<b>Dwelling Exterior: Quality and Condition - Exterior Features - Other Feature</b>				
<b>Report Field ID</b>	<b>Report Label</b>	<b>When to Include</b>	<b>Allowable Answers / Format</b>	<b>Definition / Additional Guidance</b>
8.041	Feature	If applicable ( <i>Exterior Feature</i> is Other)	Free-form	<i>Exterior Feature Other Description</i> Select Other (Describe) to enter an answer that is not in the Exterior Features list. Example: Ornamentation
8.042	Detail	If <i>Exterior Feature</i> is Other	Free-form	<i>Other Exterior Feature Description</i> : A brief description of the other feature. Example: Concrete cornices and frieze Note: For further expansion of commentary, use <i>Dwelling Exterior Commentary</i> (8.061).

Dwelling Exterior: Quality and Condition - Exterior Features - Other Feature				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.044	Condition Status	If <i>Exterior Feature</i> is Other	Choose an allowable answer from table <a href="#">(Exterior Feature Condition Status)</a>	<p><i>Other Exterior Feature Condition Status:</i> The condition status of the other exterior feature.</p> <ul style="list-style-type: none"> <li>New or Like New</li> <li>Typical Wear and Tear</li> <li>Damaged and Functional</li> <li>Damaged and Nonfunctional</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If there are varying condition statuses for the other exterior feature, choose the one that best explains the <i>Exterior Condition Rating</i>.</li> <li><i>Condition Status</i> reflects the required repairs, inspections, or completions as if they were completed. The current condition is noted in the <b>Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)</b> subsection.</li> <li>Individual damages must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Dwelling Exterior)</b> subsection.</li> </ul>

### Noncontinuous Finished Area

Noncontinuous finished areas are defined as finished area(s) in the dwelling that are attached to the dwelling but separate and not directly accessible from any unit.

Example: Family room or other finished area attached to or above an attached garage that is only accessible through the garage.

#### Noncontinuous Finished Area

*The table below depicts any finished area that is attached to the dwelling but separate and not directly accessible from any unit*

Finish	Total Area	Room Summary
Finished	360 Sq. Ft.	1 - Family Room

This subsection does not display for properties with more than one unit, or if there is no noncontinuous finished area.

Dwelling Exterior: Noncontinuous Finished Area Exists				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Required if <i>Units Excluding ADUs</i> is 1	Yes   No	<p><i>Noncontinuous Finished Area Exists:</i> Indicates whether there is noncontinuous finished area in the dwelling.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>If No, the <b>Noncontinuous Finished Area</b> subsection does not display.</li> </ul>

Notes:

- Do not include area from accessory dwelling units or outbuildings.
- If there are multiple noncontinuous areas in the dwelling, combine them into one entry.

#### Noncontinuous Finished Area

*The table below depicts any finished area that is attached to the dwelling but separate and not directly accessible from any unit* 8.046

Finish	Total Area	Room Summary
Finished	8.047	8.048

Dwelling Exterior: Noncontinuous Finished Area				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.046	N/A	Displays when <i>Noncontinuous Finished Area Exists</i> is Yes	N/A	<i>The table below depicts any finished area that is attached to the dwelling but separate and not directly accessible from any unit</i>
8.047	Finish (Finished) Total Area	Required if <i>Noncontinuous Finished Area Exists</i> is Yes	Number of square feet or square meters	<i>Noncontinuous Finished Area:</i> The finished area of the noncontinuous space(s) in the dwelling. If there are multiple noncontinuous areas in the dwelling, report the total finished area.
8.048	Finish (Finished) Room Summary	Required for each indicated <i>Room Type</i>	Number	<i>Number of Rooms:</i> The count of each <i>Room Type</i> that is in the noncontinuous area(s) of the dwelling. If there are multiple noncontinuous areas in the dwelling, report all rooms here.
8.048	Finish (Finished) Room Summary	Required if <i>Noncontiguous Finished Area Exists</i> is Yes	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Room Type:</i> The original design of the room(s) that are in the noncontinuous space(s) in the dwelling.</p> <ul style="list-style-type: none"> <li>• Bath – Full</li> <li>• Bath – Half</li> <li>• Bedroom</li> <li>• Breakfast Room</li> <li>• Den</li> <li>• Dining Room</li> <li>• Family Room</li> <li>• Kitchen</li> <li>• Laundry Room</li> <li>• Living Room</li> <li>• Loft</li> <li>• Media Room</li> <li>• Mudroom</li> <li>• Recreation Room</li> <li>• Sunroom</li> <li>• Utility Room</li> <li>• Walk-In Pantry</li> <li>• Workshop</li> <li>• Other (Describe)</li> </ul> <p>Note: Select the most applicable <i>Room Type</i> that fits the description of the room. Examples:</p> <ul style="list-style-type: none"> <li>• Select Dining Room for dining areas.</li> <li>• Select Breakfast Room for breakfast areas or breakfast nooks.</li> </ul>
See iGuide	Noncontinuous Finished Area	If relevant when <i>Noncontinuous Finished Area Exists</i> is Yes	Photo or image	Photo(s) of the noncontinuous finished area may be provided, which display in <b>Dwelling Exterior Exhibits</b> , with the caption “Noncontinuous Area”. An additional caption must be provided including the room type, location, and any other descriptive information as appropriate.

## Mechanical System Details

The **Mechanical System Details** subsection always displays.

### Mechanical System Details

	System	Detail		
Heating	8.049	8.050	<b>Core Heating System Below Grade</b>	8.052
Cooling	8.051		<b>Other Mechanical Systems</b>	8.053

## Heating

Dwelling Exterior: Mechanical System Details - Heating				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.049	Heating (System)	Always required	Choose one or more allowable answers from table ( <a href="#">Heating System Type</a> )	<p><i>Heating System Type:</i> The type(s) of permanent heating systems in the structure.</p> <ul style="list-style-type: none"> <li>None</li> <li>Baseboard</li> <li>Fireplace</li> <li>Forced Warm Air</li> <li>Gravity Air</li> <li>Mini Split</li> <li>Passive Solar</li> <li>Radiant</li> <li>Radiators</li> <li>Stove</li> <li>Other (Describe)</li> </ul>
8.050	Heating (Detail)	Required for each identified <i>Heating System Type</i>	Choose an allowable answer from the Definition / Additional Guidance column	<p><i>Heating System Fuel</i></p> <ul style="list-style-type: none"> <li>Coal</li> <li>Electric</li> <li>Geothermal</li> <li>Natural Gas</li> <li>Oil</li> <li>Propane</li> <li>Solar</li> <li>Wood</li> <li>Other (Describe)</li> </ul>
8.050	Heating (Detail)	Required if <i>Heating System Type</i> is None	Yes   No	<p><i>Lack of Heating Typical for Market:</i> Indicates whether the lack of heating is prevalent in the market.</p> <ul style="list-style-type: none"> <li>Yes (Typical for Market)</li> <li>No (Not Typical for Market)</li> </ul>

Heating System Type (Choose one or more)	
Allowable Answer	Definition / Additional Guidance
None	Note: Only select this answer if the structure does not have permanent heat.
Baseboard	A system of perimeter heating located at the base of the wall where the baseboard would be.
Fireplace	Note: Only select this answer if the fireplace is used as the primary source of heat. Other fireplaces are reported in the <b>Subject Property Amenities</b> section (14.002).
Forced Warm Air	A system that propels air over a heat source that is distributed via ducts and vents throughout a home or a structure.
Gravity Air	A system that employs gravity to move warm air throughout the structure.
Mini Split	A ductless system designed to heat certain spaces or rooms within the structure.

Heating System Type (Choose one or more)	
Allowable Answer	Definition / Additional Guidance
Passive Solar	A system that uses solar energy to heat a fluid, either liquid or air, and then transfer the solar heat directly to an interior area or to a storage system for later use. Note: Solar panels that produce electricity are reported in the <b>Energy Efficient and Green Features</b> section (6.001), and not here.
Radiant	A system that supplies heat directly to the floor or to panels in the wall or ceiling of a house.
Radiators	A system that boils water in a central unit and moves steam to a radiator in an individual room or space.
Stove	Note: Only select this answer if the stove is used as the primary source of heat.
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Cooling

Dwelling Exterior: Mechanical System Details - Cooling				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.051	Cooling (System)	Always required	Yes   No	<i>Cooling System Exists</i> : Indicates whether there is permanent cooling in the structure. <ul style="list-style-type: none"> <li>If No, "None" displays.</li> </ul>
8.051	Cooling (System)	If <i>Cooling System Exists</i> is Yes	Choose one or more allowable answers from table ( <a href="#">Cooling System Type</a> )	<i>Cooling System Type</i> <ul style="list-style-type: none"> <li>Centralized</li> <li>Individual</li> <li>Other (Describe)</li> </ul>

Cooling System Type (Choose one or more)	
Allowable Answer	Definition / Additional Guidance
Centralized	A system in which air is cooled at a central location and distributed to and from rooms by one or more fans and ductwork (e.g., forced air, mini-split).
Individual	A self-contained cooling system, mounted on a wall or in a window, designed to cool an individual room or small area (e.g., window unit).
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Core Heating and Other Mechanical Systems

Dwelling Exterior: Core Heating and Other Mechanical Systems				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.052	Core Heating System Below Grade	Required if <i>Heating System Type</i> is not None	Yes   No	Select Yes when at least one mechanical unit that produces heat (e.g., furnace) is below grade, including when the heating system is shared with multiple units. This is the main core unit that produces and distributes heat through duct work or other means (e.g., steam or hot water).
8.053	Other Mechanical Systems	If applicable	Choose one or more allowable answers from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Radon Mitigation</li> <li>Sump Pump</li> <li>Water Heater</li> <li>Whole House Water Treatment</li> <li>Other (Describe)</li> </ul> Note: If there are no other mechanical systems in the dwelling, do not select an answer and <i>Other Mechanical Systems</i> does not display.



### Apparent Defects, Damages, Deficiencies (Dwelling Exterior)

The appraiser must report any significant items pertaining to the dwelling exterior, mechanical systems, or noncontinuous finished area, and must associate any defect, damage, or deficiency with the most appropriate section. These defects, damages, and deficiencies are items that:

- Rise to the level of recommending repair, replacement, or inspection by an individual with expertise in the industry, *or*
- Negatively affect the integrity / composition of the site itself, *or*
- Negatively affect the soundness or structural integrity of the improvements to the site, *or*
- Measurably impact the marketability or value of the property, *or*
- Require completion

Example:

#### Apparent Defects, Damages, Deficiencies (Dwelling Exterior)

*The items listed below represent the As Is condition as of the effective date of this report*

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
Roof	Section of Roof	Damaged roof with missing flashing leaving the roof permeable to water intrusion.	Yes	Repair

Any other items that do not require repair, replacement, inspection, or completion may also be reported using the *Recommended Action* of None.

Reference the appropriate government agency appraisal guidelines for specific requirements.

#### Apparent Defects, Damages, Deficiencies (Dwelling Exterior - [Structure Identifier]) 8.054

*The items listed below represent the As Is condition as of the effective date of this report* 8.055

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
8.056	8.057	8.058	8.059	8.060

Apparent Defects, Damages, Deficiencies (Dwelling Exterior)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.054	N/A	Display only	N/A	If applicable, <i>Structure Identifier</i> redispays from 8.000.
8.055	N/A	Always required	Yes   No	<i>Dwelling Exterior Defects Exist</i> : Indicates whether there are apparent defects, damages, or deficiencies for the dwelling. <ul style="list-style-type: none"> <li>• If No, "None" displays and the <b>Apparent Defects, Damages, Deficiencies (Dwelling Exterior)</b> table does not display.</li> </ul>
8.055	N/A	Displays when <i>Dwelling Exterior Defects Exist</i> is Yes	N/A	<i>The items listed below represent the As Is condition as of the effective date of this report</i>

## Information About Each Defect, Damage, or Deficiency

Apparent Defects, Damages, Deficiencies (Dwelling Exterior)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.056	Feature	Required for each defect, damage, or deficiency	Choose an allowable answer from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Exterior Walls and Trim</li> <li>Foundation</li> <li>Mechanical System</li> <li>Roof</li> <li>Windows</li> <li>Other (Describe)</li> </ul> <p>Note: Photos or images must be provided for each physical defect, damage, or deficiency. These display in <b>Dwelling Exterior Exhibits</b> as “Apparent Defects, Damages, Deficiencies” with the indicated <i>Feature</i>. An additional caption may be provided.</p>
8.057	Location	Required for each defect, damage, or deficiency	Other (Describe)	For the <b>Dwelling Exterior</b> section, choose Other and briefly describe the location of the defect, damage, or deficiency.
8.058	Description	Required for each defect, damage, or deficiency	Free-form	Description of the defect, damage, or deficiency.
8.059	Affects Soundness or Structural Integrity	Required for each defect, damage, or deficiency	Yes   No	Indicates whether the defect, damage, or deficiency affects the soundness and / or structural integrity of the improvement.
8.060	Recommended Action	Required for each defect, damage, or deficiency	Choose an allowable answer from the Definition / Additional Guidance column	<p>The recommended action for the defect, damage, or deficiency.</p> <ul style="list-style-type: none"> <li>Completion</li> <li>Inspection</li> <li>Repair (includes replacement)</li> <li>None (does not require repair, replacement, completion, or inspection)</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>If Completion, Inspection, or Repair is reported for any defect, damage, or deficiency <ul style="list-style-type: none"> <li>The report must be made subject to the resolution of the item (<i>Market Value Condition 26.009</i> cannot be As Is).</li> <li><i>Condition Status</i> for the item must reflect the future “resolved” condition.</li> <li>If Repair is selected, the estimated cost to repair may be provided in the <b>Reconciliation</b> section.</li> </ul> </li> </ul>

## Dwelling Exterior Commentary

## Dwelling Exterior Commentary

8.061

Dwelling Exterior Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
8.061	Dwelling Exterior Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Dwelling Exterior</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Dwelling Exterior Exhibits

All photos or images related to the **Dwelling Exterior** section are displayed in the **Dwelling Exterior Exhibits** subsection. If there are no photos or images, this subsection does not display.

Dwelling Exterior Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Dwelling Exterior Exhibits	If required by client or scope of work	Photo	<i>Dwelling Rear Photo</i> When required, provide photo(s) of the rear of the dwelling, which display in <b>Dwelling Exterior Exhibits</b> with the caption "Dwelling Rear". An additional caption may be provided to further identify the photo.
See iGuide	Dwelling Exterior Exhibits	If applicable	Photo	Photos relevant to the <b>Dwelling Exterior</b> section may be provided, which display in <b>Dwelling Exterior Exhibits</b> . If the photo is not specifically indicated, an additional caption must be provided to further identify the photo.

## 09 Manufactured Home

The **Manufactured Home** section repeats for each manufactured home on the property that is either a dwelling or an ADU, and provides space for additional commentary and exhibits. If there are no manufactured homes on the property, the section does not display.

As with other types of properties, additional facts about the manufactured home are captured in the **Dwelling Exterior, Outbuilding, and / or Unit Interior** sections.

- The **Outbuilding** section displays (instead of **Manufactured Home**) if the manufactured home is an outbuilding that is **not** an ADU. Example: A manufactured home that has been physically modified and is no longer livable.

Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.

### Manufactured Homes that are Dwellings

If the manufactured home is a dwelling, the **Manufactured Home** section displays after the applicable **Dwelling Exterior** section. Reference [Types of Structures](#) for more information to determine whether the manufactured home is considered a dwelling or outbuilding.

Note: Some manufactured home information displays for both dwellings and outbuildings that are ADUs. The “When to Include” column in this subchapter only references manufactured homes that are dwellings.

- Structure Type* is Dwelling, and *Construction Method* (8.011) is Manufactured

### General Information

#### Manufactured Home

<b>Manufacturer Name</b>	9.000	<b>Attached to Permanent Foundation</b>	9.003
<b>Year Installed</b>	9.001	<b>Towing Hitch, Wheels, Axles Removed</b>	9.004
<b>Moved Since Original Installation</b>	9.002	<b>Manufactured Home Width</b>	9.005
		<b>Skirting</b>	9.006
<b>Have there been any modifications, attachments, or additions that rely on or have altered the original structure for support?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Modification, Attachment, or Addition</b> 9.008			
<b>Description of Modification, Attachment, or Addition</b> 9.009			

Manufactured Home – Dwellings - General Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.000	Manufacturer Name	Always required	Free-form	The name of the manufacturer (maker) of the manufactured home.
9.001	Year Installed	Always required	yyyy	<i>Year Installed:</i> The date a Certificate of Occupancy or its equivalent was issued for the development of a lot and placement of a manufactured home on the permanent foundation.

Manufactured Home – Dwellings - General Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.001	Year Installed	Always required	Yes   No	<p><i>Year Installed Estimated</i>: Indicates whether <i>Year Installed</i> is an estimate.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>If <i>Year Installed</i> is unknown or unavailable to the appraiser in the normal course of business, the appraiser must estimate the year the manufactured home was installed.</li> <li>If Yes, <i>Year Installed</i> displays with a tilde (~).</li> </ul>
9.002	Moved Since Original Installation	Always required	Yes   No	<p>Indicates whether the manufactured home has been moved to a different location than the one on which it was originally installed.</p> <p>Note: If Yes, provide the source of information and additional details in <i>Manufactured Home Commentary</i> (9.026).</p>
9.003	Attached to Permanent Foundation	Always required	Yes   No	<p>Indicates whether the manufactured home is attached to a permanent foundation.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Additional information about the foundation is reported in the <b>Exterior Features</b> table in the <b>Dwelling Exterior</b> section.</li> <li>If the foundation area is readily accessible, a photo must be provided, which displays in <b>Manufactured Home Exhibits</b>. A caption must be provided indicating “Foundation” and any other descriptive information as appropriate.</li> </ul>
9.004	Towing Hitch, Wheels, Axels Removed	Always required	Yes   No	<p>Indicates whether the towing hitch, wheels, and axles have been removed from the frame of the manufactured home.</p> <p>Note: If No, reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</p>
9.005	Manufactured Home Width	Always required	Single or Multi	<ul style="list-style-type: none"> <li>Single (transported to the site in a single section)</li> <li>Multi (manufactured in multiple sections and joined on site)</li> </ul>
9.006	Skirting	Always required	Yes   No	<p><i>Skirting Exists</i>: Indicates whether a non-structural enclosure of the foundation crawl space exists.</p>
9.006	Skirting	Required if <i>Skirting Exists</i> is Yes	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Skirting Material</i></p> <ul style="list-style-type: none"> <li>Asbestos</li> <li>Brick</li> <li>Cement Board</li> <li>Concrete Block</li> <li>Engineered Wood</li> <li>Fiberglass</li> <li>Log</li> <li>Metal</li> <li>Poured Concrete</li> <li>Vinyl</li> <li>Wood</li> <li>Other (Describe)</li> </ul> <p>Note: If the skirting is readily accessible, a photo must be provided, which displays in <b>Manufactured Home Exhibits</b>. Provide a caption indicating “Skirting” and any other descriptive information as appropriate.</p>
9.007	Have there been any modifications, attachments or additions that have altered or rely on the original structure for support?	Always required	Yes   No	<p><i>Structural Modifications Exist</i>: Indicates whether modifications, attachments, or additions have been made that altered or rely upon the original dwelling for support.</p> <p>Select No when the additions, such as an attached garage, were originally designed for the structure.</p> <p>Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</p>

Manufactured Home – Dwellings - General Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.008	Modification, Attachment, or Addition	Required if <i>Structural Modifications Exist</i> is Yes	Choose one or more allowable answers from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>• Carport</li> <li>• Deck</li> <li>• Garage</li> <li>• Living Area</li> <li>• Porch</li> <li>• Sunroom</li> <li>• Other (Describe)</li> </ul>
9.009	Description of Modification, Attachment, or Addition	Required if <i>Structural Modifications Exist</i> is Yes	Free-form	Detailed description of the modification, attachment, or addition that has altered the manufactured home's structure or relies on it for support.

## HUD Data Plate

Note: If the HUD Data Plate is not available, indicate in *Manufactured Home Commentary* (9.026) the source of the data provided.

### HUD Data Plate

HUD Data Plate Attached	9.010	HUD Wind Zone	9.013
Date of Manufacture	9.011	HUD Thermal Zone	9.014
Serial Number	9.012	HUD Roof Load Zone	9.015

Manufactured Home – Dwellings – HUD Data Plate				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.010	HUD Data Plate Attached	Always required	Yes   No	<p>Indicates whether the manufactured home has a HUD data plate (also referred to as the Manufactured Home Data Plate or Compliance Certificate) is attached within the manufactured home. If the HUD Data Plate is not attached but is available, select No and explain in <i>Manufactured Home Commentary</i> (9.026).</p> <p>Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</p> <p>If available, a photo of the HUD Data Plate or the verification source must be provided. The photos display in <b>Manufactured Home Exhibits</b>, with the caption "HUD Data Plate". An additional caption may be provided to further identify the photo.</p>
9.011	Date of Manufacture	Required if <i>HUD Data Plate Attached</i> is Yes or if available	mm/dd/yyyy	<p>The date the manufactured home was built, as shown on the HUD data plate or other source.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• The year must match <i>Year Built</i> in the <b>Dwelling Exterior</b> section (8.010).</li> <li>• If the <i>Date of Manufacture</i> exceeds 12 months from the <i>Effective Date of Appraisal</i> (26.011), <i>Overall Condition Rating</i> (15.005) cannot be C1.</li> </ul>
9.012	Serial Number	Required if <i>HUD Data Plate Attached</i> is Yes or if available	Free-form	The serial number per section of the manufactured home, as shown on the HUD data plate or other source.
9.013	HUD Wind Zone	Required if <i>HUD Data Plate Attached</i> is Yes or if available	Choose an allowable answer from the Definition / Additional Guidance column	<p>The Wind Zone that the manufactured home was designed and constructed to conform to, as shown on the HUD data plate or other source.</p> <ul style="list-style-type: none"> <li>• Zone I</li> <li>• Zone II</li> <li>• Zone III</li> </ul>

Manufactured Home – Dwellings – HUD Data Plate				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.014	HUD Thermal Zone	Required if <i>HUD Data Plate Attached</i> is Yes or if available	Choose an allowable answer from the Definition / Additional Guidance column	The Thermal Zone that the manufactured home was designed and constructed to conform to, as shown on the HUD data plate or other source. <ul style="list-style-type: none"> <li>Zone 1</li> <li>Zone 2</li> <li>Zone 3</li> </ul>
9.015	HUD Roof Load Zone	Required if <i>HUD Data Plate Attached</i> is Yes or if available	Choose an allowable answer from the Definition / Additional Guidance column	The Roof Load Zone that the manufactured home was designed and constructed to conform to, as shown on the HUD data plate or other source. <ul style="list-style-type: none"> <li>Middle</li> <li>North</li> <li>South</li> </ul>

### HUD Certification Label

Note: If the HUD Certification Label is not available for all sections, indicate in *Manufactured Home Commentary* (9.026) the source of the data provided.

#### HUD Certification Label

Label Present for All Sections

9.016

HUD Certification Number

9.017

Manufactured Home – Dwellings – HUD Certification Label				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.016	Label Present for all Sections	Always required	Yes   No	Indicates whether the HUD Certification Label (also referred to as the HUD Certification, Construction Code Label, Certification Label, HUD Label, or Red Tag) is present and attached to all sections of the manufactured home. <ul style="list-style-type: none"> <li>Yes (the HUD Label is attached for all sections).</li> <li>No (the HUD Label is missing for at least one of the sections).</li> </ul> <p>Note: If the HUD Certification Label is not attached but is available, select No and explain in <i>Manufactured Home Commentary</i> (9.026).</p>
9.017	HUD Certification Number	Required if <i>Label Present for all Sections</i> is Yes, or if available	Free-form	The certification number per section of the manufactured home as shown on the HUD Certification Label, HUD data plate, or other source.
See iGuide	HUD Certification Number	Required if <i>Label Present for all Sections</i> is Yes, or if available	Photo or image	<i>HUD Certification Number Photo</i> A photo of all HUD Certification Label(s) (or the verification source if the HUD Certification Label(s) are not present) must be provided. The photos display in <b>Manufactured Home Exhibits</b> , with the caption “HUD Certification Label”. An additional caption may be provided to further identify the photo.

### Manufactured Home Certification Program

If the manufactured home is not eligible for any certification programs (such as Fannie Mae MH Advantage® or Freddie Mac CHOICEHome®, this subsection does not display.

#### Manufactured Home Certification Program

Certification

Identifier

9.018

9.019

Manufactured Home – Dwellings – Manufactured Home Certification Program				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.018	Certification	Required if certification(s) exist for the manufactured home	Choose an allowable answer from the Definition / Additional Guidance column	<p>The financing program for which the manufactured home is designed to be eligible, as shown on a label in the home that identifies it as being eligible for designated financing options.</p> <ul style="list-style-type: none"> <li>Fannie Mae MH Advantage</li> <li>Freddie Mac CHOICEHome</li> <li>Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If there are no certifications, do not select an answer and this subsection does not display.</li> <li>A photo of each certification label must be provided, which displays in <b>Manufactured Home Exhibits</b> with the caption “Manufactured Home Certification”. An additional caption may be provided to further identify the photo.</li> </ul>
9.019	Identifier	Required for each identified certification	Free-form	Identifies the manufactured home's eligibility for the associated financing program (e.g., Freddie Mac CHOICEHome Number, Fannie Mae MH Advantage Identification Number).

## Invoice Information

This subsection displays when the property is new construction (*New Construction* (3.017) is Yes).

### Invoice Information

**Purchased from Retailer** 9.020

**Retailer Name** 9.021

**Retailer's Invoice Reviewed** 9.022

**Manufacturer's Invoice Reviewed** 9.023

**Invoice(s) Appear Reasonable** 9.024

**Commentary on Why Invoice(s) Not Reasonable** 9.025

Manufactured Home – Dwellings – Invoice Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.020	Purchased from Retailer	Required if <i>New Construction</i> is Yes	Yes   No	Indicates whether the manufactured home was purchased from a retailer.
9.021	Retailer Name	Required if <i>Purchased from Retailer</i> is Yes	Free-form	
9.022	Retailer's Invoice Reviewed	Required if <i>Purchased from Retailer</i> is Yes	Yes   No	<p>Indicates whether the appraiser reviewed and analyzed the retailer's invoice.</p> <p>Note: A photo or image of the invoice may be provided, which displays in <b>Manufactured Home Exhibits</b>. An additional caption must be provided indicating “Retailer's Invoice” and any other descriptive information as appropriate.</p>
9.023	Manufacturer's Invoice Reviewed	Required if <i>New Construction</i> is Yes	Yes   No	<p>Indicates whether the appraiser reviewed and analyzed the manufacturer's invoice for the manufactured home.</p> <p>Note: A photo or image of the invoice may be provided, which displays in <b>Manufactured Home Exhibits</b>. An additional caption must be provided indicating “Manufacturer's Invoice” and any other descriptive information as appropriate.</p>
9.024	Invoice(s) Appear Reasonable	Required if <i>Purchased from Retailer</i> is Yes or <i>Manufacturer's Invoice Reviewed</i> is Yes	Yes   No	Indicates whether, based on the analysis of the manufacturer's invoice and / or retailer's invoice, the content appears to be reasonable.



Manufactured Home – Dwellings – Invoice Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.025	Commentary on Why Invoice(s) Not Reasonable	Required if <i>Invoice(s) Appear Reasonable</i> is No	Free-form	Explain the results of the analysis and why the invoice(s) were determined to not be reasonable.

## Manufactured Home Commentary

### Manufactured Home Commentary

9.026

Manufactured Home – Dwellings - Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.026	Manufactured Home Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Manufactured Home</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Manufactured Home Exhibits

All photos or images related to the **Manufactured Home** section are displayed in the **Manufactured Home Exhibits** subsection. If there are no photos or images, this subsection does not display.

Manufactured Home – Dwellings - Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Manufactured Home Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Manufactured Home</b> section may be provided, which display in <b>Manufactured Home Exhibits</b> . If the photo is not specifically indicated, provide a caption to further identify the photo.

### Manufactured Homes that are ADUs (Outbuildings)

If the manufactured home is a standalone ADU, an abbreviated set of information for the **Manufactured Home** section displays (after the **Outbuilding** section for the ADU). Reference [Types of Structures](#) for more information to determine whether the manufactured home is considered a dwelling or outbuilding.

**Manufactured Home**Attached to Permanent  
Foundation

Yes

Towing Hitch, Wheels, Axles  
Removed

Yes

Have there been any modifications, attachments, or additions that rely on or have altered the original structure for support?

Yes No  
☐ ☒**HUD Data Plate**

HUD Data Plate Attached

Yes

Date of Manufacture

10/30/2005

**HUD Certification Label**

Label Present for All Sections

Yes

HUD Certification Number

XXX123456

**Manufactured Home Commentary**

The manufactured home was initially the main residence, and was converted to an ADU when the new home was constructed.

Note: Some manufactured home information displays for both dwellings and outbuildings that are ADUs. The “When to Include” column in this subchapter only references manufactured homes that are outbuildings (ADUs).

- *Structure Type* is Outbuilding, *Outbuilding Type* (12.001) is Manufactured Home, and *Units in Structure* (12.003) is 1 or more

**General Information****Manufactured Home**Attached to Permanent  
Foundation

9.003

Towing Hitch, Wheels, Axles  
Removed

9.004

Have there been any modifications, attachments, or additions that rely on or have altered the original structure for support?

Yes No  
☐ ☐  
9.007

Modification, Attachment, or Addition 9.008

Description of Modification, Attachment, or Addition 9.009

**HUD Data Plate**

HUD Data Plate Attached

9.010

Serial Number

9.012

**HUD Certification Label**

Label Present for All Sections

9.016

HUD Certification Number

9.017

**Manufactured Home Commentary**

9.026

**Manufactured Home Exhibits**

Manufactured Home – ADUs - General Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.003	Attached to Permanent Foundation	Always required	Yes   No	<p>Indicates whether the manufactured home is attached to a permanent foundation.</p> <p>Note: If the foundation area is readily accessible, a photo must be provided, which displays in <b>Manufactured Home Exhibits</b>. Provide a caption indicating “Foundation” and any other descriptive information as appropriate.</p>
9.004	Towing Hitch, Wheels, Axels Removed	Always required	Yes   No	<p>Indicates whether the towing hitch, wheels, and axles have been removed from the frame of the manufactured home creating a more permanent structure.</p> <p>If No, reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</p>
9.007	Have there been any modifications, attachments or additions that have altered or rely on the original structure for support?	Always required	Yes   No	<p><i>Structural Modifications Exist</i>: Indicates whether modifications, attachments, or additions have been made that altered or rely upon the original dwelling for support.</p> <p>Select No when the additions, such as an attached garage, were originally designed for the structure.</p> <p>Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</p>
9.008	Modification, Attachment, or Addition	Required if <i>Structural Modifications Exist</i> is Yes	Choose one or more allowable answers from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>• Carport</li> <li>• Deck</li> <li>• Garage</li> <li>• Living Area</li> <li>• Porch</li> <li>• Sunroom</li> <li>• Other (Describe)</li> </ul>
9.009	Description of Modification, Attachment, or Addition	Required if <i>Structural Modifications Exist</i> is Yes	Free-form	Detailed description of the modification, attachment, or addition that has altered the manufactured home’s structure or relies on it for support.

## HUD Data Plate

Note: If the HUD Data Plate is not available, indicate in *Manufactured Home Commentary* (9.026) the source of the data provided.

Manufactured Home – ADUs – HUD Data Plate				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.010	HUD Data Plate Attached	Always required	Yes   No	<p>Indicates whether the manufactured home has a HUD data plate (also referred to as the Manufactured Home Data Plate or Compliance Certificate) attached within the manufactured home. If the HUD Data Plate is not attached but is available, select No and explain in <i>Manufactured Home Commentary</i> (9.026).</p> <p>Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</p> <p>If available, a photo or image of the HUD Data Plate or the verification source must be provided. The photos or images display in <b>Manufactured Home Exhibits</b>, with the caption “HUD Data Plate”. An additional caption may be provided to further identify each photo or image.</p>
9.012	Serial Number	Required if <i>HUD Data Plate Attached</i> is Yes or if available	Free-form	The serial number per section of the manufactured home, as shown on the HUD data plate or other source.

## HUD Certification Label

Note: If the HUD Certification Label is not available for all sections, indicate in *Manufactured Home Commentary* (9.026) the source of the data provided.

Manufactured Home – ADUs – HUD Certification Label				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.016	Label Present for all Sections	Always required	Yes   No	<p>Indicates whether the HUD Certification Label (also referred to as the HUD Certification, Construction Code Label, Certification Label, HUD Label, or Red Tag) is present and attached to all sections of the manufactured home.</p> <ul style="list-style-type: none"> <li>Yes (the HUD Label is attached for all sections).</li> <li>No (the HUD Label is not attached for at least one of the sections).</li> </ul> <p>Note: If the HUD Certification Label is not attached but is available, select No and explain in <i>Manufactured Home Commentary</i> (9.026).</p>
9.017	HUD Certification Number	Required if <i>Label Present for all Sections</i> is Yes, or if available	Free-form	The certification number per section of the manufactured home as shown on the HUD Certification Label, HUD data plate, or other source.
See iGuide	HUD Certification Number	Always required	Photo or image	<p><i>HUD Certification Number Photo</i></p> <p>A photo or image of all HUD Certification Label(s) (or the verification source if the HUD Certification Label(s) are not present) must be provided. The photos or images display in <b>Manufactured Home Exhibits</b>, with the caption “HUD Certification Label”. An additional caption may be provided to further identify each photo or image.</p>

## Manufactured Home Commentary

Manufactured Home – ADUs - Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
9.026	Manufactured Home Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Manufactured Home</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Manufactured Home Exhibits

All photos or images related to the **Manufactured Home** section are displayed in the **Manufactured Home Exhibits** subsection. If there are no photos or images, this subsection does not display.

Manufactured Home – ADUs - Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Manufactured Home Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Manufactured Home</b> section may be provided, which display in <b>Manufactured Home Exhibits</b> . If the photo or image is not specifically indicated, provide an additional caption to further identify each photo or image.

## 10 Unit Interior

The **Unit Interior** section describes the interior of each unit (including an ADU), and provides space for commentary and exhibits to support the description, and to report any defects, damages, or deficiencies. The section repeats for each living unit and for each ADU.

The “When to Include” column in this chapter references each unit:

- A living unit or ADU in a dwelling, *or*
- An ADU within or attached to an outbuilding, *or*
- A standalone ADU that is the outbuilding

### Information that May Display in Black Tab

The **Unit Interior** black tab provides context as to where the unit is located.

10.000                      10.001                      10.002

**Unit Interior - [Outbuilding Type] - [Structure Identifier] - [Unit Identifier]**

Examples:

- A single-family property with no ADU would display “Unit Interior”

**Unit Interior**

- An ADU in a detached garage might display “Unit Interior – ADU/Garage – ADU”, depending on appraiser inputs
  - *Outbuilding Type* is ADU/Garage
  - *Unit Identifier* is ADU

**Unit Interior - ADU/Garage - ADU**

- A unit in a 2- to 4-unit property with one dwelling might display “Unit Interior – Unit 3”, depending on appraiser inputs
  - *Unit Identifier* is Unit 3

**Unit Interior - Unit 3**

- A unit in a 2- to 4-unit property with multiple dwellings might display “Unit Interior – Building 2 – Unit 2”, depending on appraiser inputs
  - *Structure Identifier* is Building 2
  - *Unit Identifier* is Unit 2

**Unit Interior - Building 2 - Unit 2**

Unit Interior: Black Tab				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.000	Unit Interior (black tab)	Displays if applicable	N/A	If the unit is an ADU in an outbuilding, <i>Outbuilding Type</i> (12.001) redisplay from the <b>Outbuilding</b> section.

Unit Interior: Black Tab				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.001	Unit Interior (black tab)	Displays if applicable	N/A	If applicable, <i>Structure Identifier (8.000)</i> redispays from the <b>Dwelling Exterior</b> section. Examples: Building 1, Building 2, Front, Rear
10.002	Unit Interior (black tab)	Required if there is more than one living unit	Free-form	<i>Unit Identifier</i> : An identifier assigned by the appraiser that differentiates between multiple units on the property.  Examples: Unit 1, Unit 2, Primary Dwelling, ADU  Note: If there are multiple units or ADUs, <i>Unit Identifier</i> cannot be repeated. For 2-4 unit properties, units would be identified as Unit 1, Unit 2, etc.

## General Information

### Area Breakdown and Data Source, Finish of Below Grade Areas

Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants regarding area measurement requirements, and [Appendix 3: ANSI Example](#) for an example of the application of ANSI.

#### Area Breakdown

Finished Above Grade	10.003
Finished Above Grade (Nonstandard)	10.004
Unfinished Above Grade	10.005
Finished Below Grade	10.006
Finished Below Grade (Nonstandard)	10.007
Unfinished Below Grade	10.008

#### Area Data Source

Below Grade Finish Compared to Above	10.010
--------------------------------------	--------

Unit Interior: Area Breakdown and Data Source, Finish of Below Grade Areas				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.003	Finished Above Grade	Always required	Number of square feet or square meters	<i>Above Grade Finished Area</i> : The total above grade finished area of the living unit.
10.004	Finished Above Grade (Nonstandard)	If applicable	Number of square feet or square meters	<i>Above Grade Finished Area (Nonstandard)</i> : The total above grade finished area of the living unit that does not meet the ceiling height requirement in the ANSI Standard.  Notes: <ul style="list-style-type: none"> <li>Indicate the reason the area is nonstandard in <i>Unit Interior Commentary (10.061)</i>.</li> <li>If 0, <i>Above Grade Finished Area (Nonstandard)</i> does not display.</li> </ul>
10.005	Unfinished Above Grade	Always required	Number of square feet or square meters	<i>Above Grade Unfinished Area</i> : The total above grade unfinished area of the living unit.
10.006	Finished Below Grade	Always required	Number of square feet or square meters	<i>Below Grade Finished Area</i> : The total below grade or partially below grade finished area of the living unit.

Unit Interior: Area Breakdown and Data Source, Finish of Below Grade Areas				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.007	Finished Below Grade (Nonstandard)	If applicable	Number of square feet or square meters	<p><i>Below Grade Finished Area (Nonstandard)</i>: The total below grade finished area of the living unit, including any fully or partially below grade areas, that does not meet the ceiling height requirement in the ANSI Standard.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Indicate the reason the area is nonstandard in <i>Unit Interior Commentary</i> (10.061).</li> <li>If 0, <i>Below Grade Finished Area (Nonstandard)</i> does not display.</li> </ul>
10.008	Unfinished Below Grade	Always required	Number of square feet or square meters	<i>Below Grade Unfinished Area</i> : The total below grade unfinished area of the living unit, including any areas that are fully or partially below grade.
10.009	Area Data Source	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<p>The data source(s) that the appraiser used to determine the area of the unit.</p> <ul style="list-style-type: none"> <li>Assessor Record</li> <li>Builder or Developer</li> <li>Condominium Questionnaire</li> <li>Cooperative Board</li> <li>Cooperative Questionnaire</li> <li>Homeowners Association</li> <li>MLS</li> <li>Physical Measurement</li> <li>Plans and Specifications</li> <li>Previous Appraisal File</li> <li>Property Data Report</li> <li>Property Management Company</li> <li>Property Owner</li> <li>Property Tenant</li> <li>Real Estate Agent</li> <li>Three-Dimensional Scan</li> <li>Other (Describe)</li> </ul>
10.010	Below Grade Finish Compared to Above	Required when there is <i>Below Grade Finished Area</i> or <i>Below Grade Finished Area (Nonstandard)</i>	Superior, Similar, or Inferior	The below grade area's quality of finish compared to the above grade living area.

### Accessory Dwelling Units

An accessory dwelling unit (ADU) is an additional living area that includes a kitchen, full bathroom, and sleeping area. Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance as to whether the unit is considered an ADU. Information about the ADUs is captured in the same way as any other unit. The **Unit Interior** section repeats for each living unit or ADU that is in a dwelling or outbuilding.

If there are no ADUs on the subject property (*Number of ADUs on Subject Property* (3.006) is zero), the **ADU** subsection does not display.

For additional commentary about the ADU, such as information not captured in the discrete data or additional details to support the discrete data that is provided, use *Unit Interior Commentary* (10.061).



ADU		Yes	No
Legally Rentable	10.011	<input type="checkbox"/>	<input type="checkbox"/>
Data Source	10.012		
Typical for Market	10.013		
Ingress/Egress	10.014		
Separate Postal Address	10.015		
	10.016		

Unit Interior: ADU Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.011	ADU	Always required	Yes   No	<i>Unit is an ADU:</i> Indicates whether the unit is considered an accessory dwelling unit. Notes: <ul style="list-style-type: none"> <li>If <i>Number of ADUs on Subject Property</i> 3.006 is zero, this question does not display.</li> <li>If <i>Number of ADUs on Subject Property</i> is 1 or more, this question displays in each instance of <b>Unit Interior</b> to identify which unit is the ADU.</li> </ul>
10.012	Legally Rentable	Required if <i>Unit is an ADU</i> is Yes	Yes   No	Indicates whether the ADU is legally rentable.
10.013	Data Source	Required if <i>Unit is an ADU</i> is Yes	Choose one or more allowable answers from the Definition / Additional Guidance column	The data source(s) that the appraiser used to determine whether the ADU is legally rentable. <ul style="list-style-type: none"> <li>Assessor Record</li> <li>Property Owner</li> <li>Property Tenant</li> <li>Real Estate Agent</li> <li>Zoning</li> <li>Other (Describe)</li> </ul>
10.014	Typical for Market	Required if <i>Unit is an ADU</i> is Yes	Yes   No	Indicates whether ADUs are typical for the identified market.
10.015	Ingress / Egress	Required if <i>Unit is an ADU</i> is Yes	Choose an allowable answer from table ( <a href="#">Ingress / Egress</a> )	The entrance(s) and exit(s) to the ADU. <ul style="list-style-type: none"> <li>Interior Access Only</li> <li>Interior and Exterior Access</li> <li>Exterior Access Only</li> </ul>
10.016	Separate Postal Address	Required if <i>Unit is an ADU</i> is Yes	Yes   No	Indicates whether the ADU has a separate address from other unit(s) on the property.

Unit Interior: ADU Information - Ingress / Egress (Choose one for the ADU)	
Allowable Answer	Definition / Additional Guidance
Interior Access Only	The ADU can only be accessed from the interior of the structure that it is attached to (has continuous access). Note: Do not select this answer for standalone ADUs.
Interior and Exterior Access	The ADU can be accessed from the interior of the structure that it is attached to (has continuous access) and has a separate exterior entrance. Note: Do not select this answer for standalone ADUs.
Exterior Access Only	The ADU can only be accessed from the exterior of the structure. There is no continuous interior access from another unit. Note: For standalone ADUs, this is the only acceptable answer.

## Levels in Unit

Levels are usable areas or living areas.

- The foyer (or landing) area in a split foyer is not considered a separate level.
- A sunken living room is not considered a separate level.
- An uppermost story is considered a level when there is permanent stair access (not drop stairs or a scuttle), and is not considered an attic.
  - The level may include finished or unfinished space.
  - When an attic is the uppermost story and requires structural changes to convert to livable space, it is not considered a level. For government agency appraisals, attics are reported in the **Dwelling Exterior** section (8.017).
- Levels are specific to each unit.
  - Example: If the entire below grade area is an ADU, it would be captured in the **Unit Interior** section for the ADU, and not for the main dwelling unit.
- When ANSI is the applicable standard, partially below grade is considered below grade. Represent the level appropriately.
- Noncontinuous finished area in the dwelling that is not part of any unit is reported in the **Dwelling Exterior** section (8.046-8.048) and not here.

*Levels in Unit* reflects the number of rows in the **Level and Room Detail** table (10.029-10.033).

Unit Interior				
Area Breakdown			Levels in Unit 3	
Finished Above Grade	3,002 Sq. Ft.		Occupancy	Owner
Unfinished Above Grade	0 Sq. Ft.		Total Bedrooms	5
Finished Below Grade	1,300 Sq. Ft.		Total Bathrooms - Full	3
Unfinished Below Grade	230 Sq. Ft.		Total Bathrooms - Half	1
Area Data Source	Physical Measurement			
Below Grade Finish Compared to Above	Similar			
Level and Room Detail			The total indicated in <b>Levels in Unit</b> must be represented in the <b>Level and Room Detail</b> .	
Level in Unit	Grade Level Detail	Finish	Area	Room Summary
1	Partially Below Grade Interior and Exterior Access Walk Out	Finished	1,300 Sq. Ft.	1 - Bath - Half 1 - Media Room 1 - Recreation Room 1 - Wet Bar
		Unfinished	230 Sq. Ft.	
2	Above Grade	Finished	1,470 Sq. Ft.	1 - Bath - Full 1 - Bedroom 1 - Dining Room 1 - Family Room 1 - Kitchen 1 - Office
3	Above Grade	Finished	1,532 Sq. Ft.	2 - Bath - Full 4 - Bedroom 1 - Laundry Room

**Levels in Unit** 10.017

Unit Interior: Levels in Unit				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.017	Levels in Unit	Always required	Number	<p>The number of levels in the living unit.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• A basement is considered a level, and <i>Level in Unit</i> (10.029) would start with a B.</li> <li>• For a cape cod with slanted ceilings, the upper story is considered a level.</li> </ul> <p>Note: This does not represent the number of floors in the building, which is reported in <i>Floors in Building</i> (8.003) in the <b>Dwelling Exterior</b> section.</p>

## Floor Number and Corner Unit

<b>Floor Number</b>	10.018
<b>Corner Unit</b>	10.019

Unit Interior: Floor Number and Corner Unit				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.018	Floor Number	Required if <i>Structure Design</i> is Low-rise, Mid-rise, or High-rise, or when relevant	Free-form	<p>The building floor number where the entrance to the unit is located. Examples: 1, 2, B1, B2, Penthouse</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>This does not represent the number of levels in the unit, which is reported in <i>Levels in Unit</i> (10.017).</li> <li>When <i>Floor Number</i> is included in the sales grid (22.07.03) or rental grid (23.03.07) it also displays here for the subject property.</li> </ul>
10.019	Corner Unit	Required if <i>Structure Design</i> is Low-rise, Mid-rise, or High-rise	Yes   No	Indicates whether the property unit is situated at the corner of the building.

## Occupancy and Utilities

<b>Occupancy</b>	10.020
<b>Utilities Separately Metered</b>	10.021
<b>Utilities Operating</b>	10.022

Unit Interior: Occupancy and Utilities				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.020	Occupancy	Always required	Choose an allowable answer from the Definition / Additional Guidance column	<p>The occupancy status of the unit as of the inspection date.</p> <ul style="list-style-type: none"> <li>Owner</li> <li>Tenant</li> <li>Vacant</li> </ul>
10.021	Utilities Separately Metered	Required for properties with more than one unit, and properties with ADU(s)	Yes   No	<p>Indicates whether any utilities are metered separately from other unit(s) on the property.</p> <ul style="list-style-type: none"> <li>Yes (one or more utilities are separately metered)</li> <li>No (all utilities are shared)</li> </ul> <p>Note: If some utilities are shared, answer Yes and describe in <i>Unit Interior Commentary</i> (10.061).</p>
10.022	Utilities Operating	Required for FHA and USDA appraisals when <i>Occupancy</i> is Vacant	Yes   No	<p>Indicates whether all utilities are operating or functional.</p> <p>Reference the appropriate government agency appraisal guidelines for more information.</p>

## Bedroom and Bathroom Counts

**Total Bedrooms** 10.023

**Total Bathrooms - Full** 10.024

**Total Bathrooms - Half** 10.025

Unit Interior: Bedroom and Bathroom Counts				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.023	Total Bedrooms	Always required	Number	The total number of bedrooms in the unit, including above and below grade. Notes: <ul style="list-style-type: none"> <li>Can be zero for an efficiency or studio.</li> <li>Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</li> </ul>
10.024	Total Bathrooms - Full	Always required	Number	The total number of full bathrooms in the unit, including above and below grade. Notes: <ul style="list-style-type: none"> <li>A full bathroom must at least have a sink, a toilet, and a bathtub or shower.</li> <li>If the bathroom has greater utility such as additional sinks or toilets, address this in <i>Unit Interior Commentary</i> (10.061), and if market supported, make the appropriate adjustments in the <b>Sales Comparison Approach</b>.</li> </ul>
10.025	Total Bathrooms - Half	Always required	Number	The total number of half bathrooms in the unit, including above and below grade. Note: A half bathroom consists of only a sink and a toilet.

## Non-Residential Use and Live/Work Space in Unit

This subsection displays when *Site Owned in Common* (3.015) is Yes.

- When *Site Owned in Common* is No, non-residential uses are reported in the **Site** section (4.015-4.019 and 4.043-4.046).
- Commercial space *in condominium, cooperative, or condop project buildings* is reported in the **Project Information** section (18.069).

**Non-Residential Use in Unit** 10.026

**Live/Work Space** 10.027

Allowable Work Space 10.028

Unit Interior: Non-Residential Use and Live/Work Space in Unit				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.026	Non-Residential Use in Unit	Required if <i>Site Owned in Common</i> is Yes	Yes   No	Indicates whether the unit contains space that is currently used for non-residential purposes.
10.027	Live/Work Space	Required if <i>Site Owned in Common</i> is Yes	Yes   No	Indicates whether there is live/work space available within the residential unit. A live/work unit refers to a condominium or cooperative that allows space within the individual unit to be used jointly for non-residential and residential purposes, as long as the primary design of the unit remains residential.
10.028	Allowable Work Space	Required if <i>Live/Work Space</i> is Yes	Number of square feet or square meters	The space within the residential unit that is allowed to be used for non-residential purposes.

## Example: Live/Work Space

Unit Interior

<b>Area Breakdown</b>		<b>Levels in Unit</b>	
Finished Above Grade	1,700 Sq. Ft.	Occupancy	Owner
Unfinished Above Grade	100 Sq. Ft.	<b>Total Bedrooms</b>	2
Finished Below Grade	0 Sq. Ft.	<b>Total Bathrooms - Full</b>	2
Unfinished Below Grade	0 Sq. Ft.	<b>Total Bathrooms - Half</b>	2
<b>Area Data Source</b>	Physical Measurement	<b>Non-Residential Use in Unit</b>	Yes
		<b>Live/Work Space</b>	Yes
		Allowable Work Space	600 Sq. Ft.

Level and Room Detail				
Level in Unit	Grade Level Detail	Finish	Area	Room Summary
Level 1	Above Grade	Finished	500 Sq. Ft.	1 - Bath - Half 2 - Office
		Unfinished	100 Sq. Ft.	
Level 2	Above Grade	Finished	600 Sq. Ft.	1 - Bath - Half 1 - Kitchen 1 - Living Room
Level 3	Above Grade	Finished	600 Sq. Ft.	2 - Bath - Full 2 - Bedroom

Unit Interior Commentary

Level 1 contains 2 professional offices that are allowable live/work space per condo covenants and zoning.

## Level and Room Detail

Level and Room Detail				
Level in Unit	Grade Level Detail	Finish	Area	Room Summary
10.029	10.030	10.031	10.032	10.033

Unit Interior: Level and Room Detail				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.029	Level in Unit	Always required for each level in the unit	Level 1, Level 2, Level 3 ... Level B1, Level B2 ...	The specific above grade or below grade level in the living unit, commonly referred to as the "level number". Notes: <ul style="list-style-type: none"> <li>Levels are located within the unit and do not refer to the <i>Floor Number</i> within the building (10.018).</li> <li>Levels are named starting at ground level and going up or down.</li> <li>If partially or fully below grade (below grade when ANSI applies), the level number must start with a B.</li> </ul>
10.030	Grade Level Detail	Always required for each level in the unit	Choose an allowable answer from table (Grade Level Type)	<i>Grade Level Type</i> : The level's grade as it relates to ground level. <ul style="list-style-type: none"> <li>Above Grade</li> <li>Fully Below Grade</li> <li>Partially Below Grade</li> </ul>
10.030	Grade Level Detail	Required for each level in the unit if <i>Grade Level Type</i> is Fully Below Grade or Partially Below Grade	Choose an allowable answer from the Definition / Additional Guidance column	<i>Below Grade Access</i> : The entrances and exits to a below grade or partially below grade level. <ul style="list-style-type: none"> <li>Interior and Exterior Access</li> <li>Interior Access Only</li> <li>Exterior Access Only</li> </ul>
10.030	Grade Level Detail	Required for each level in the unit if <i>Below Grade Access</i> is Interior and Exterior Access or Exterior Access Only	Choose an allowable answer from table (Below Grade Exterior Access)	<i>Below Grade Exterior Access</i> : The primary type of exterior access for any below grade or partially below grade level. <ul style="list-style-type: none"> <li>Cellar Door</li> <li>Walk Out</li> <li>Walk Up</li> <li>Other (Describe)</li> </ul>

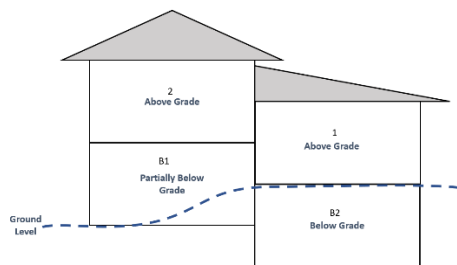
Unit Interior: Level and Room Detail				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.031 10.032	Finish (Finished) Area	Required for each above grade level in the unit	Number of square feet or square meters	<p><i>Finished Area of Level:</i> The total finished area of the level, including standard and nonstandard finished area.</p> <p>Note: Nonstandard and standard finished areas are only combined in the <b>Level and Room Detail</b> table. They are reported separately in <b>Area Breakdown (10.003-10.008)</b> and in the <b>Sales Comparison Approach</b>.</p> <p>Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</p>
10.031 10.032	Finish (Unfinished) Area	Always required for each level in the unit	Always required for each level in the unit	<p><i>Unfinished Area of Level:</i> Area of the level that is not finished area.</p> <p>Note: A photo of the unfinished area may be provided, which displays in <b>Unit Interior Exhibits</b>. An additional caption must be provided indicating "Unfinished Area", and any other descriptive information as appropriate.</p>
10.033	Room Summary	Required for each indicated <i>Room Type</i>	Number	<i>Number of Rooms:</i> The count of each <i>Room Type</i> on the level.
10.033	Room Summary	Required for each level in the unit if any part of the level is finished	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Room Type:</i> The original design of the room(s) that are on the indicated level.</p> <ul style="list-style-type: none"> <li>Bath – Half</li> <li>Bath – Full</li> <li>Bedroom</li> <li>Breakfast Room</li> <li>Den</li> <li>Dining Room</li> <li>Family Room</li> <li>Kitchen</li> <li>Laundry Room</li> <li>Living Room</li> <li>Loft</li> <li>Media Room</li> <li>Mudroom</li> <li>Recreation Room</li> <li>Sunroom</li> <li>Utility Room</li> <li>Walk-In Pantry</li> <li>Workshop</li> <li>Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>Select the most applicable <i>Room Type</i> that fits the description of the room. Examples: <ul style="list-style-type: none"> <li>Select Dining Room for dining areas.</li> <li>Select Breakfast Room for breakfast areas or breakfast nooks.</li> </ul> </li> <li>Photo(s) may be provided of the room(s), which would display in <b>Unit Interior Exhibits</b> with the <i>Level</i> and <i>Room Type</i>. An additional caption must be provided including the location, and any other descriptive information as appropriate. Examples: Bath 2, Hall bathroom, Main bedroom.</li> <li>Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific photo requirements.</li> </ul>

Grade Level Type (Choose one for each level in the unit)	
Allowable Answer	Definition / Additional Guidance
Above Grade	At or above ground level with the walls having minimal or no earth contact.
Fully Below Grade	Below ground level with each wall having earth contact and not having the potential for ingress or egress at ground level without the use of stairs. Note: When ANSI is the applicable standard, fully below grade area is counted in <i>Below Grade Finished Area (10.006)</i> or <i>Below Grade Finished Area (Nonstandard) (10.007)</i> in <b>Area Breakdown</b> .
Partially Below Grade	Partially below ground level with wall(s) having earth contact, and at least one wall having existing or potential ingress or egress at ground level (e.g., walk out basement). Note: When ANSI is the applicable standard, partially below grade area is counted in <i>Below Grade Finished Area (10.006)</i> or <i>Below Grade Finished Area (Nonstandard) (10.007)</i> in <b>Area Breakdown</b> .

Below Grade Exterior Access (Choose one for each applicable level in the unit)	
Allowable Answer	Definition / Additional Guidance
Cellar Door	Typically an angled door covering the exterior stairwell of a basement. Sometimes referred to as a bulkhead door.
Walk Out	A means of ingress or egress by walking out at grade level.
Walk Up	A means of ingress or egress by walking up to grade level (e.g., stairs).
Other (Describe)	Select Other to enter an answer that is not in the above list.

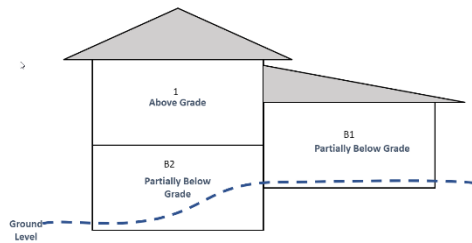
### Examples: Level in Unit, Grade Level Type, and Area Breakdown

#### Example 1:



Level in Unit, Grade Level Type, and Area Breakdown: Example 1		
Level in Unit 10.029	Grade Level Type 10.030	Possible Answers in Area Breakdown
Level B2	Below Grade	<ul style="list-style-type: none"> <li>Below Grade Finished Area 10.006</li> <li>Below Grade Finished Area (Nonstandard) 10.007</li> <li>Below Grade Unfinished Area 10.008</li> </ul>
Level B1	Partially Below Grade	<ul style="list-style-type: none"> <li>Below Grade Finished Area 10.006</li> <li>Below Grade Finished Area (Nonstandard) 10.007</li> <li>Below Grade Unfinished Area 10.008</li> </ul>
Level 1	Above Grade	<ul style="list-style-type: none"> <li>Above Grade Finished Area 10.003</li> <li>Above Grade Finished Area (Nonstandard) 10.004</li> </ul>
Level 2	Above Grade	<ul style="list-style-type: none"> <li>Above Grade Finished Area 10.003</li> <li>Above Grade Finished Area (Nonstandard) 10.004</li> </ul>

## Example 2:



Level in Unit, Grade Level Type, and Area Breakdown: Example 2		
Level in Unit 10.029	Grade Level Type 10.030	Possible Answers in Area Breakdown
Level B2	Partially Below Grade	<ul style="list-style-type: none"> <li>Below Grade Finished Area 10.006</li> <li>Below Grade Finished Area (Nonstandard) 10.007</li> <li>Below Grade Unfinished Area 10.008</li> </ul>
Level B1	Partially Below Grade	<ul style="list-style-type: none"> <li>Below Grade Finished Area 10.006</li> <li>Below Grade Finished Area (Nonstandard) 10.007</li> <li>Below Grade Unfinished Area 10.008</li> </ul>
Level 1	Above Grade	<ul style="list-style-type: none"> <li>Above Grade Finished Area 10.003</li> <li>Above Grade Finished Area (Nonstandard) 10.004</li> </ul>

## Quality and Condition

Interior Quality and Condition ratings provide support to the Overall Quality and Condition Ratings (15.000, 15.005).

## Quality and Condition

Interior Quality Rating 10.034

Interior Condition Rating 10.035

The tables below support the Interior Quality and Condition ratings and reflect the market value condition of this report 10.036

Unit Interior: Quality and Condition				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.034	Interior Quality Rating	Always required	Q1 to Q6	Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.  <i>Interior Quality Rating</i> also displays in <b>Overall Quality and Condition (15.004)</b> and <b>Sales Comparison Approach (22.09.03 and 22.10.02)</b> .
10.035	Interior Condition Rating	Always required	C1 to C6	Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.  <i>Interior Condition Rating</i> also displays in <b>Overall Quality and Condition (15.009)</b> , <b>Sales Comparison Approach (22.09.10 and 22.10.09)</b> , and if applicable in <b>Rental Information (23.03.10)</b> .  Note: Reflects the condition as if any required repairs, inspections, or completions have been satisfactorily completed.
10.036	N/A	Always displays	N/A	<i>The tables below support the Interior Quality and Condition ratings and reflect the market value condition of this report</i>



## Kitchen and Bathroom Details

Kitchen and bathroom details provide support to the Interior Quality and Condition ratings, and ultimately to the Overall Quality and Condition Ratings.

### Information for each Kitchen and Bathroom in the Unit

#### Kitchen and Bathroom Details

Room	Update Status	Time Frame	Quality Comment	Condition Status	Condition Comment
10.037	10.038	10.039	10.040	10.041	10.042

Unit Interior: Kitchen and Bathroom Details				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.037	Room	Required for each kitchen and bathroom in the unit	Choose one or more allowable answers from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Bath – Half</li> <li>Bath – Full</li> <li>Kitchen</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>Redisplays from the <b>Level and Room Detail</b> table (10.029).</li> <li>Photo(s) of each kitchen and bathroom must be provided, which display in <b>Unit Interior Exhibits</b> with <i>Level</i> and <i>Room Type</i>. If there are multiple kitchens or bathrooms, provide an additional caption to identify the photo. Examples: Bath 1, Upstairs Bath.</li> </ul>
10.037	Room	Required for each kitchen and bathroom in the unit	Level 1, Level 2, Level 3 ... Level B1, Level B2 ...	<p><i>Level In Unit:</i> The level in the living unit where the room is located.</p> <p>Note: Redisplays from the <b>Level and Room Detail</b> table (10.029).</p>
10.038	Update Status	Required for each kitchen and bathroom in the unit	Choose an allowable answer from table ( <a href="#">Room Update Status</a> )	<p><i>Room Update Status:</i> The degree to which the room has been updated.</p> <ul style="list-style-type: none"> <li>Fully Updated</li> <li>Partially Updated</li> <li>Not Updated</li> </ul>
10.039	Time Frame	Required for each kitchen and bathroom in the unit when <i>Room Update Status</i> is Fully Updated or Partially Updated	Choose an allowable answer from the Definition / Additional Guidance column	<p>The estimated range of years when the room was updated.</p> <ul style="list-style-type: none"> <li>Less than 1 year</li> <li>1-5 Years (1 or more years, and less than 5 years)</li> <li>5-10 Years (5 or more years, and less than 10 years)</li> <li>10 or more years</li> </ul> <p>Note: If there are varying degrees of updating within the room, choose the age of the update that has the most impact to value and marketability.</p>
10.040	Quality Comment	If needed to describe the current quality of each kitchen and bathroom in the unit	Free-form	A brief description of the quality of the kitchen or bathroom as of the effective date. For further expansion of commentary, use <i>Unit Interior Commentary</i> (10.061).

Unit Interior: Kitchen and Bathroom Details				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.041	Condition Status	Always required for each kitchen and bathroom in the unit	Choose an allowable answer from table ( <a href="#">Room Condition Status</a> )	<p>The condition status of the kitchen or bathroom.</p> <ul style="list-style-type: none"> <li>New or Like New</li> <li>Typical Wear and Tear</li> <li>Damaged and Functional</li> <li>Damaged and Nonfunctional</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If there are varying condition statuses for the individual kitchen or bathroom, choose the one that best explains the <i>Interior Condition Rating</i>.</li> <li><i>Condition Status</i> reflects the required repairs, inspections, or completions as if they were completed. The current condition is noted in the <b>Apparent Defects, Damages, and Deficiencies (Unit Interior)</b> subsection.</li> <li>Individual damages must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Unit Interior)</b> subsection.</li> </ul>
10.042	Condition Comment	If needed to describe the current condition of each kitchen and bathroom in the unit	Free-form	<p>A brief description of the <b>current condition</b> of the kitchen or bathroom as of the effective date. For further expansion of commentary, use <i>Unit Interior Commentary</i> (10.061).</p> <p>When the item will cause the <i>Market Value Condition</i> of the appraisal (26.009) to be subject to repair, the appraiser must also reference the <b>Apparent Defects, Damages, and Deficiencies</b> table.</p>

Room Update Status (Choose one for each kitchen or bathroom)	
Allowable Answer	Definition / Additional Guidance
Fully Updated	The kitchen or bathroom has been completely modernized, renovated, refinished, or remodeled to a like new condition. Note: This includes gut rehabs, new additions, or new construction (3.017).
Partially Updated	The kitchen or bathroom has a level of modernization with some replaced, refinished, or refurbished components but does not rise to the level of total replacement.
Not Updated	The kitchen or bathroom has had no modernization and has not experienced any renovation, refinishing, or remodeling since the original date of construction or within a timeframe that renders the update's impact negligible.

Room Condition Status (Choose one for each kitchen or bathroom)	
Allowable Answer	Definition / Additional Guidance
New or Like New	The kitchen or bathroom is new or like new with no visible signs of use. Note: This would be the typical answer when <i>New Construction</i> (3.017) is Yes.
Typical Wear and Tear	The kitchen or bathroom is fully functional and exhibits minimal wear and tear, with visible signs of use.
Damaged and Functional	The kitchen or bathroom is damaged and exhibits moderate wear and tear but can still function as intended or designed.
Damaged and Nonfunctional	<p>The kitchen or bathroom is damaged and exhibits significant wear and tear to the level that it can no longer function as intended or designed.</p> <p>Note: If this answer is selected, individual damages and structural issues must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Unit Interior)</b> subsection.</p>

### Overall Update Status for Bathrooms

The appraiser must identify the overall update status for all bathrooms in the unit. This information is displayed in the **Sales Comparison Approach** section if relevant.

#### Overall Update Status for

**Bathrooms** 10.043

Unit Interior: Overall Update Status for Bathrooms				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.043	Overall Update Status for Bathrooms	Always required	Choose an allowable answer from table <a href="#">(Overall Update Status for Bathrooms)</a>	Based on the appraiser's analysis and determination considering the overall level of updating, the update status of all bathroom(s) in aggregate. <ul style="list-style-type: none"> <li>Fully Updated</li> <li>Significantly Updated</li> <li>Moderately Updated</li> <li>Not Updated</li> </ul>

Overall Update Status for Bathrooms (Choose one for the unit)	
Allowable Answer	Definition / Additional Guidance
Fully Updated	The bathroom(s) and all elements are completely modernized, renovated, refinished, or remodeled and in like new condition. Note: This includes gut rehabs, new additions, or new construction.
Significantly Updated	The majority of the bathroom(s) or the main elements, (e.g., flooring, cabinetry, fixtures) appear to have been updated. However, not all bathrooms or main elements are fully updated.
Moderately Updated	The bathroom(s) contain minor updates and minimum modernization with only some of the main elements appearing to have been updated. Note: If the unit has one or more bathrooms that are all Partially Updated, choose this answer.
Not Updated	No modernization and no renovation, refinishing, or remodeling to the bathroom(s); or any updates that have been made were completed in a timeframe that renders their impact negligible.

### Interior Features

The **Interior Features** table provides specifics about the Interior Quality and Condition ratings, which ultimately support the Overall Quality and Condition ratings. It includes a row for each of the following:

- Flooring (Always displays for each type of flooring in the unit)
- Walls and Ceiling (Always displays)
- Other (Describe) (Displays if relevant)

#### Interior Features

Feature	Detail	Quality Comment	Condition Status	Condition Comment
10.044	10.045	10.046	10.047	10.048

### Information for each type of Flooring in the Unit

At least one flooring type will display in the **Interior Features** table. If there are multiple types of flooring in the unit, each displays separately.

Unit Interior - Interior Features: Flooring				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.044	Feature	Always required	Reference the Definition / Additional Guidance column	<i>Interior Feature</i> <ul style="list-style-type: none"> <li>Flooring</li> </ul> <p>Note: Photo(s) of the flooring may be provided, which display in <b>Unit Interior Exhibits</b>, with the caption "Flooring". An additional caption may be provided to further identify the photo.</p>
10.045	Detail	Always required for each type of flooring in the unit	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>Flooring Type(s)</i> <ul style="list-style-type: none"> <li>Carpet</li> <li>Ceramic Tile</li> <li>Engineered Wood</li> <li>Finished Concrete</li> <li>Hardwood</li> <li>Laminate</li> <li>Marble</li> <li>Subflooring Only (there are no floor coverings)</li> <li>Vinyl</li> <li>Other (Describe)</li> </ul>
10.046	Quality Comment	If needed to describe the current quality of each <i>Flooring Type</i> in the unit	Free-form	A brief description of the quality of the flooring type as of the effective date. For further expansion of commentary, use <i>Unit Interior Commentary</i> (10.061).
10.047	Condition Status	Always required for each <i>Flooring Type</i> in the unit	Choose an allowable answer from table <a href="#">(Flooring Condition Status)</a>	<p>The condition status of the <i>Flooring Type</i>.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>If there are varying condition statuses for the flooring type, choose the one that best explains the <i>Interior Condition Rating</i>.</li> <li><i>Condition Status</i> reflects the required repairs, inspections, or completions as if they were completed. The current condition is noted in the <b>Apparent Defects, Damages, and Deficiencies (Unit Interior)</b> subsection.</li> <li>Individual damages must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Unit Interior)</b> subsection.</li> </ul>
10.048	Condition Comment	If needed to describe the current condition of each <i>Flooring Type</i> in the unit	Free-form	<p>A brief description of the <b>current condition</b> of the flooring type as of the effective date. For further expansion of commentary, use <i>Unit Interior Commentary</i> (10.061).</p> <p>When the item will cause the <i>Market Value Condition</i> of the appraisal (26.009) to be subject to repair, the appraiser must also reference the <b>Apparent Defects, Damages, Deficiencies</b> table.</p>

Flooring Condition Status (Choose one for each <i>Flooring Type</i> )	
Allowable Answer	Definition / Additional Guidance
New or Like New	The flooring is new or like new with no visible signs of use. Note: This would be the typical answer when <i>New Construction</i> (3.017) is Yes.
Typical Wear and Tear	The flooring is fully functional and exhibits minimal wear and tear, with visible signs of use.
Damaged and Functional	The flooring is damaged and exhibits moderate wear and tear but can still function as intended or designed.
Damaged and Nonfunctional	The flooring is damaged and exhibits significant wear and tear to the level that it can no longer function as intended or designed. Note: If this answer is selected, individual damages and structural issues must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Unit Interior)</b> subsection.

Flooring Condition Status (Choose one for each <i>Flooring Type</i> )	
Allowable Answer	Definition / Additional Guidance
No Finish	The flooring is missing its final finish. Note: When <i>Flooring Type</i> is Subflooring Only, select this answer and indicate the location of the missing flooring in <i>Condition Comment</i> (10.048).

### Walls and Ceiling

The appraiser must provide information about the walls and ceilings in the unit. The *Walls and Ceiling* row always displays in the **Interior Features** table. The information in this row applies to all walls and ceilings in the unit.

Unit Interior - Interior Features: Walls and Ceiling				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.044	Feature	Always required	Reference the Definition / Additional Guidance column	<i>Interior Feature</i> <ul style="list-style-type: none"> <li>Walls and Ceiling</li> </ul> Note: Photo(s) of the walls and ceiling may be provided, which display in <b>Unit Interior Exhibits</b> , with the caption "Walls and Ceiling". An additional caption may be provided to further identify the photo.
10.045	Detail	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>Ceiling Height(s)</i> : The approximate ceiling height(s) in the unit, rounded to the nearest foot. <ul style="list-style-type: none"> <li>Less than 7 feet</li> <li>7 Ft.</li> <li>8 Ft.</li> <li>9 Ft.</li> <li>10 or more feet</li> <li>2 or more stories</li> </ul>
10.045	Detail	Always required	Choose one or more allowable answers from table ( <a href="#">Ceiling Style</a> )	<i>Ceiling Style</i> : The style(s) of ceilings in the unit. <ul style="list-style-type: none"> <li>Barrel</li> <li>Beams</li> <li>Cathedral</li> <li>Coffered</li> <li>Drop</li> <li>Flat</li> <li>Tray</li> <li>Vaulted</li> <li>Other (Describe)</li> </ul>
10.046	Quality Comment	If needed to describe the current quality of the walls and ceilings in the unit	Free-form	A brief description of the quality of the walls and ceilings as of the effective date. For further expansion of commentary, use <i>Unit Interior Commentary</i> (10.061).

Unit Interior - Interior Features: Walls and Ceiling				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.047	Condition Status	Always required	Choose an allowable answer from table ( <a href="#">Walls and Ceiling Condition Status</a> )	<p>The condition status of the walls and ceilings in the unit.</p> <ul style="list-style-type: none"> <li>• New or Like New</li> <li>• Typical Wear and Tear</li> <li>• Damaged and Functional</li> <li>• Damaged and Nonfunctional</li> <li>• No Finish</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• If there are varying condition statuses for the walls and ceiling, choose the one that best explains the <i>Interior Condition Rating</i>.</li> <li>• <i>Condition Status</i> reflects the required repairs, inspections, or completions as if they were completed. The current condition is noted in the <b>Apparent Defects, Damages, and Deficiencies (Unit Interior)</b> subsection.</li> <li>• Individual damages must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Unit Interior)</b> subsection.</li> </ul>
10.048	Condition Comment	If applicable	Free-form	<p>A brief description of the condition of the walls and ceilings may be provided. Note: For further expansion of commentary, use <i>Unit Interior Commentary</i> (10.061).</p>

Ceiling Style (Choose one or more)	
Allowable Answer	Definition / Additional Guidance
Barrel	A ceiling that is semicircular in cross section and resembles a segment of a barrel.
Beams	A ceiling that features exposed joists and / or beams.
Cathedral	A ceiling that features two equally sloping sides that meet in the middle and often conforms to the shape of the roof.
Coffered	A ceiling that features a series of rectangular, square, or octagon grids with sunken or recessed panels.
Drop	A secondary ceiling hung below the main ceiling or joists.
Flat	A ceiling with no pitch or change in height.
Tray	An inverted or recessed ceiling that features a center section that is several inches higher than the rest of the ceiling.
Vaulted	A ceiling that features higher than typical open areas with sloping sides.
Other (Describe)	Select Other to enter an answer that is not in the above list.

Walls and Ceiling Condition Status (Choose one)	
Allowable Answer	Definition / Additional Guidance
New or Like New	<p>The walls or ceilings are new or like new with no visible signs of use. Note: This would be the typical answer when <i>New Construction</i> (3.017) is Yes.</p>
Typical Wear and Tear	The walls or ceilings are fully functional and exhibit minimal wear and tear, with visible signs of use.
Damaged and Functional	<p>The walls or ceilings are damaged and exhibit moderate wear and tear but can still function as intended or designed. Examples:</p> <ul style="list-style-type: none"> <li>• Holes in drywall</li> <li>• Small pieces of drywall missing</li> <li>• Wall or ceiling covering materials that are stained or discolored that do not need replacement, only paint or refinishing</li> </ul>
Damaged and Nonfunctional	<p>The walls or ceilings are damaged and exhibit significant wear and tear to the level that it can no longer function as intended or designed. Note: If this answer is selected, individual damages and structural issues must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Unit Interior)</b> subsection. Examples:</p> <ul style="list-style-type: none"> <li>• A load-bearing wall that no longer provides adequate support</li> <li>• Sections of walls or ceilings that are damaged or missing to the extent that the overall livability of the unit is impacted (e.g., exposed wiring, pipes, or duct work)</li> <li>• Wall or ceiling covering materials that are stained or discolored that need replacement, and cannot be repaired by paint or refinishing</li> </ul>

Walls and Ceiling Condition Status (Choose one)	
Allowable Answer	Definition / Additional Guidance
No Finish	The walls or ceilings are missing final finish.

### Other Interior Features

Row(s) can be added to the **Interior Features** table for other feature(s) that are significant to the *Interior Quality and Condition Ratings*. A row displays in the **Interior Features** table for each additional interior feature that is provided.

### OTHER INTERIOR FEATURE EXAMPLE IN UNIT INTERIOR AND SALES COMPARISON APPROACH

In this example, “Light Fixtures” was added as an additional interior feature in the **Interior Features** table.

#### Interior Features

Feature	Detail	Quality Comment	Condition Status	Condition Comment
Flooring	Carpet	Upgraded carpet in bedrooms	New or Like New	Recently installed
	Ceramic Tile	All baths	Typical Wear and Tear	
	Hardwood	Kitchen, hallways, and main living areas	Typical Wear and Tear	
Walls and Ceiling	8 Ft.   9 Ft.   Coffered   Flat	Coffered ceiling in media room, 9 foot ceiling on first level	Typical Wear and Tear	
Light Fixtures	Custom designed including indirect lighting	High grade in primary bedroom, family room and media room	New or Like New	

#### Overall Update Status for

**Flooring** Moderately Updated

The additional interior feature (Light Fixtures) was also brought into the **Sales Comparison Approach** (22.09.08, 22.09.15) to support the Quality and Condition Ratings. (Reference 22.10.07, 22.10.14 for ADUs).

	Subject Property	Comparable #1	Comparable #2	Comparable #3
<b>Interior Quality and Condition</b>				
<b>Quality</b>	<b>Q3</b>	<b>Q3</b>	<b>Q4</b>	<b>Q3</b>
Overall Flooring	Hardwood and upgraded carpet	Hardwood, carpet, tile	Vinyl and carpet	Hardwood, carpet, tile
Light Fixtures	Custom designed high grade	Custom designed high grade	Standard builder-grade	Custom designed high grade
<b>Condition</b>	<b>C4</b>	<b>C4</b>	<b>C4</b>	<b>C4</b>
Overall Flooring	Moderately Updated	Moderately Updated	Moderately Updated	Moderately Updated
Walls and Ceiling	Typical Wear and Tear	Typical Wear and Tear	Typical Wear and Tear	Typical Wear and Tear
Light Fixtures	New or Like New	Typical Wear and Tear	Typical Wear and Tear	New or Like New

Unit Interior – Other Interior Features				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.044	Feature	If applicable ( <i>Interior Feature</i> is Other)	Free-form	<i>Interior Feature Other Description</i> Select Other (Describe) to enter an answer that is not in the Interior Features list. Example: Light Fixtures Note: Photo(s) of the feature may be provided, which display in <b>Unit Interior Exhibits</b> , with the <i>Other Interior Feature Description</i> . An additional caption may be provided to further identify the photo.

Unit Interior – Other Interior Features				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.045	Detail	If <i>Interior Feature</i> is Other	Free-form	<i>Other Interior Feature Description</i> : A brief description of the other feature. Example: Custom designed including indirect lighting Note: For further expansion of commentary, use <i>Unit Interior Commentary</i> (10.061).
10.046	Quality Comment	If needed to describe the current quality of the other interior feature	Free-form	A brief description of the quality of the other interior feature as of the effective date. For further expansion of commentary, use <i>Unit Interior Commentary</i> (10.061).
10.047	Condition Status	If <i>Interior Feature</i> is Other	Choose an allowable answer from table ( <a href="#">Other Interior Feature Condition Status</a> )	The condition status of the other interior feature. <ul style="list-style-type: none"> <li>New or Like New</li> <li>Typical Wear and Tear</li> <li>Damaged and Functional</li> <li>Damaged and Nonfunctional</li> <li>No Finish</li> </ul> Notes: <ul style="list-style-type: none"> <li>If there are varying condition statuses for the other interior feature, choose the one that best explains the <i>Interior Condition Rating</i>.</li> <li><i>Condition Status</i> reflects the required repairs, inspections, or completions as if they were completed. The current condition is noted in the <b>Apparent Defects, Damages, and Deficiencies (Unit Interior)</b> subsection.</li> <li>Individual damages must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Unit Interior)</b> subsection.</li> </ul>
10.048	Condition Comment	If needed to describe the current condition of the other interior feature	Free-form	A brief description of the <b>current condition</b> of the other interior feature as of the effective date. For further expansion of commentary, use <i>Unit Interior Commentary</i> (10.061).  When the item will cause the <i>Market Value Condition</i> of the appraisal (26.009) to be subject to repair, the appraiser must also reference the <b>Apparent Defects, Damages, Deficiencies (Unit Interior)</b> subsection.

Other Interior Feature Condition Status (Choose one for each Other Feature)	
Allowable Answer	Definition / Additional Guidance
New or Like New	The feature is new or like new with no visible signs of use. Note: This would be the typical answer when <i>New Construction</i> (3.017) is Yes.
Typical Wear and Tear	The feature is fully functional and exhibits minimal wear and tear, with visible signs of use.
Damaged and Functional	The feature is damaged and exhibits moderate wear and tear but can still function as intended or designed.
Damaged and Nonfunctional	The feature is damaged and exhibits significant wear and tear to the level that it can no longer function as intended or designed. Note: If this answer is selected, individual damages and structural issues must be reported in the <b>Apparent Defects, Damages, and Deficiencies (Unit Interior)</b> subsection.
No Finish	The feature is missing its final finish.



### Overall Update Status for Flooring

The appraiser must identify the overall update status for all flooring in the unit. This information displays in the **Sales Comparison Approach** section, if relevant.

#### Overall Update Status for

**Flooring** 10.049

Unit Interior: Overall Update Status for Flooring				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.049	Overall Update Status for Flooring	Always required	Choose an allowable answer from table ( <a href="#">Overall Update Status for Flooring</a> )	Based on the appraiser's analysis and determination considering the overall level of updating, the update status of all flooring in aggregate. <ul style="list-style-type: none"> <li>Fully Updated</li> <li>Significantly Updated</li> <li>Moderately Updated</li> <li>Not Updated</li> </ul>

Overall Update Status for Flooring (Choose one for the unit)	
Allowable Answer	Definition / Additional Guidance
Fully Updated	All flooring throughout the living unit has been completely modernized, renovated, refinished, or remodeled and is new or in like new condition. Note: This includes gut rehabs, new additions, or new construction (3.017).
Significantly Updated	A majority, but not all, of the flooring throughout the living unit appears to have been updated.
Moderately Updated	Some flooring in the living unit has minor updates and / or minimal modernization with less than a majority of the flooring appearing to have been updated. Note: If the unit has one or more types of flooring that are all Partially Updated, choose this answer.
Not Updated	No modernization and no renovation, refinishing, or remodeling to the flooring throughout the living unit; or any updates that have been made were completed in a timeframe that renders their impact negligible.

### Accessibility Features for Individuals with Disabilities

The appraiser must report on all items in the unit that have been installed or modified that help accommodate individuals with disabilities. If there are no accessibility features in the unit (*Accessibility Feature* is None), this subsection does not display.

#### Accessibility Features for Individuals with Disabilities

**Feature** **Comment**

10.050 10.051

Unit Interior – Accessibility Features				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.050	Feature	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><b>Accessibility Feature:</b> A feature designed to provide accessibility and usability for a person with disabilities.</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Appliances</li> <li>• Auditory</li> <li>• Bathtub</li> <li>• Cabinets</li> <li>• Counters</li> <li>• Doorways</li> <li>• Electrical Switches</li> <li>• Grab Bars</li> <li>• Handrails</li> <li>• Hardware</li> <li>• Lighting</li> <li>• Ramps</li> <li>• Shower</li> <li>• Sink</li> <li>• Toilet</li> <li>• Other (Describe)</li> </ul> <p>Note: Elevators are reported in the <b>Subject Property Amenities</b> section.</p>
10.051	Comment	If applicable for each identified <i>Accessibility Feature</i>	Free-form	Commentary on the nature of the identified <i>Accessibility Feature</i> , and its impact on value and marketability.

### Apparent Defects, Damages, Deficiencies (Unit Interior)

The appraiser must report any significant items pertaining to the unit interior, and must associate any defect, damage, or deficiency with the most appropriate section. These defects, damages, and deficiencies are items that:

- Rise to the level of recommending repair, replacement, or inspection by an individual with expertise in the industry, *or*
- Negatively affect the integrity / composition of the site itself, *or*
- Negatively affect the soundness or structural integrity of the improvements to the site, *or*
- Measurably impact the marketability or value of the property, *or*
- Require completion

Example:

#### Apparent Defects, Damages, Deficiencies (Unit Interior)

*The items listed below represent the As Is condition as of the effective date of this report*

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
Flooring	Half Bathroom	Multiple missing tiles under toilet.	Yes	Repair

Any other items that do not require repair, replacement, or inspection may also be reported using the *Recommended Action* of None. Example:

**Apparent Defects, Damages, Deficiencies (Unit Interior)**

The items listed below represent the As Is condition as of the effective date of this report

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
Flooring	Dining Room	Carpet is stained in one corner of the Dining Room.	No	None

Reference the appropriate government agency appraisal guidelines for specific requirements.

10.052

10.053

10.054

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

The items listed below represent the As Is condition as of the effective date of this report 10.055

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
10.056	10.057	10.058	10.059	10.060

Apparent Defects, Damages, Deficiencies (Unit Interior)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.052	N/A	Display only	N/A	If the unit is an ADU in an outbuilding, <i>Outbuilding Type</i> redispays from 10.000.
10.053	N/A	Display only	N/A	If applicable, <i>Structure Identifier</i> redispays from 10.001.
10.054	N/A	Displays when there is more than one living unit	Free-form	If applicable, <i>Unit Identifier</i> redispays from 10.002.
10.055	N/A	Always required	Yes   No	<i>Unit Interior Defects Exist</i> : Indicates whether there are apparent defects, damages, or deficiencies for the indicated unit. <ul style="list-style-type: none"> <li>If No, "None" displays, and the <b>Apparent Defects, Damages, Deficiencies (Unit Interior)</b> table does not display.</li> </ul>
10.055	N/A	Displays when <i>Unit Interior Defects Exist</i> is Yes	N/A	The items listed below represent the As Is condition as of the effective date of this report

**Information About Each Defect, Damage, or Deficiency**

Apparent Defects, Damages, Deficiencies (Unit Interior)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.056	Feature	Required for each defect, damage, or deficiency	Choose an allowable answer from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Flooring</li> <li>Walls and Ceiling</li> <li>Other (Describe)</li> </ul> <p>Note: Photos or images must be provided for each physical defect, damage, or deficiency. These display in <b>Unit Interior Exhibits</b> as "Apparent Defects, Damages, Deficiencies" with the indicated <i>Feature</i>. An additional caption may be provided.</p>
10.057	Location	Required for each defect, damage, or deficiency	Choose an allowable answer from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Full Bathroom</li> <li>Half Bathroom</li> <li>Kitchen</li> <li>Other (Describe) – Briefly describe the location of the defect, damage, or deficiency. Example: Dining room, living room.</li> </ul>
10.058	Description	Required for each defect, damage, or deficiency	Free-form	Description of the defect, damage, or deficiency.

Apparent Defects, Damages, Deficiencies (Unit Interior)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.059	Affects Soundness or Structural Integrity	Required for each defect, damage, or deficiency	Yes   No	Indicates whether the defect, damage, or deficiency affects the soundness and / or structural integrity of the improvement.
10.060	Recommended Action	Required for each defect, damage, or deficiency	Choose an allowable answer from the Definition / Additional Guidance column	<p>The recommended action for the defect, damage, or deficiency.</p> <ul style="list-style-type: none"> <li>Completion</li> <li>Inspection</li> <li>Repair (includes replacement)</li> <li>None (does not require repair, replacement, completion, or inspection)</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>If Completion, Inspection, or Repair is reported for any defect, damage, or deficiency <ul style="list-style-type: none"> <li>The report must be made subject to the resolution of the item (<i>Market Value Condition</i> 26.009 cannot be As Is).</li> <li><i>Condition Status</i> for the item must reflect the future “resolved” condition.</li> <li>If Repair is selected, the estimated cost to repair may be provided in the <b>Reconciliation</b> section.</li> </ul> </li> </ul>

## Unit Interior Commentary

### Unit Interior Commentary

10.061

Unit Interior Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
10.061	Unit Interior Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Unit Interior</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Unit Interior Exhibits

All photos or images related to the **Unit Interior** section are displayed in the **Unit Interior Exhibits** subsection. If there are no photos or images, this subsection does not display.

Unit Interior Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Unit Interior Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Unit Interior</b> section may be provided, which display in <b>Unit Interior Exhibits</b> . If the photo or image is not specifically indicated above, provide a caption to identify each photo or image.

## 11 Functional Obsolescence

The **Functional Obsolescence** section always displays, and provides information about any functional issues for the property, as well as space for additional commentary and exhibits.

Example:

### Functional Obsolescence

#### Functional Issues

Floor Plan

#### Functional Obsolescence Commentary

Bedroom 3 can only be accessed through Bedroom 2.

### Functional Obsolescence

#### Functional Issues 11.000

#### Functional Obsolescence Commentary

11.001

#### Functional Obsolescence Exhibits

Functional Obsolescence				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
11.000	Functional Issues	Always required	Choose one or more allowable answer from table ( <a href="#">Functional Issues</a> )	<p><i>Functional Issue:</i> An apparent functional issue observed.</p> <ul style="list-style-type: none"> <li>None</li> <li>Ceiling Height</li> <li>Floor Plan</li> <li>Nonconformity</li> <li>Overimprovement</li> <li>Underimprovement</li> <li>Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If functional issues are identified, describe the issue and the impact to value and marketability in <i>Functional Obsolescence Commentary</i>.</li> <li>Photo(s) may be provided, which display in <b>Functional Obsolescence Exhibits</b>.</li> </ul>
11.001	Functional Obsolescence Commentary	If there are functional issues, or if relevant	Free-form	Commentary could include information pertinent to the <b>Functional Obsolescence</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

Functional Issues (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
None	Select None if there were no functional issues observed by the appraiser.
Ceiling Height	The ceiling heights do not meet the typical market standards, and / or impact the livability of the dwelling.
Floor Plan	The floor plan does not meet the typical market standards, and / or impacts the livability of the dwelling.
Nonconformity	The improvements significantly differ from other properties in the surrounding area (e.g., age, style, size, use).
Overimprovement	A component or characteristic that is not fully valued by the market due to exceeding typical expectations in comparison to other properties, so as to create diminishing return on improvements.

Functional Issues (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Underimprovement	A component or characteristic that does not rise to the level of typical expectations as compared to other properties, so as to create diminishing return on improvements.
Other (Describe)	Select Other to enter an answer that is not in the above list.

### Functional Obsolescence Exhibits

All photos or images related to the **Functional Obsolescence** section are displayed in the **Functional Obsolescence Exhibits** subsection. If there are no photos or images, this subsection does not display.

Functional Obsolescence Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Functional Obsolescence Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Functional Obsolescence</b> section may be provided, which display in <b>Functional Obsolescence Exhibits</b> . If the photo or image is not specifically indicated above, provide caption to further identify the photo or image.

## 12 Outbuilding

The **Outbuilding** section provides information about additional structures on the site, other than the main residence(s). Examples include standalone ADUs, barns, and pool houses. The section repeats for each outbuilding, and outbuilding characteristics determine the amount of information reported. The **Outbuilding** section provides space for additional commentary, exhibits, and any apparent defects, damages, or deficiencies.

The display of the **Outbuilding** section varies depending on whether the outbuilding is real property and whether it contains an ADU.

When a detached garage has no additional separate area, it is reported in **Vehicle Storage**, and not reported as an outbuilding. Reference [Appendix 4: Detached Garage Examples](#) for additional information and examples.

**Outbuilding - [Outbuilding Type]** 12.001

**Considered Real Property** 12.002

**Units in Structure** 12.003

Outbuilding: General Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.002	Considered Real Property	Always required	Yes   No	<i>Outbuilding Considered Real Property</i> : Indicates whether the outbuilding is considered real property (e.g., permanently affixed to the land).
12.003	Units in Structure	Required if <i>Outbuilding Considered Real Property</i> is Yes	Number	<p><i>Units in Structure</i>: The number of accessory dwelling units in the outbuilding.</p> <ul style="list-style-type: none"> <li>If there are no ADUs in the outbuilding, enter 0.</li> <li>If there is an ADU in the outbuilding, provide the number of ADUs (1 or more). Examples include: <ul style="list-style-type: none"> <li>ADU/Garage: A detached garage with a living unit above or attached by a common wall</li> <li>Standalone ADU</li> </ul> </li> </ul> <p>Note: Additional information about the ADU is captured in the <b>Unit Interior</b> section that displays after the associated <b>Outbuilding</b> section.</p>

### Notes:

- Some information displays for both dwellings and outbuildings. Conditionality of this section is limited to each structure that is identified as an outbuilding.
- The “When to Include” column in this chapter only references outbuildings.

### Information That May Display in Black Tab

Outbuilding: Black Tab				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.001	Outbuilding (black tab)	Always required for each outbuilding	Choose an allowable answer from table <a href="#">(Outbuilding Type)</a>	<p><i>Outbuilding Type</i>: The intended functional design (use) of an outbuilding on the property.</p> <p>Note: The selected answer displays in a black tab or as a Report Label throughout the URAR.</p>

Outbuilding Type (Choose one for each Outbuilding)	
Allowable Answer	Definition / Additional Guidance
ADU/Garage	A detached garage with an ADU that is either above the vehicle storage, or attached by a common wall. Note: If the building has additional separate area other than vehicle storage and ADU, do not select this answer. See Other (Describe).
Barn	A farm building designed to store grain, hay, or straw, house livestock, or for other farming purposes.
Boathouse	A building at the edge of or on a body of water in which boats or other watercraft are stored.
Bunkhouse	A structure designed to provide temporary sleeping quarters with no other amenities.
Enclosed Kennel	A permanent structure designed to board pets.
Greenhouse	
Guest House	A structure designed to provide temporary living quarters that does not contain all of the elements to be considered a dwelling unit.
Indoor Riding Arena	A structure designed for indoor horse riding.
Manufactured Home	A factory-built dwelling built in compliance with the Federal Manufactured Home Construction and Safety Standards in effect at the time the home was manufactured as evidenced by the HUD label. Notes: <ul style="list-style-type: none"> <li>Select this answer if any portion of the outbuilding is a manufactured home, regardless of current usage.</li> <li>If the manufactured home is an ADU, the <b>Manufactured Home</b> section displays.</li> </ul>
Office	
Pool House	A structure designed to enhance the poolside experience.
Shed	
Silo	A structure designed to store agricultural materials in bulk.
Stable	A structure designed to house livestock.
Standalone ADU	A detached ADU that is not a manufactured home, and has no additional separate area. Note: If the ADU is a manufactured home, select Manufactured Home instead of this answer.
Studio	A structure designed for instruction or practice of the arts (e.g., music, painting, photography).
Workshop	
Other (Describe)	Select Other to enter an answer that is not in the above list. For detached garages with separate additional area other than vehicle storage or ADU, select this answer, and describe all the uses. Reference <a href="#">Appendix 4: Detached Garage Examples</a> for additional information and examples. Examples: <ul style="list-style-type: none"> <li>Barn/Garage</li> <li>Workshop/ADU/Garage</li> <li>Storm Shelter</li> </ul> Do not select this answer: <ul style="list-style-type: none"> <li>If the garage is primarily designed for vehicle storage, which must be identified in <b>Vehicle Storage</b> and not in <b>Outbuilding</b>.</li> <li>If the ADU shares a common wall with the garage, and there is no separate additional area. Select ADU/Garage.</li> </ul>

### Outbuildings that are Considered Real Property

If the outbuilding is real property (*Outbuilding Considered Real Property* (12.002) is Yes), an expanded set of information for the **Outbuilding** section displays.

The “When to Include” column in this chapter only references outbuildings that are considered real property.



## General Information

**Considered Real Property** 12.002

**Units in Structure** 12.003

**Attached to Permanent Foundation** 12.004

**Structure Volume** 12.005

**Gross Building Area** 12.006

*Gross Building Area for the outbuilding includes area for vehicle storage, ADU(s), and any other uses*

Outbuilding: General Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.002	Considered Real Property	Always required	Yes	<i>Outbuilding Considered Real Property:</i> Indicates whether the outbuilding is considered real property (e.g., permanently affixed to the land).
12.003	Units in Structure	Always required	Number	<p><i>Units in Structure:</i> The number of accessory dwelling units in the outbuilding.</p> <ul style="list-style-type: none"> <li>If there are no ADUs in the Outbuilding, enter 0.</li> <li>If there is an ADU in the outbuilding, provide the number of ADUs (1 or more). Examples include: <ul style="list-style-type: none"> <li>ADU/Garage: A detached garage with a living unit above or attached by a common wall</li> <li>Standalone ADU</li> </ul> </li> </ul> <p>Note: Additional information about the ADU including area is captured in the <b>Unit Interior</b> section for the ADU.</p>
12.004	Attached to Permanent Foundation	Displays here if <i>Outbuilding Type</i> is Manufactured Home and <i>Units in Structure</i> is 0	Yes   No	<p>Indicates whether the manufactured home is attached to a permanent foundation.</p> <p>Note: If the foundation area is readily accessible, a photo must be provided, which displays in <b>Outbuilding Exhibits</b>. A caption must be provided to identify the photo.</p>
12.005	Structure Volume	Required when requested by client	Number of cubic feet or cubic meters	<p>The total volume of the outbuilding, including finished and unfinished areas.</p> <p>Note: When applicable, report the volume provided.</p>
12.006	Gross Building Area	Always required	Number	<p>Total area of all floor levels in the outbuilding measured from the exterior of the walls, excluding unenclosed areas, and including the following:</p> <ul style="list-style-type: none"> <li>Above and below grade area, whether finished or unfinished</li> <li>Vehicle storage area</li> <li>ADU area</li> </ul>
See iGuide	N/A	Always required	Photo	A photo of the front of the outbuilding must be provided.

## Detail

The display of the **Detail** subsection varies depending on whether or not the outbuilding is an ADU. This sample shows all possible information.

## Detail

**Heating** 12.008 ☐ Yes ☐ No  
**Cooling** 12.009 ☐ Yes ☐ No  
**Utilities** 12.010

*The table below depicts the area of the outbuilding, excluding vehicle storage and any ADU(s)*

Finish	Total Area	Room Summary
Finished	12.011	12.012
Unfinished	12.013	

### Heating and Cooling for Outbuilding Without ADU

If the outbuilding is not a ADU or does not contain an ADU, the *Heating* and *Cooling* checkboxes display instead of the **Mechanical System Details** subsection (12.014-12.017).

Outbuilding Detail: Heating and Cooling				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.008	Heating	Required if <i>Units in Structure</i> is 0	Yes   No	<i>Heating System Exists</i> : Indicates whether there is a permanent heating system in the outbuilding.
12.009	Cooling	Required if <i>Units in Structure</i> is 0	Yes   No	<i>Cooling System Exists</i> : Indicates whether there is a permanent cooling system in the outbuilding.

### Utilities

Outbuilding Detail: Utilities				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.010	Utilities	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	The utilities that have been extended to the outbuilding. <ul style="list-style-type: none"> <li>• None</li> <li>• Electricity</li> <li>• Gas</li> <li>• Sanitary Sewer</li> <li>• Water</li> <li>• Other (Describe)</li> </ul>

### Outbuilding Area

The **Outbuilding Area** table includes finished area (including room counts), unfinished area, and always displays. It does not include area devoted to vehicle storage or ADUs.

Outbuilding Detail: Outbuilding Area				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.011	Finished Total Area	Always required	Number of square feet or square meters	<i>Outbuilding Finished Area Excluding Vehicle Storage and ADU</i> : The finished area of the building, excluding the finished area within any ADU or vehicle storage. Includes above and below grade area. Can be 0.
12.013	Unfinished Total Area	Always required	Number of square feet or square meters	<i>Outbuilding Unfinished Area Excluding Vehicle Storage and ADU</i> : The unfinished area of the building, excluding the finished area within any ADU or vehicle storage. Includes above and below grade area. Can be 0.

### ROOMS IN THE OUTBUILDING

This subsection is for rooms in the outbuilding that are **not** part of an accessory dwelling unit. Rooms that are part of the ADU are captured in the **Unit Interior** section.

Outbuilding Detail: Outbuilding Area - Rooms				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.012	Finish (Finished) Room Summary	Required for each indicated <i>Room Type</i>	Number	<i>Number of Rooms</i> : The count of each <i>Room Type</i> that is <b>not</b> in the ADU portion of the outbuilding.

Outbuilding Detail: Outbuilding Area - Rooms				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.012	Finish (Finished) Room Summary	Required if the outbuilding has finished area that is not part of an ADU	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><b>Room Type:</b> Room(s) that are <b>not</b> in the ADU portion of the outbuilding.</p> <ul style="list-style-type: none"> <li>Bath – Full</li> <li>Bath – Half</li> <li>Bedroom</li> <li>Breakfast Room</li> <li>Den</li> <li>Dining Room</li> <li>Family Room</li> <li>Kitchen</li> <li>Laundry Room</li> <li>Living Room</li> <li>Loft</li> <li>Media Room</li> <li>Mudroom</li> <li>Recreation Room</li> <li>Sunroom</li> <li>Utility Room</li> <li>Walk-In Pantry</li> <li>Workshop</li> <li>Other (Describe)</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Select the most applicable <i>Room Type</i> that fits the description of the room. Examples: <ul style="list-style-type: none"> <li>Select Dining Room for dining areas.</li> <li>Select Breakfast Room for breakfast areas or breakfast nooks.</li> </ul> </li> <li>Photo(s) of the room(s) may be provided, which display in <b>Outbuilding Exhibits</b>. Provide a caption including the room type, location, and any other descriptive information as appropriate.</li> </ul>

### Mechanical System Details For Outbuilding Containing ADU(s)

If the outbuilding contains ADU(s), heating and cooling information is displayed in the **Mechanical System Details** subsection instead of the checkboxes (12.008-12.009).

Mechanical System Details			Other Mechanical Systems 12.017	
	System	Detail		
Heating	12.014	12.015		
Cooling	12.016			

## Heating

Outbuilding: Mechanical System Details - Heating				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.014	Heating (System)	Required if the outbuilding contains ADU(s)	Choose one or more allowable answers from table ( <a href="#">Heating System Type</a> )	<p><b>Heating System Type:</b> The type(s) of permanent heating system in the outbuilding.</p> <ul style="list-style-type: none"> <li>None</li> <li>Baseboard</li> <li>Fireplace</li> <li>Forced Warm Air</li> <li>Gravity Air</li> <li>Mini Split</li> <li>Passive Solar</li> <li>Radiant</li> <li>Radiators</li> <li>Stove</li> <li>Other (Describe)</li> </ul>
12.015	Heating (Detail)	Required for each identified <i>Heating System Type</i>	Choose an allowable answer from the Definition / Additional Guidance column	<p><b>Heating System Fuel:</b> The primary fuel used by the indicated <i>Heating System</i>.</p> <ul style="list-style-type: none"> <li>Coal</li> <li>Electric</li> <li>Geothermal</li> <li>Natural Gas</li> <li>Oil</li> <li>Propane</li> <li>Solar</li> <li>Wood</li> <li>Other (Describe)</li> </ul>
12.015	Heating (Detail)	Required if <i>Heating System Type</i> is None	Yes   No	<p><b>Lack of Heating Typical for Market:</b> Indicates whether the lack of heating in the ADU is prevalent in the market.</p> <ul style="list-style-type: none"> <li>Yes (Typical for Market)</li> <li>No (Not Typical for Market)</li> </ul>

Heating System Type (Choose one or more)	
Allowable Answer	Definition / Additional Guidance
None	Note: Only select this answer if the structure does not have permanent heat.
Baseboard	A system of perimeter heating located at the base of the wall where the baseboard would be.
Fireplace	Note: Only select this answer if the fireplace is designed to be used as a source of heat. Other fireplaces are reported in the <b>Subject Property Amenities</b> section (14.002).
Forced Warm Air	A system that propels air over a heat source that is distributed via ducts and vents throughout a home or a structure.
Gravity Air	A system that employs gravity to move warm air throughout the structure.
Mini Split	A ductless system designed to heat certain spaces or rooms within the structure.
Passive Solar	<p>A system that uses solar energy to heat a fluid, either liquid or air, and then transfer the solar heat directly to an interior area or to a storage system for later use.</p> <p>Note: Solar panels that produce electricity are reported in the <b>Energy Efficient and Green Features</b> section (6.001), and not here.</p>
Radiant	A system that supplies heat directly to the floor or to panels in the wall or ceiling of a house.
Radiators	A system that boils water in a central unit and moves steam to a radiator in an individual room or space.
Stove	Note: Only select this answer if the stove is designed to be used as a source of heat.
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Cooling

Outbuilding: Mechanical System Details - Cooling				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.016	Cooling (System)	Required if the outbuilding contains ADU(s)	Yes   No	<p><i>Cooling System Exists:</i> Indicates whether there is a permanent cooling system in the structure.</p> <ul style="list-style-type: none"> <li>If No, "None" displays.</li> </ul>
12.016	Cooling (System)	If <i>Cooling System Exists</i> is Yes	Choose one or more allowable answers from table ( <a href="#">Cooling System Type</a> )	<p><i>Cooling System Type</i></p> <ul style="list-style-type: none"> <li>Centralized</li> <li>Individual</li> <li>Other (Describe)</li> </ul>

Cooling System Type (Choose one or more)	
Allowable Answer	Definition / Additional Guidance
Centralized	A system in which air is cooled at a central location and distributed to and from rooms by one or more fans and ductwork (e.g., forced air, mini-split).
Individual	A self-contained cooling system, mounted on a wall or in a window, designed to cool an individual room or small area (e.g., window unit).
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Other Mechanical Systems

Outbuilding: Other Mechanical Systems				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.017	Other Mechanical Systems	If applicable	Choose one or more allowable answers from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Radon Mitigation</li> <li>Sump Pump</li> <li>Water Heater</li> <li>Whole House Water Treatment</li> <li>Other (Describe)</li> </ul> <p>Note: If there are no other mechanical systems in the outbuilding, do not select an answer and <b>Other Mechanical Systems</b> does not display.</p>

## Apparent Defects, Damages, Deficiencies (Outbuilding)

The appraiser must report any significant items pertaining to the outbuilding, and must associate any defect, damage, or deficiency with the most appropriate section. These defects, damages, and deficiencies are items that:

- Rise to the level of recommending repair, replacement, or inspection by an individual with expertise in the industry, *or*
- Negatively affect the integrity / composition of the site itself, *or*
- Negatively affect the soundness or structural integrity of the improvements to the site, *or*
- Measurably impact the marketability or value of the property, *or*
- Require completion.

Example:

### Apparent Defects, Damages, Deficiencies (Shed)

*The items listed below represent the As Is condition as of the effective date of this report*

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
Roof	East side	Hole in underlayment.	Yes	Repair

Any other items that do not require repair, replacement, or inspection may also be reported using the *Recommended Action* of None. Example:

### Apparent Defects, Damages, Deficiencies (Barn)

*The items listed below represent the As Is condition as of the effective date of this report*

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
Exterior Walls and Trim	Entire Exterior	The overall structure is showing deterioration; major issues include holes in the wall of the building.	No	None

Reference the appropriate government agency appraisal guidelines for specific requirements.

### Apparent Defects, Damages, Deficiencies ([Outbuilding Type]) 12.018

*The items listed below represent the As Is condition as of the effective date of this report* 12.019

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
12.020	12.021	12.022	12.023	12.024

Apparent Defects, Damages, Deficiencies (Outbuilding)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.018	N/A	Display only	N/A	<i>Outbuilding Type</i> redispays from 12.001.
12.019	N/A	Required for each outbuilding when <i>Outbuilding Considered Real Property</i> is Yes	Yes   No	<i>Outbuilding Defects Exist</i> : Indicates whether there are apparent defects, damages, or deficiencies related to the outbuilding. <ul style="list-style-type: none"> <li>• If No, "None" displays and the <b>Apparent Defects, Damages, Deficiencies (Outbuilding)</b> table does not display.</li> </ul>
12.019	N/A	Displays when <i>Outbuilding Defects Exist</i> is Yes	N/A	<i>The items listed below represent the As Is condition as of the effective date of this report</i>

### Information About Each Defect, Damage, or Deficiency

Apparent Defects, Damages, Deficiencies (Outbuilding)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.020	Feature	Required for each defect, damage, or deficiency	Choose an allowable answer from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Exterior Walls and Trim</li> <li>Flooring</li> <li>Foundation</li> <li>Mechanical System</li> <li>Roof</li> <li>Walls and Ceiling</li> <li>Windows</li> <li>Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If the defect, damage, or deficiency is in the ADU portion of the outbuilding, report this in the <b>Unit Interior</b> section.</li> <li>Photos or images must be provided for each physical defect, damage, or deficiency. These display in <b>Outbuilding Exhibits</b> as “Apparent Defects, Damages, Deficiencies” with the indicated <i>Feature</i>. An additional caption may be provided.</li> </ul>
12.021	Location	Required for each defect, damage, or deficiency	Choose an allowable answer from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Full Bathroom</li> <li>Half Bathroom</li> <li>Kitchen</li> <li>Other (Describe) – Briefly describe the location of the defect, damage, or deficiency.</li> </ul>
12.022	Description	Required for each defect, damage, or deficiency	Free-form	Description of the defect, damage, or deficiency.
12.023	Affects Soundness or Structural Integrity	Required for each defect, damage, or deficiency	Yes   No	Indicates whether the defect, damage, or deficiency affects the soundness and / or structural integrity of the improvement.
12.024	Recommended Action	Required for each defect, damage, or deficiency	Choose an allowable answer from the Definition / Additional Guidance column	<p>The recommended action for the defect, damage, or deficiency.</p> <ul style="list-style-type: none"> <li>Completion</li> <li>Inspection</li> <li>Repair (includes replacement)</li> <li>None (does not require repair, replacement, completion, or inspection)</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>If Completion, Inspection, or Repair is reported for any defect, damage, or deficiency <ul style="list-style-type: none"> <li>The report must be made subject to the resolution of the item (<i>Market Value Condition 26.009</i> cannot be As Is).</li> <li><i>Condition Status</i> for the item must reflect the future “resolved” condition.</li> <li>If Repair is selected, the estimated cost to repair may be provided in the <b>Reconciliation</b> section.</li> </ul> </li> </ul>

## Outbuilding Commentary

### Outbuilding Commentary

12.025

Outbuilding Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.025	Outbuilding Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Outbuilding</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Outbuilding Exhibits

All photos or images related to the **Outbuilding** section are displayed in the **Outbuilding Exhibits** subsection. If there are no photos or images, this subsection does not display.

Outbuilding Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Outbuilding Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Outbuilding</b> section may be provided, which display in <b>Outbuilding Exhibits</b> . If the photo or image is not specifically indicated, provide a caption to further identify the photo or image.

### Outbuildings - Not Real Property

If the outbuilding is not real property (*Outbuilding Considered Real Property* is No), an abbreviated set of information for the **Outbuilding** section displays. Examples include containers or manufactured homes that are not real property.

#### Outbuilding - Manufactured Home

Considered Real Property	No
Attached to Permanent Foundation	No



*This is where the photo of the manufactured home that is not real property would display.*

### Outbuilding Commentary

The manufactured home is used for storage, and is considered personal property as it is not permanently attached to the site.

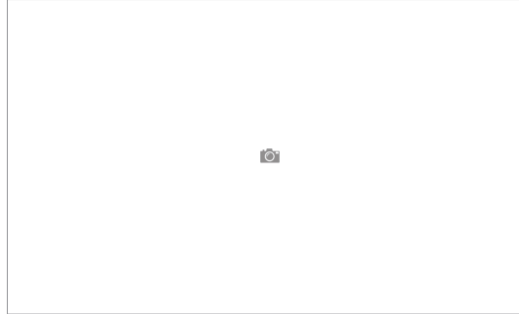
Note: Outbuildings that are not real property are not displayed in the **Sales Comparison Approach** or in the **Cost Approach**.



**Outbuilding - [Outbuilding Type]** 12.001

Considered Real Property 12.002

Attached to Permanent Foundation 12.004

**Outbuilding Commentary**

12.025

**Outbuilding Exhibits**

Outbuilding: Not Real Property				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
12.002	Considered Real Property	Always required	No	<i>Outbuilding Considered Real Property</i> : Indicates whether the outbuilding is considered real property (e.g., permanently affixed to the land).
12.004	Attached to Permanent Foundation	Displays here if <i>Outbuilding Type</i> is Manufactured Home and <i>Outbuilding Considered Real Property</i> is No	Yes   No	Indicates whether the manufactured home is attached to a permanent foundation.  Note: If the foundation area is readily accessible, provide a photo and a caption to identify the photo, which displays in <b>Outbuilding Exhibits</b> .
See iGuide	N/A	Required	Photo	A photo of the front of the outbuilding must be provided.
12.025	Outbuilding Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Outbuilding</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.
See iGuide	Outbuilding Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Outbuilding</b> section may be provided, which display in <b>Outbuilding Exhibits</b> . If the photo or image is not specifically indicated, provide a caption to further identify the photo or image.

## 13 Vehicle Storage

The **Vehicle Storage** section provides information about all vehicle storage for the property. The section provides space for additional commentary, exhibits, and any apparent defects, damages, or deficiencies.

Vehicle storage can be:

- A driveway or shared driveway
- An attached or detached carport
- Part of a dwelling, such as a built-in or attached garage
- A detached garage. Reference [Appendix 4: Detached Garage Examples](#) for additional information and examples.
- A shared parking garage, common carport, or open lot in a condominium, cooperative, condop, or PUD (with or without assigned spaces)

### Vehicle Storage

13.000

Storage

Number of Parking Spaces

Detail

13.001

13.002

13.003

## Vehicle Storage for the Property

The appraiser must report on each vehicle storage for the property.

Vehicle Storage				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
13.000 13.001	Storage	Always required for each vehicle storage	Choose one or more allowable answers from table ( <a href="#">Vehicle Storage Type</a> )	<p><i>Vehicle Storage Type</i></p> <ul style="list-style-type: none"> <li>• None 13.000</li> <li>• Carport</li> <li>• Common Carport</li> <li>• Driveway</li> <li>• Garage</li> <li>• Open Lot</li> <li>• Parking Garage</li> <li>• Shared Driveway</li> <li>• Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Photos or images for each <i>Vehicle Storage Type</i> must be provided, which display in <b>Vehicle Storage Exhibits</b> with the <i>Vehicle Storage Type(s)</i>. An additional caption may be provided to further identify the photo.</li> <li>• Additional photos such as the interior of the garage would display in <b>Vehicle Storage Exhibits</b> with the <i>Vehicle Storage Type</i>.</li> </ul>

Vehicle Storage Type	
Allowable Answer	Definition / Additional Guidance
None	Select this answer if the property does not have any available vehicle storage. Note: If this answer is selected, "None" displays (13.000), and the <b>Vehicle Storage</b> table (13.001-13.003) does not display.
Carport	A covered structure that offers limited vehicular protection with two or fewer walls. It may be free standing or attached to a structure and is available for use only by the subject property (e.g., single-family or 2- to 4-unit property).
Common Carport	A covered structure that offers limited vehicular protection with two or fewer walls. It may be free standing or attached to a structure and is shared and available within the condominium, cooperative, condop, or PUD.

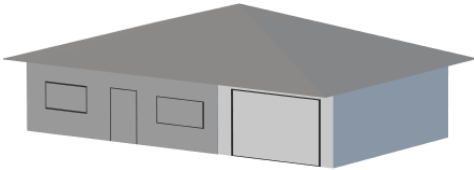
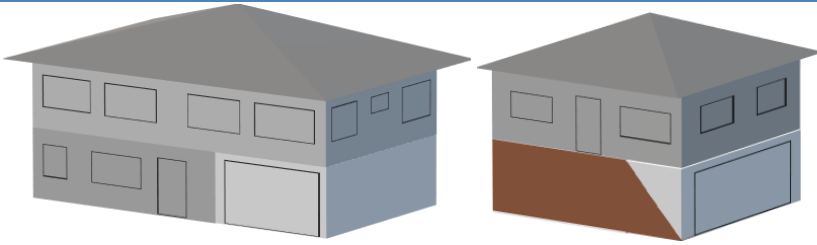
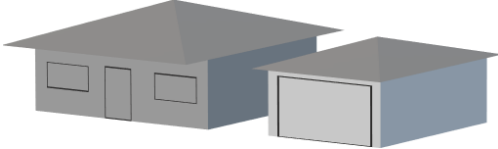
Vehicle Storage Type	
Allowable Answer	Definition / Additional Guidance
Driveway	An improved surface providing vehicular access. Note: Do not select this answer for shared driveways.
Garage	An enclosed structure designed for storing vehicles.
Open Lot	An open and improved surface area that is specifically designed for vehicle storage for use within the condominium, cooperative, condop, or PUD.
Parking Garage	An enclosed area for storing vehicles that is intended to support multiple units for use within the condominium, cooperative, condop, or PUD.
Shared Driveway	An improved surface providing vehicular access, jointly owned by the owners of the properties to which it gives access.
Other (Describe)	Select Other to enter an answer that is not in the above list. Examples: <ul style="list-style-type: none"> <li>Permitted street parking from the municipality, but not specific to unit.</li> <li>Enclosed golf cart or motorcycle parking.</li> </ul>

### Information For Each Vehicle Storage Type

The **Vehicle Storage** table displays when there is vehicle storage on the property.

Vehicle Storage – Information for each Vehicle Storage Type				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
13.002	Number of Parking Spaces	Required if <i>Vehicle Storage Type</i> is Driveway or Shared Driveway	Yes   No	A parking space is defined as an area that accommodates an average-sized automobile.  <i>10 or More Parking Spaces:</i> <ul style="list-style-type: none"> <li>Select Yes if the driveway or shared driveway has 10 or more parking spaces. In this case, “10 or More” displays.</li> <li>Select No if the driveway or shared driveway has less than 10 parking spaces, and provide the number of parking spaces.</li> </ul>
13.002	Number of Parking Spaces	Required for all <i>Vehicle Storage Types</i> except driveways or shared driveways with 10 or more spaces	Whole number	<i>Dedicated Parking Spaces:</i> The number of parking spaces dedicated to the property within the indicated <i>Vehicle Storage Type</i> . Notes: <ul style="list-style-type: none"> <li>Enter a number between 1 and 9 for driveways and shared driveways.</li> <li>Enter zero (0) for common parking areas in which the property does not have any dedicated spaces.</li> <li>If the vehicle storage is shared, only include spaces specifically dedicated to the property.</li> <li><i>Dedicated Parking Spaces</i> are defined as an area that accommodates a standard sized automobile.</li> <li>Half spaces are not included here and are reported as <i>Vehicle Storage Area</i> (13.003) instead.</li> </ul>
13.002	Number of Parking Spaces	Required if <i>Vehicle Storage Type</i> is Common Carport, Open Lot or Parking Garage	Choose an allowable answer from the Definition / Additional Guidance column	<i>Parking Space Assignment Type:</i> The ownership rights to the parking space(s). <ul style="list-style-type: none"> <li>Assigned (parking spaces are assigned but not owned and deeded to a specific unit)</li> <li>Owned (parking spaces are owned and deeded to a specific unit)</li> <li>Unassigned (parking spaces are designated to project occupants on a first-come, first-served basis)</li> </ul>
13.003	Detail	Required if <i>Vehicle Storage Type</i> is Carport or Garage	Choose an allowable answer from table ( <a href="#">Vehicle Storage Attachment Type</a> )	<i>Vehicle Storage Attachment Type:</i> The way in which the indicated vehicle storage is attached to the dwelling. <ul style="list-style-type: none"> <li>Attached</li> <li>Built-in (including basement garages)</li> <li>Detached</li> </ul>
13.003	Detail	Required if <i>Vehicle Storage Type</i> is Carport or Garage	Number of square feet or square meters	<i>Vehicle Storage Area</i> Note: For detached garages that include other uses (ADUs or additional areas), only report area that is specific to the vehicle storage.

Vehicle Storage – Information for each Vehicle Storage Type				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
13.003	Detail	Required if <i>Vehicle Storage Type</i> is Driveway or Shared Driveway	Choose an allowable answer from the Definition / Additional Guidance column	<i>Driveway Surface Material:</i> The predominant driveway surface material. <ul style="list-style-type: none"> <li>Asphalt</li> <li>Brick</li> <li>Concrete</li> <li>Cobblestone</li> <li>Dirt</li> <li>Gravel</li> <li>Other (Describe)</li> </ul>

Vehicle Storage Attachment Type	
Allowable Answer	Definition / Additional Guidance
Attached	
Built-in	
Detached	

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

The appraiser must report any significant items pertaining to vehicle storage, and must associate any defect, damage, or deficiency with the most appropriate section. These defects, damages, and deficiencies are items that:

- Rise to the level of recommending repair, replacement, or inspection by an individual with expertise in the industry, *or*
- Negatively affect the integrity / composition of the site itself, *or*
- Negatively affect the soundness or structural integrity of the improvements to the site, *or*
- Measurably impact the marketability or value of the property, *or*
- Require completion

Example:

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

*The items listed below represent the As Is condition as of the effective date of this report*

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
Garage	Side window	Completely removed	No	Repair

Any other items that do not require repair, replacement, inspection, or completion may also be reported using the *Recommended Action* of None.

Reference the appropriate government agency appraisal guidelines for specific requirements.

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

13.004

*The items listed below represent the As Is condition as of the effective date of this report*

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
13.005	13.006	13.007	13.008	13.009

Apparent Defects, Damages, Deficiencies (Vehicle Storage)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
13.004	N/A	Always required	Yes   No	<i>Vehicle Storage Defects Exist:</i> Indicates whether there are apparent defects, damages, or deficiencies related to the <b>Vehicle Storage</b> section. <ul style="list-style-type: none"> <li>If No, "None" displays and the <b>Apparent Defects, Damages, Deficiencies (Vehicle Storage)</b> table does not display.</li> </ul>
13.004	N/A	Displays when <i>Vehicle Storage Defects Exist</i> is Yes	N/A	<i>The items listed below represent the As Is condition as of the effective date of this report</i>

#### Information About Each Defect, Damage, or Deficiency

Apparent Defects, Damages, Deficiencies (Vehicle Storage)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
13.005	Feature	Required for each defect, damage, or deficiency	Choose an allowable answer from table <a href="#">(Vehicle Storage Type)</a>	Indicate the <i>Vehicle Storage Type</i> that has the defect, damage, or deficiency.  Note: Photos or images must be provided for each physical defect, damage, or deficiency. These display in <b>Vehicle Storage Exhibits</b> as "Apparent Defects, Damages, Deficiencies" with the indicated <i>Feature</i> . An additional caption may be provided.
13.006	Location	Required for each defect, damage, or deficiency	Other (Describe)	For the <b>Vehicle Storage</b> section, choose Other and briefly describe the location of the defect, damage, or deficiency.
13.007	Description	Required for each defect, damage, or deficiency	Free-form	Description of the defect, damage, or deficiency.
13.008	Affects Soundness or Structural Integrity	Required for each defect, damage, or deficiency	Yes   No	Indicates whether the defect, damage, or deficiency affects the soundness and / or structural integrity of the improvement.

Apparent Defects, Damages, Deficiencies (Vehicle Storage)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
13.009	Recommended Action	Required for each defect, damage, or deficiency	Choose an allowable answer from the Definition / Additional Guidance column	<p>The recommended action for the defect, damage, or deficiency.</p> <ul style="list-style-type: none"> <li>Completion</li> <li>Inspection</li> <li>Repair (includes replacement)</li> <li>None (does not require repair, replacement, completion, or inspection)</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>If Completion, Inspection, or Repair is reported for any defect, damage, or deficiency <ul style="list-style-type: none"> <li>The report must be made subject to the resolution of the item (<i>Market Value Condition</i> 26.009 cannot be As Is).</li> <li>If Repair is selected, the estimated cost to repair may be provided in the <b>Reconciliation</b> section.</li> </ul> </li> </ul>

## Vehicle Storage Commentary

### Vehicle Storage Commentary

13.010

Vehicle Storage Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
13.010	Vehicle Storage Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Vehicle Storage</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Vehicle Storage Exhibits

All photos or images related to the **Vehicle Storage** section are displayed in the **Vehicle Storage Exhibits** subsection. If there are no photos or images, this subsection does not display.

Vehicle Storage Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Vehicle Storage Exhibits	If applicable	Photos or images	Photos relevant to the <b>Vehicle Storage</b> section may be provided, which display in <b>Vehicle Storage Exhibits</b> . If the photo or image is not specifically indicated, provide a caption to further identify the photo or image.

## 14 Subject Property Amenities

The **Subject Property Amenities** section provides information about the amenities on the property, whether on the site or inside dwelling(s) or outbuilding(s). The section provides space for additional commentary, exhibits, and any apparent defects, damages, or deficiencies.

Subject property amenities are solely owned or restricted to use by the property owner, and do not include:

- Project amenities that are owned and maintained by the HOA and subject to shared use
  - These are reported in the **Project Information** section (18.012).
- Waterfront improvements, such as piers, docks, and bulkheads
  - These are reported in **Water Frontage with Private Access** in the **Site** section (4.031).
- Site characteristics and view
  - These are reported in the **Site** section (4.062-4.065 and 4.039-4.042).

### General Information

Subject property amenities include items such as fireplaces, decks, porches, patios, and pools. Each amenity is associated with one of the specific amenity categories. These amenity categories group similar amenities together for inclusion as individual line entries in the **Sales Comparison Approach** section.

Note: *Amenity Count* may be used when there is no Detail (14.004) about the amenity to be reported.

### Amenity Examples in Subject Property Amenities and Sales Comparison Approach

In this example, the subject has 2 decks and 2 indoor fireplaces.

#### Subject Property Amenities

Amenity Category	Subject Property Amenity	Material	Detail
Outdoor Living	Deck	Wood	400 Sq. Ft.
	Deck	Wood	500 Sq. Ft.
Whole Home	Indoor Fireplace		Total Number - 2

The decks and fireplaces are also brought into the **Sales Comparison Approach** (22.12.01 - 22.12.05).

#### Property Amenities

Outdoor Living	Deck   Deck	Deck   Deck		Deck	\$2,000	Porch   Deck	\$0
Whole Home	Indoor Fireplace - 2	Indoor Fireplace - 2		Indoor Fireplace - 1	\$2,500	—	\$5,000

#### Subject Property Amenities

14.000

Amenity Category	Subject Property Amenity	Material	Detail
14.001	14.002	14.003	14.004

## Amenity Categories and Types

Subject Property Amenities				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
14.000	N/A	Always required	Yes   No	<p><i>Property Amenities Exist</i></p> <p>Indicates whether the property has amenities, excluding those attributable to the project, waterfront improvements, or site characteristics/view.</p> <ul style="list-style-type: none"> <li>If No, "None" displays.</li> </ul>
14.001	Amenity Category	There must be at least one amenity and category if <i>Property Amenities Exist</i> is Yes	Choose one or more allowable answers from table ( <a href="#">Property Amenities and Categories</a> )	<p><i>Property Amenity Category</i>: A high-level category in which the identified amenity is grouped. Each amenity is associated with a specific <i>Property Amenity Category</i>.</p> <ul style="list-style-type: none"> <li>Outdoor Accessories</li> <li>Outdoor Living</li> <li>Water Features</li> <li>Whole Home</li> <li>Miscellaneous</li> </ul>
14.002	Subject Property Amenity	There must be at least one amenity and category if <i>Property Amenities Exist</i> is Yes	Choose one or more allowable answers from table ( <a href="#">Property Amenities and Categories</a> )	<p><i>Amenity Type</i>: A service, feature or facility available to residents and / or guests of a property.</p> <p>Note: Photos or images may be provided for each <i>Subject Property Amenity</i>, which display in <b>Subject Property Amenity Exhibits</b> with the <i>Amenity Type</i>. An additional caption may be provided.</p>

Subject Property Amenities and Categories (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
<b>Property Amenity Category: Outdoor Accessories</b>	
Fence	A structure or barrier designed to enclose an area of the site.
Irrigation System	A water system designed to hydrate the lawn and / or other outdoor plants.
Outdoor Fireplace	A self-contained structure located outside that is used to accommodate a fire.
Outdoor Kitchen	A permanent outdoor area designed and equipped to be used for the preparation and cooking of food.
Sports Court	An area, either open or covered, specifically designed for one or more recreational and athletic activities.
<b>Property Amenity Category: Outdoor Living</b>	
Balcony	An elevated, often covered, platform surrounded by walls and / or railing systems projecting from the outside of the building with access from the structure.
Deck	A platform that is located next to or attached to a structure and is accessible from the structure.
Gazebo	A roofed structure that is typically open on all sides.
Patio	A solid surface outdoor area located on the site.
Porch	A typically covered area surrounded by walls and / or railings projecting from the structure with roof lines attached to or similar to the structure.
Portico	A structural element leading to the entrance of a structure with a roof supported by columns or enclosed walls.
<b>Property Amenity Category: Water Features</b>	
Inground Pool	<p>A self-contained and manufactured area built into the ground and designed to be filled with water designated for swimming and other aquatic uses. Does not include an above-ground pool.</p> <p>Note: If the pool is an indoor pool, select this answer and select Indoor for <i>Amenity Feature</i>.</p>
Inground Spa	<p>A structure built into the ground that typically contains hot aerated water and is used for recreational and wellness activities.</p> <p>Note: If the spa is an indoor spa, select this answer and select Indoor for <i>Amenity Feature</i>.</p>
Outdoor Shower	An area open to the elements designed to be used for personal cleaning through the use of flowing water and appropriate drainage.
Sauna	<p>A room that is designed to be heated to high temperatures, typically with steam.</p> <p>Note: If the sauna is an indoor sauna, select this answer and select Indoor for <i>Amenity Feature</i>.</p>
<b>Property Amenity Category: Whole Home</b>	



Subject Property Amenities and Categories (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Elevator	A mechanized platform used for raising and lowering people or things from one level to another.
EV Station	A system designed to provide on-demand charging for compatible electric vehicles.
Fire Suppression System	A system designed to extinguish fires.
Indoor Fireplace	A self-contained unit or framed opening located inside of a structure that is used for containing fire. Note: <i>Amenity Count</i> must be provided.
Multiple Zone HVAC	A system that allows independent control of the temperature for various areas of the dwelling.
Smart Home System	A system that allows remote control of household systems.
Whole House Ventilation	A system designed to provide continuous exchange of air within the dwelling (e.g., air exchanger, whole house fan).
Wood Stove	A free-standing heating mechanism fueled by wood or wood pellets. Note: <i>Amenity Count</i> must be provided.
Property Amenity Category: Miscellaneous	
Airstrip	An individually owned runway with very basic or no aircraft support facilities that is designed for the take-off and landing of smaller personal aircraft. Note: Do not include shared airstrips that serve a project or community. These are reported in <i>Common Amenities / Services</i> (18.012).
Club Membership	A club membership that conveys with the property (e.g., golf club membership, health club membership).
Shared Laundry Facilities	An area of a structure containing washing machines and / or dryers that are designated for the cleaning and care of clothing and linens. Note: This is intended to be used for properties with more than one unit that have a shared laundry area.
Other (Describe)	Select Other to enter an answer that is not in the above list.

### Information About Specific Amenities

Amenity Category	Subject Property Amenity	Material	Detail
14.001	14.002	14.003	14.004

Subject Property Amenities – Information About Specific Amenities				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
14.003	Material	Required if <i>Subject Property Amenity</i> is Balcony, Deck, Gazebo, Inground Pool, Patio or Porch, or as needed	Choose an allowable answer from the Definition / Additional Guidance column	The predominant type of material used in construction. <ul style="list-style-type: none"> <li>Asphalt</li> <li>Brick</li> <li>Composite</li> <li>Concrete</li> <li>Fiberglass</li> <li>Metal</li> <li>Natural Stone</li> <li>Pavers</li> <li>Vinyl</li> <li>Wood</li> <li>Other (Describe)</li> </ul>
14.004	Detail	Required if <i>Subject Property Amenity</i> is Indoor Fireplace or Woodstove, or as needed	Number	<i>Amenity Count</i> : The number of the indicated <i>Subject Property Amenity</i> that are present in the property (e.g., two fireplaces). Note: If reporting other Detail 14.004 about the amenity, enter each amenity separately. Do not use <i>Amenity Count</i> .
14.004	Detail	Required if <i>Subject Property Amenity</i> is Balcony, Deck, Gazebo, Porch, or Portico, or as needed	Number	<i>Area</i> The area of the amenity in either square feet or square meters. Do not provide dimensions in this field.

Subject Property Amenities – Information About Specific Amenities				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
14.004	Detail	Required if there is a Manufactured Home on the property and <i>Subject Property Amenity</i> is Deck, Gazebo, Porch, or Portico	Yes   No	<i>Attached to Manufactured Home</i> Indicates whether the amenity is permanently affixed to the manufactured home.
14.004	Detail	If applicable for the Inground Pool, Inground Spa, or Sauna	Choose an allowable answer from the Definition / Additional Guidance column	<i>Amenity Feature</i> <ul style="list-style-type: none"> <li>• Caged</li> <li>• Heated</li> <li>• Indoor</li> <li>• Other (Describe)</li> </ul>

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

The appraiser must report any significant items pertaining to subject property amenities, and must associate any defect, damage, or deficiency with the most appropriate section. These defects, damages, and deficiencies are items that:

- Rise to the level of recommending repair, replacement, or inspection by an individual with expertise in the industry, *or*
- Negatively affect the integrity / composition of the site itself, *or*
- Negatively affect the soundness or structural integrity of the improvements to the site, *or*
- Measurably impact the marketability or value of the property, *or*
- Require completion

Example:

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

*The items listed below represent the As Is condition as of the effective date of this report*

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
Fence	Backyard	A portion of the fence is falling down.	No	Repair

Any other items that do not require repair, replacement, inspection, or completion may also be reported using the *Recommended Action* of None.

Reference the appropriate government agency appraisal guidelines for specific requirements.

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

*The items listed below represent the As Is condition as of the effective date of this report* 14.005

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
14.006	14.007	14.008	14.009	14.010

Apparent Defects, Damages, Deficiencies (Subject Property Amenities)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
14.005	N/A	Required if <i>Property Amenities Exist</i> is Yes	Yes   No	<i>Subject Property Amenities Defects Exist</i> : Indicates whether there are apparent defects, damages, or deficiencies related to any subject property amenity. <ul style="list-style-type: none"> <li>If No, “None” displays and the <b>Apparent Defects, Damages, Deficiencies (Subject Property Amenities)</b> table does not display.</li> </ul>
14.005	N/A	Displays when <i>Subject Property Amenities Defects Exist</i> is Yes	N/A	<i>The items listed below represent the As Is condition as of the effective date of this report</i>

### Information About Each Defect, Damage, or Deficiency

Apparent Defects, Damages, Deficiencies (Subject Property Amenities)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
14.006	Feature	Required for each defect, damage, or deficiency	Choose an allowable answer from table <a href="#">(Property Amenities and Categories)</a>	The <i>Amenity Type</i> that has the defect, damage, or deficiency.  Note: Photos or images must be provided for each physical defect, damage, or deficiency. These display in <b>Subject Property Amenity Exhibits</b> as “Apparent Defects, Damages, Deficiencies” with the indicated <i>Feature</i> . An additional caption may be provided.
14.007	Location	Required for each defect, damage, or deficiency	Other (Describe)	For the <b>Subject Property Amenities</b> section, choose Other and briefly describe the location of the defect, damage, or deficiency.
14.008	Description	Required for each defect, damage, or deficiency	Free-form	Description of the defect, damage, or deficiency.
14.009	Affects Soundness or Structural Integrity	Required for each defect, damage, or deficiency	Yes   No	Indicates whether the defect, damage, or deficiency affects the soundness and / or structural integrity of the improvement.
14.010	Recommended Action	Required for each defect, damage, or deficiency	Choose an allowable answer from the Definition / Additional Guidance column	The recommended action for the defect, damage, or deficiency. <ul style="list-style-type: none"> <li>Completion</li> <li>Inspection</li> <li>Repair (includes replacement)</li> <li>None (does not require repair, replacement, completion, or inspection)</li> </ul> Note: <ul style="list-style-type: none"> <li>If Completion, Inspection, or Repair is reported for any defect, damage, or deficiency <ul style="list-style-type: none"> <li>The report must be made subject to the resolution of the item (<i>Market Value Condition 26.009</i> cannot be As Is).</li> <li>If Repair is selected, the estimated cost to repair may be provided in the <b>Reconciliation</b> section.</li> </ul> </li> </ul>

## Subject Property Amenities Commentary

### Subject Property Amenities Commentary

14.011

Subject Property Amenities Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
14.011	Subject Property Amenities Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Subject Property Amenities</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Subject Property Amenities Exhibits

All photos or images related to the **Subject Property Amenities** section are displayed in the **Subject Property Amenities Exhibits** subsection. If there are no photos or images, this subsection does not display.

Subject Property Amenities Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Subject Property Amenities Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Subject Property Amenities</b> section may be provided, which display in <b>Subject Property Amenities Exhibits</b> . If the photo or image is not specifically indicated, provide a caption to further identify the photo or image.

## 15 Overall Quality and Condition

The **Overall Quality and Condition** section provides information about quality and condition for all dwellings and living units. Exterior and Interior Quality and Condition (as applicable) are redisplayed here to provide context to the *Reconciliation of Overall Quality and Condition*. Reference [Appendix 2: Condition and Quality Rating Definitions](#) and published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.

### Overall Quality and Condition

Overall Quality and Condition reflects the “as is” value or any “subject to” items being completed, as reflected in the *Market Value Condition* of the report (26.009).

- For an "as is" appraisal, the overall condition reflects the current condition.
- For a "subject to" appraisal, the overall condition rating reflects the condition as if all “subject to” items have been completed.

For properties with more than one unit, Overall Quality and Condition represents the reconciliation of all dwellings and living units.

The display of this section varies depending on the number of dwellings and units and whether the homeowner is responsible for exterior maintenance.

#### Example 1: Single-Family Property

- 1 unit
- Homeowner is responsible for exterior maintenance (*Exterior Quality* and *Exterior Condition* are applicable)

##### Overall Quality and Condition

Overall Quality	Q4	Overall Condition	C4
Exterior Quality	Q4	Exterior Condition	C4
Interior Quality	Q4	Interior Condition	C4

#### Example 2: High-rise Condo

- 1 unit
- Homeowner is not responsible for exterior maintenance (*Exterior Quality* and *Exterior Condition* are not applicable)

##### Overall Quality and Condition

Overall Quality	Q4	Overall Condition	C3
Interior Quality	Q4	Interior Condition	C3

### Example 3: Multiple Dwellings / Multiple Units

- Three units in two separate buildings (dwellings)

#### Overall Quality and Condition

Overall Quality	Q3	Overall Condition	C3
Exterior Quality - Building 1	Q2	Exterior Condition - Building 1	C3
Interior Quality - Unit 1	Q2	Interior Condition - Unit 1	C3
Exterior Quality - Building 2	Q3	Exterior Condition - Building 2	C3
Interior Quality - Unit 2	Q3	Interior Condition - Unit 2	C3
Interior Quality - Unit 3	Q3	Interior Condition - Unit 3	C4

- Exterior Quality* and *Exterior Condition* are displayed for each dwelling
- Interior Quality* and *Interior Condition* are displayed for each unit

#### Overall Quality and Condition

Overall Quality	15.000	Overall Condition	15.005
Exterior Quality - [Structure Identifier]	15.001 15.002	Exterior Condition - [Structure Identifier]	15.006 15.007
Interior Quality - [Unit Identifier]	15.003 15.004	Interior Condition - [Unit Identifier]	15.008 15.009

#### Reconciliation of Overall Quality and Condition

15.010

Overall Quality and Condition				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
15.000	Overall Quality	Always required	Q1 to Q6	The overall quality rating of all dwellings on the property.
15.005	Overall Condition	Always required	C1 to C6	The overall condition rating of all dwellings on the property.  Note: Reflects the condition as if any required repairs, inspections, or completions have been satisfactorily completed.

### Exterior Quality and Condition

If applicable, Exterior Quality and Condition ratings are redisplayed from the **Dwelling Exterior** section(s) to give context to the Overall Quality and Condition ratings.

If the field *Homeowner Responsible for all Exterior Maintenance of Dwellings* (3.016) is No, Exterior Quality and Condition is not applicable and does not display.

If there are multiple dwellings, Exterior Quality and Condition ratings display for each one.

Exterior Quality and Condition – for each Dwelling				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
15.001 15.006	N/A	Displays when <i>Dwellings Containing Units</i> is more than 1	Free-form	If applicable, <i>Structure Identifier</i> (8.000) redispays from each <b>Dwelling Exterior</b> section. Examples: Building 1, Building 2

Exterior Quality and Condition – for each Dwelling				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
15.002	Exterior Quality	Displays when <i>Homeowner Responsible for all Exterior Maintenance of Dwellings</i> is Yes	Q1 to Q6	If applicable, <i>Exterior Quality Rating (8.022)</i> redisplay from each <b>Dwelling Exterior</b> section.
15.007	Exterior Condition	Displays when <i>Homeowner Responsible for all Exterior Maintenance of Dwellings</i> is Yes	C1 to C6	If applicable, <i>Exterior Condition Rating (8.023)</i> redisplay from each <b>Dwelling Exterior</b> section.  Note: Reflects the condition as if any required repairs, inspections, or completions have been satisfactorily completed.

### Interior Quality and Condition

Interior Quality and Condition ratings are redisplayed from the **Unit Interior** section for each unit that is not an ADU to give context to the Overall Quality and Condition ratings.

If the unit is an ADU (10.011), Interior Quality and Condition does not display here. It displays in the **Unit Interior** section for the ADU (10.034 and 10.035).

For properties with more than one unit, Interior Quality and Condition ratings display for each unit.

Interior Quality and Condition – for each Unit that is not an ADU				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
15.003 15.008	N/A	Displays if <i>Units Excluding ADUs</i> is more than 1	Free-form	If applicable, <i>Unit Identifier (10.002)</i> populates from each <b>Unit Interior</b> section.
15.004	Interior Quality	Always displays	Q1 to Q6	<i>Interior Quality Rating (10.034)</i> populates from each <b>Unit Interior</b> section if the unit is not an ADU.
15.009	Interior Condition	Always displays	C1 to C6	<i>Interior Condition Rating (10.035)</i> populates from each <b>Unit Interior</b> section if the unit is not an ADU.  Note: Reflects the condition as if any required repairs, inspections, or completions have been satisfactorily completed.

### Reconciliation of Overall Quality and Condition

Reconciliation of Overall Quality and Condition				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
15.010	Reconciliation of Overall Quality and Condition	Always required	Free-form	Additional commentary specific to the <b>Overall Quality and Condition</b> section.

## 16 Highest and Best Use

The **Highest and Best Use** section focuses on answering the four tests of highest and best use and identifying if the present or proposed use is the highest and best use. When the agreed upon scope of work for a given appraisal assignment specifies adherence to published guidelines by the GSEs or other identified secondary market participants, refer to that entity's policies on identification of highest and best use prior to making a determination to ensure compliance with those guidelines.

This section always displays and provides space for additional commentary and exhibits.

Addressing highest and best use as if vacant land or other points of highest and best use may be done utilizing the *Highest and Best Use Commentary* (16.005).

### Highest and Best Use

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

**Legally Permissible** 16.000

**Physically Possible** 16.001

**Financially Feasible** 16.002

**Maximally Productive** 16.003

Is the highest and best use of the subject property as improved (or as proposed per plans and specifications) the present use? ☐ Yes ☐ No  
16.004

### Highest and Best Use Commentary

16.005

### Highest and Best Use Exhibits

Highest and Best Use				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
16.000	Legally Permissible	Always required	Yes   No	Indicates whether the current improvements (or the proposed improvements if appraised "subject to") of the property are legally allowed, with particular attention to zoning.
16.001	Physically Possible	Always required	Yes   No	Indicates whether the current improvements (or the proposed improvements if appraised "subject to") of the property are physically possible.
16.002	Financially Feasible	Always required	Yes   No	Indicates whether the current improvements (or the proposed improvements if appraised "subject to") of the property are financially feasible.
16.003	Maximally Productive	Always required	Yes   No	Indicates whether the current improvements (or the proposed improvements if appraised "subject to") of the property are maximally productive.
16.004	Is the highest and best use of the subject property as improved (or as proposed per plans and specifications) the present use?	Always required	Yes   No	<i>Highest and Best Use</i> After consideration of all four tests, indicates whether the present or proposed use is the highest and best use of the site.



## Highest and Best Use Commentary

Highest and Best Use Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
16.005	Highest and Best Use Commentary	Required if any answer in this section is No, or if relevant.	Free-form	<ul style="list-style-type: none"> <li>When an answer is No, describe the evidence and support for the reasons why.</li> <li>Additional commentary may be provided to include details and other information relevant to this section.</li> </ul>

## Highest and Best Use Exhibits

All photos or images related to the **Highest and Best Use** section are displayed in the **Highest and Best Use Exhibits** subsection. If there are no photos or images, this subsection does not display.

Highest and Best Use Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Highest and Best Use Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Highest and Best Use</b> section may be provided, which display in <b>Highest and Best Use Exhibits</b> . Provide a caption to identify each photo or image.

## 17 Market

The **Market** section always displays and provides information about the current metrics of a market area, determined by the appraiser. This section focuses on defining the market area, the geographic area, the associated sales and listing activities that directly compete with the subject, and the trends determined by that information. The **Market** section provides space for additional commentary and graphs or other exhibits to support the market analysis.

Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.

### General Information

#### Market

**Market Area Boundary** 17.003  
**Search Criteria Description** 17.004

Market: General Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
17.003	Market Area Boundary	Always required	Free-form	<i>Market Area Boundary Description:</i> Describe geographic boundaries of the defined market area (e.g., streets, waterways, county or state lines or other natural boundaries). The description may include north, south, east and west. Note: A map of the market area boundaries showing <i>Active Listings</i> (17.005), <i>Pending Sales</i> (17.010), and the <i>Sales in Lookback Period</i> (17.012) may be provided, which displays in <b>Market Exhibits</b> . Provide a caption to label the image, such as "Market Area Boundary Map".
17.004	Search Criteria Description	Always required	Free-form	<i>Search Criteria Description:</i> Describes all of the search criteria used to identify specific properties within the defined market area boundaries.  Note: An image of the search criteria (such as a screen shot of the MLS search screen) may be provided, which display in <b>Market Exhibits</b> . Provide a caption to label the image, such as "Search Criteria".

### Search Result Metrics

This subsection reflects properties in the defined market area that directly compete with the subject.

#### Active Listings

This subsection is for active listings only. Do not include properties that are under contract (pending sales) in these metrics.

<b>Active Listings</b>	17.005
Median Days on Market	17.006
Lowest List Price	17.007
Median List Price	17.008
Highest List Price	17.009

Market: Search Result Metrics – Active Listings				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
17.005	Active Listings	Always required	Number	<i>Active Listings</i> : The number of active listings in the defined market area that directly compete with the subject, as of the appraisal effective date. Can be 0.
17.006	Active Listings Median Days on Market	Required when there are <i>Active Listings</i>	Number	Median Days on Market for active listings in the defined market area that directly compete with the subject, as of the appraisal effective date.
17.007	Active Listings Lowest List Price	Required when there are <i>Active Listings</i>	Dollar amount	Lowest List Price for Active Listings in the defined market area that directly compete with the subject, as of the appraisal effective date.
17.008	Active Listings Median List Price	Required when there are <i>Active Listings</i>	Dollar amount	Median List Price for Active Listings in the defined market area that directly compete with the subject, as of the appraisal effective date.
17.009	Active Listings Highest List Price	Required when there are <i>Active Listings</i>	Dollar amount	Highest List Price for Active Listings in the defined market area that directly compete with the subject, as of the appraisal effective date.

## Pending Sales

This subsection is for pending sales only, which may include the subject property if applicable. Do not include active listings in these metrics.

Pending Sales 17.010

Market: Search Result Metrics – Pending Sales				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
17.010	Pending Sales	Always required	Number	<i>Pending Sales</i> : The number of pending sales in the defined market area that directly compete with the subject, as of the appraisal effective date. Can be 0.

## Sales within Lookback Period

Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific requirements for the minimum lookback period.

17.011	Sales in Past ___ Months	17.012
	Lowest Sale Price	17.013
	Median Sale Price	17.014
	Highest Sale Price	17.015

Market: Search Result Metrics – Sales Within Lookback Period				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
17.011	Sales in Past ___ Months	Always required	Number of months	<i>Lookback Period</i> : The number of months back from the appraisal effective date that the appraiser used to analyze and report on sales.
17.012	Sales in Past ___ Months	Always required	Number of sales	<i>Sales in Lookback Period</i> : The number of sales of competitive properties in the defined market area during the lookback period.
17.013	Lowest Sale Price	Required when <i>Sales in Lookback Period</i> is not 0	Dollar amount	<i>Lowest Sale Price in Lookback Period</i> : The lowest sale price of the competitive properties in the defined market area during the lookback period.
17.014	Median Sale Price	Required when <i>Sales in Lookback Period</i> is not 0	Dollar amount	<i>Median Sale Price in Lookback Period</i> : The median sale price of the competitive properties in the defined market area during the lookback period.

Market: Search Result Metrics – Sales Within Lookback Period				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
17.015	Highest Sale Price	Required when <i>Sales in Lookback Period</i> is not 0	Dollar amount	<i>Highest Sale Price in Lookback Period</i> : The highest sale of the competitive properties in the defined market area during the lookback period.

## Distressed Market Competition

### Distressed Market Competition 17.016

Market: Search Result Metrics – Distressed Market Competition				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
17.016	Distressed Market Competition	Always required	Yes   No	<ul style="list-style-type: none"> <li>Yes (the presence of distressed sales activity (e.g., REO, foreclosure, short sale) within the defined market area is a factor and impacts the market).</li> <li>No (there is no distressed sales activity, or there is minimal activity that does not impact the market).</li> </ul>

## Graphs and Price Trend Information

The information in this subsection is based on the appraiser's identified *Lookback Period*.

### Pending Sales 17.010

### Graph 17.017

### Price Trend Source 17.018

### Price Trend Analysis Commentary 17.019

Market: Search Result Metrics – Graphs and Price Trend Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
17.017	Graph	If applicable	Choose all applicable answers from table ( <a href="#">Market Graph Type</a> )	<p><i>Market Graph Type</i>: A list of graphs that the appraiser has included to support their market analysis.</p> <ul style="list-style-type: none"> <li>Absorption Rate</li> <li>Median Days on Market</li> <li>Percent of Distressed Sales</li> <li>Price Trend</li> <li>Year Built of Sales</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>The actual graphs are displayed in <b>Market Exhibits</b> with the <i>Market Graph Type</i>.</li> <li>Other graphs that are not in this list may be included in <b>Market Exhibits</b>, and a caption must be provided to identify the graph.</li> </ul>
17.018	Price Trend Source	Always required	Free-form	The source(s) that the appraiser used to determine price trends.
17.019	Price Trend Analysis Commentary	Required if there is no <i>Price Trend Graph</i> , or if relevant	Free-form	<i>Price Trend Analysis Commentary</i> must include how price trends were determined, including reconciliation if multiple sources used.

Market Graph Type (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Absorption Rate	A graph representing the rate in which homes are sold in the defined market area using the appraiser's <i>Lookback Period</i> . This graph may represent Absorption Rate (Number of Settled or Pending Sales divided by Number of Months) and / or the Months of Housing Supply (Number of Listings divided by Absorption Rate).
Median Days on Market	A graph representing the median number of days properties are listed in the defined market area. A median value is defined as a value lying at the midpoint of a frequency of observed values.
Percent of Distressed Sales	A graph representing the percentage of distressed sales (e.g., foreclosure, REO, short sale) in the defined market area using the appraiser's <i>Lookback Period</i> .
Price Trend	A graph representing the trend of sale and / or listing prices in the defined market area using the appraiser's <i>Lookback Period</i> .
Year Built of Sales	A graph representing the sales trend and quantity of homes as it relates to the year the homes were constructed in the defined market area.

## Housing Trends

The appraiser must provide housing trend information for competitive properties within the defined market area (e.g., single-family to single-family, condominium to condominium).

### Housing Trends

**Property Value Trend** 17.020

**Marketing Time** 17.022

**Demand/Supply** 17.021

Market: Housing Trends				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
17.020	Property Value Trend	Always required	Choose an answer from the Definition / Additional Guidance column	The price trend of competitive properties in the defined market area. <ul style="list-style-type: none"> <li>Increasing</li> <li>Stable</li> <li>Decreasing</li> </ul> Note: If Increasing or Decreasing, explain in <i>Market Commentary</i> .
17.021	Demand/Supply	Always required	Choose an answer from the Definition / Additional Guidance column	The housing supply for competitive properties in the defined market area. <ul style="list-style-type: none"> <li>Oversupply</li> <li>In Balance</li> <li>Shortage</li> </ul>
17.022	Marketing Time	Always required	Choose an answer from the Definition / Additional Guidance column	The range of time needed to sell competitive properties in the defined market area. <ul style="list-style-type: none"> <li>Under 3 months</li> <li>3 to 6 months</li> <li>Over 6 months</li> </ul>

## Market Commentary

### Market Commentary

17.023

Market Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
17.023	Market Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Market</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Market Exhibits

All photos or images related to the **Market** section are displayed in the **Market Exhibits** subsection. If there are no photos or images, this subsection does not display.

Market Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Market Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Market</b> section may be provided, which display in <b>Market Exhibits</b> . If the photo or image is not specifically indicated, provide a caption to further identify each photo or image.

## 18 Project Information

The **Project Information** section displays if the property is in a project (condominium, cooperative, or condop) or in a PUD. It includes information about mandatory fees, project factors and amenities, their impact to value or marketability, and information specific to cooperatives (if applicable). This section provides space for additional commentary and exhibits.

The display of this section varies depending on whether the property is in a condominium, cooperative, condop, or PUD.

### Checkboxes Next to Black Tab

Checkboxes next to the black tab are populated from the **Subject Property** section. Only one checkbox can be checked at the top of **Project Information**.

**Project Information**

Planned Unit Development (PUD) ☐

18.000

Condominium ☐

18.001

Cooperative ☐

18.002

Condop ☐

18.003

Project Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.000	Planned Unit Development (PUD)	Always required	Yes   No	<p><i>Property in a PUD</i></p> <p>Indicates whether the property is in a PUD. A PUD is a subdivision that consists of common property and improvements that are owned and maintained by a homeowners association (HOA) for the benefit and use of the individual PUD unit owners. A unit owner in the PUD has title to a residential property (parcel and dwelling) and an interest in the HOA that owns or manages the common areas and facilities of the PUD.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Select Yes when all lot or unit owners are required to have an interest in the HOA managing the PUD common areas and facilities.</li> <li>Select No if the property is in a condo, co-op, or condop.</li> <li>A PUD may be comprised of manufactured homes when meeting the definition.</li> <li>A project or subdivision with voluntary HOA membership must not be identified as a PUD.</li> <li>Populates from the <b>Subject Property</b> section (3.010).</li> </ul>
18.001 18.002 18.003	Condominium Cooperative Condop	Always required	Yes   No	<p><i>Property in a Project</i></p> <ul style="list-style-type: none"> <li>Yes (the property is in a condominium, cooperative, or condop)</li> <li>No (the property is not in a condominium, cooperative, or condop)</li> </ul> <p>Note: <i>Property In a Project</i> does not display and populates from the <b>Subject Property</b> section (3.011-3.012-3.013).</p>
18.001 18.002 18.003	Condominium Cooperative Condop	Required if <i>Property in a Project</i> is Yes	Choose an allowable answer from table ( <a href="#">Project Legal Structure</a> )	<p><i>Project Legal Structure</i></p> <ul style="list-style-type: none"> <li>Condominium</li> <li>Cooperative</li> <li>Condop</li> </ul> <p>Note: Populates from the <b>Subject Property</b> section (3.011-3.012-3.013).</p>

Project Legal Structure (Choose one)	
Allowable Answer	Definition / Additional Guidance
Condominium	<p>A project that has condominium ownership rights.</p> <p>Note: If this answer is selected, a checkmark displays in the <i>Condominium</i> checkbox (18.001) at the top of the <b>Project Information</b> section.</p>

Project Legal Structure (Choose one)	
Allowable Answer	Definition / Additional Guidance
Cooperative	A project that has cooperative ownership rights. Note: If this answer is selected, a checkmark displays in the <i>Cooperative</i> checkbox (18.002) at the top of the <b>Project Information</b> section.
Condominium	A project that contains a mixture of units, some with cooperative ownership rights and others with condominium ownership rights. Example: <ul style="list-style-type: none"> <li>A mixed-use condo building with commercial spaces that are individual condo units, and a residential portion that is a cooperative consisting of individual residential co-op units (all of the residential co-op units together make up one condominium unit).</li> </ul> Note: If this answer is selected, a checkmark displays in the <i>Condominium</i> checkbox (18.003) at the top of the <b>Project Information</b> section.

## General Information

### Project Name and Data Sources

**Project Name** 18.004

**Project Information Data Source** 18.005

Project Information: Project Name and Data Sources				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.004	Project Name	Required if the property is in a condominium, cooperative, or condop	Free-form	Provide the legal name of the project in which the property is located, as it would appear in the preliminary title report. Notes: <ul style="list-style-type: none"> <li>This information may be obtained from the HOA, client, borrower, or any other reliable source.</li> <li>If the legal name is unavailable, provide the most commonly used name for the project.</li> </ul>
18.005	Project Information Data Source	Required if the property is in a condominium, cooperative, condop, or PUD	Choose one or more allowable answers from the Definition / Additional Guidance column	Sources of data for the <b>Project Information</b> section. <ul style="list-style-type: none"> <li>Assessor Record</li> <li>Builder or Developer</li> <li>Condominium Questionnaire</li> <li>Cooperative Board</li> <li>Cooperative Questionnaire</li> <li>Data Aggregator</li> <li>Homeowners Association</li> <li>Land Survey</li> <li>MLS</li> <li>Plat Map</li> <li>Previous Appraisal File</li> <li>Property Data Report</li> <li>Property Management Company</li> <li>Property Owner</li> <li>Property Tenant</li> <li>Real Estate Agent</li> <li>Other (Describe)</li> </ul> For reference, see the Statement of Assumptions and Limiting Conditions relevant to data sources and Appraiser Certification 8.



## Project Unit Counts

Report on the unit counts for the project in which the subject is located, not the master or umbrella association.

<b>Total Units</b>	<b>18.006</b>
Units Sold	18.007
Units for Sale	18.008
Units Rented	18.009
<b>Reason Units Rented is Estimated</b>	<b>18.010</b>

Project Information: Project Unit Counts				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.006	Total Units	Required if the property is in a condominium, cooperative, or condop	Number	Total number of individual dwelling units in the project. Includes: <ul style="list-style-type: none"> <li>Completed units</li> <li>Planned or under-construction units if the project is not complete</li> <li>Units held by the developer or sponsor</li> </ul>
18.007	Units Sold	Required if the property is in a condominium, cooperative, or condop	Number	Total number of units in the project that have been sold by the developer, i.e., settled sales, conveyed to unit purchasers. <ul style="list-style-type: none"> <li>If all units have been sold by the developer, <i>Units Sold</i> would equal <i>Total Units</i>.</li> </ul>
18.008	Units for Sale	Required if the property is in a condominium, cooperative, or condop	Number	Total number of units in the project that are currently for sale, whether by the developer/sponsor or resales by individual owners. Includes: <ul style="list-style-type: none"> <li>Units listed for sale</li> <li>Units currently under contract</li> </ul>
18.009	Units Rented	Required if the property is in a condominium, cooperative, or condop	Number	Total number of units in the project that are currently rented or available for rent. Includes: <ul style="list-style-type: none"> <li>Individually rented units</li> <li>Units held by the developer or sponsor for rental purposes</li> <li>Investor-held units</li> <li>Units rented by a nonprofit</li> </ul>
18.009	Units Rented	Required if the property is in a condominium, cooperative, or condop	Yes   No	<i>Units Rented Estimated</i> : Indicates whether <i>Units Rented</i> is an estimate, such as when offsite mailing addresses are used. Notes: <ul style="list-style-type: none"> <li>If <i>Units Rented</i> is unknown or unavailable to the appraiser in the normal course of business, the appraiser must estimate the number of units that are rented.</li> <li>If Yes, <i>Units Rented</i> displays with a tilde (~).</li> </ul>
18.010	Reason Units Rented is Estimated	Required if <i>Units Rented Estimated</i> is Yes	Free-form	Commentary on the reason why <i>Units Rented</i> is estimated, and how the estimated <i>Units Rented</i> was determined, such as offsite mailing addresses vs. actual known rental units.

## Mandatory Monthly Fees (HOA, PUD, or Co-op)

### Mandatory Fees (HOA, PUD, or Co-op)

Monthly Amount	18.011
Common Amenities/ Services Included	18.012
Utilities Included	18.013

Project Information: Mandatory Monthly Fees				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.011	Monthly Amount	Required if the property is in a condominium, cooperative, condop, or PUD	Dollar amount	<p><b>Mandatory Monthly Fees:</b> The combined dollar amount of all the mandatory fees, expressed as a monthly amount. Mandatory fees include fees assessed to the subject property for all amenities including those that are not offered to all owners (e.g., limited boat slips offered on a first-come, first-served basis).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Association fees</li> <li>• Board fees</li> <li>• Monthly maintenance fees</li> </ul> <p>Do not include:</p> <ul style="list-style-type: none"> <li>• Discretionary fees</li> <li>• Special assessments</li> <li>• Fees for private utilities</li> </ul>
18.012	Common Amenities / Services Included	Required if the property is in a condominium, cooperative, condop, or PUD	Choose one or more allowable answers from table ( <a href="#">Common Amenities / Services</a> )	<p><b>Common Amenities / Services:</b> Services, features, or facilities available to residents and / or guests of a project, whether leased or owned by the project.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Include the amenity if its use is specific to project residents and guests.</li> <li>• Do not include individual unit amenities, as they are captured in the <b>Subject Property Amenities</b> section (14.001-14.004).</li> <li>• Photos or images may be provided for each identified amenity, which display in <b>Project Information Exhibits</b> with the caption “Common Amenity or Service”. An additional caption must be provided including the amenity type, location, and any other descriptive information as appropriate.</li> </ul> <p>Identify and include details about any leased amenities, including the impact on value and marketability, in <i>Project Information Commentary</i>.</p>
18.012	Common Amenities / Services Included	Required if <i>Common Amenities / Services Included</i> is Boat Slip or Unit Storage	Choose an allowable answer from the Definition / Additional Guidance column	<p><b>Project Amenity Ownership:</b> The unit’s ownership of the amenity (e.g., whether the amenity is assigned to the unit or unassigned and first-come, first-served).</p> <ul style="list-style-type: none"> <li>• Assigned (designated to a specific unit)</li> <li>• Owned (deeded to a specific unit)</li> <li>• Unassigned (designated to project occupants on a first-come, first-served basis)</li> <li>• Other (Describe)</li> </ul>
18.013	Utilities Included	Required if the property is in a condominium, cooperative, condop, or PUD	Choose one or more allowable answers from the Definition / Additional Guidance column	<p>Utilities included in the unit’s association fees.</p> <ul style="list-style-type: none"> <li>• None (No utilities included in the association fees)</li> <li>• Electricity</li> <li>• Gas</li> <li>• Sanitary Sewer</li> <li>• Water</li> <li>• Other (Describe) – Do not include Common Amenities/Services here.</li> </ul>

Common Amenities / Services Included (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
None	Note: Choose this answer if there are no common amenities or services.
Airstrip	A shared amenity for the take-off and landing of aircraft that serves the project or community.
Beach	A strip of land separating a body of water from inland areas, typically used for recreation or leisure purposes.
Boat Ramp	A form of access to launch watercraft into the water.
Boat Slip	A docking point on water for storage and / or parking of watercraft. Note: Choose this answer if the boat slip is assigned by the project and included in the mandatory fee.
Building Maintenance	Upkeep and / or repair for all dwellings and structures (e.g., roof, siding, windows, doors, interior common areas).
Built-in Pool	A self-contained and manufactured area built into a structure and designed to be filled with water designated for swimming and other aquatic uses (e.g., rooftop pools or other pools that are not inground).
Business Center	A room or location providing office facilities and services.
Caregiver Services	Service offered to provide support and assistance to individuals in performing tasks of personal or household care.
Clubhouse	A building or area used for social or recreational activities by occupants of the project.
Club Membership	A club membership that is included in the HOA fees (e.g., golf club membership, health club membership).
Community Pier	A private pier owned by the project that gives members access to the waterfront.
Concierge Service Coordination	Assistance with organizing a variety of personal services.
Cooling	Note: Select this answer when the air conditioning / cooling expenses for the unit are provided in common and included in the mandatory fees.
Deck	A platform that is located next to or attached to a structure and is accessible from the structure. Note: Choose this answer if the deck is a common deck available for use by all owners and guests to the project. If the deck is intended for the exclusive use of the subject unit, reference the <b>Subject Property Amenities</b> section.
Door Attendant	An individual providing courtesy and / or security services in a residential building.
EV Station	A system designed to provide on-demand charging for compatible electric vehicles. Note: Choose this answer if the EV Station is considered common area and available for use by all owners and guests to the project. If the EV Station is intended for the exclusive use of the subject unit, reference the <b>Subject Property Amenities</b> section.
Elevator	A mechanized platform used for raising and lowering people or things from one level to another.
Fitness Area	A room, area, or structure specifically designed for exercise or other physical wellness activities.
Gated Community	A community that controls access either through an automated gate or staffed security point.
Grounds Maintenance	Upkeep and / or repair of all outdoor areas not associated with a structure or dwelling (e.g., lawn mowing, landscaping, fencing, gates, irrigation systems).
Heating	Note: Select this answer when the heating expenses for the unit are provided in common and included in the mandatory fees.
Inground Pool	A self-contained and manufactured area built into the ground and designed to be filled with water designated for swimming and other aquatic uses. Does not include pools built into a structure or above-ground pools.
Inground Spa	A structure built into the ground that typically contains hot aerated water and is used for recreational and wellness activities. Note: Water spas that are not inground would be identified using Other (Describe).
Lobby	A common room near the main entrance of a building.
Ongoing Cleaning Services	Cleaning services offered for the upkeep of the unit. Note: Choose this answer if regularly scheduled cleaning services are included in the mandatory fees.
Outdoor Riding Ring	An area open to the elements, typically surrounded with fencing, that is specifically designed for horse riding.
Outdoor Shower	An area open to the elements designed to be used for personal cleaning through the use of flowing water and appropriate drainage.
Patio	A solid surface outdoor area located on the site. Note: Choose this answer if the patio is a common patio available for use by all owners and guests to the project. If the patio is intended for the exclusive use of the subject unit, reference the <b>Subject Property Amenities</b> section.
Playground	An outdoor area for children to play in.
Recreation Area	A room or area designated to be used for recreation and entertainment.
Registration Services	A service offered to short-term renters to facilitate their entry into the property. Note: Choose this answer if the registration services are included in the mandatory fees.

Common Amenities / Services Included (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Sauna	A room that is designed to be heated to high temperatures, typically with steam.
Shared Laundry Facilities	An area of a structure containing washing machines and / or dryers that are designated for the cleaning and care of clothing and linens.
Short Term Rental Services	Service offered to owners to market and rent their units on a short term basis. Note: Choose this answer if the short term rental services are included in the mandatory fees.
Sports Court	An area, either open or covered, specifically designed for one or more recreational and athletic activities.
Trash Removal	A service that removes trash.
Unit Storage	A room or area designed to secure personal belongings.
Water Access	Access rights for project residents and their guests to waterways or bodies of water. Note: Choose this answer if the water access is commonly available for use by all owners and guests to the project.
Water Frontage	The space or land within the project that is adjacent to or facing a body of water. Note: Choose this answer if the water frontage is commonly available for use by all owners and guests to the project. If the water frontage is intended for the exclusive use of the subject unit, reference the <b>Site</b> section.
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Observed Deficiencies

### Observed Deficiencies

18.014 ☐ Yes ☐ No

### Description of Deficiencies

18.015

Project Information: Observed Deficiencies				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.014	Observed Deficiencies	Required if the property is in a condominium, cooperative, or condop	Yes   No	<p>The appraiser must observe the overall project.</p> <ul style="list-style-type: none"> <li>Indicate Yes if there are deficiencies, deferred maintenance, and / or critical repairs that impact the value and / or marketability of the subject property.</li> </ul> <p>Note: If a physical deficiency, a photo must be provided, that displays in <b>Project Information Exhibits</b> with the caption "Observed Deficiency". An additional caption must be provided that includes the specific deficiency, location, and any other descriptive information as appropriate.</p>
18.015	Description of Deficiencies	Required if <i>Observed Deficiencies</i> is Yes	Free-form	Provides details and description of observed project deficiencies.

## Project Completeness

### Project Completeness

Are units, common areas, and amenities in project complete? **18.016** ☐ Yes ☐ No

Subject Property Building Complete **18.017** ☐ ☐

Converted in Past 3 Years **18.018** ☐ ☐

Project Information: Project Completeness				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
<b>18.016</b>	Are units, common areas, and amenities in project complete?	Required if the property is in a condominium, cooperative, or condop	Yes   No	<i>Project Complete:</i> Indicates whether construction of all phases, units, common areas, and amenities in the project are complete. This is specific to projects that have current ongoing construction.  Note: If No, the <i>Incomplete Project</i> row ( <b>18.065</b> ) displays in the <b>Project Factors</b> table and additional information must be provided.
<b>18.017</b>	Subject Property Building Complete	Required if <i>Project Complete</i> is No	Yes   No	Indicates whether the building containing the subject property is complete.
<b>18.018</b>	Converted in Past 3 Years	Required if the property is in a condominium, cooperative, or condop	Yes   No	Indicates whether the property has been converted into a condominium, cooperative, or condop within 3 years of the effective date of the appraisal report.  Note: If Yes, the <i>Converted in Past 3 Years</i> row ( <b>18.066</b> ) displays in the <b>Project Factors</b> table and additional information must be provided.

## Ground Rent

**Ground Rent** **18.019** ☐ ☐

Annual Amount **18.020**

Expires **18.021**

**Description of Ground Rent** **18.022**

Project Information: Ground Rent				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
<b>18.019</b>	Ground Rent	Required if the property is in a condominium, cooperative, or condop	Yes   No	Indicates whether the project is subject to ground rent.  Do not include individual ground leases applied to the subject property. Individual ground leases are captured in the <b>Subject Property</b> section ( <b>3.022</b> ) when <i>Property Rights Appraised</i> is Leasehold.
<b>18.020</b>	Annual Amount	Required if <i>Ground Rent</i> is Yes	Dollar amount	<i>Ground Rent Annual Amount</i>
<b>18.021</b>	Expires	Required if <i>Ground Rent</i> is Yes	mm/yyyy	<i>Ground Rent Expires:</i> The month and year when the project ground rent expires as per the lease.
<b>18.022</b>	Description of Ground Rent	If applicable	Free-form	Commentary could include information pertinent to the ground rent that is not captured in the discrete data above, or additional details to support the discrete data that is provided.

## Cooperative Information

### Share Counts and Proprietary Lease Expiration

#### Cooperative Information

Shares Issued and Outstanding 18.023

Proprietary Lease Expires 18.025

Shares Attributable to Subject Property 18.024

Cooperative Information: Share Counts and Proprietary Lease Expiration				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.023	Shares Issued and Outstanding	Required if the property is in a cooperative or condop	Number	The number of shares currently held by all the shareholders. Includes shares held by all project unit owners and by the sponsor and / or developer.
18.024	Shares Attributable to Subject Property	Required if the property is in a cooperative or condop	Number	The number of cooperative shares associated with the subject property.
18.025	Proprietary Lease Expires	Required if the property is in a cooperative or condop	mm/yyyy	The expiration date of the lease agreement that gives a shareholder the right to occupy a dwelling unit.

### Cooperative Project Blanket Financing

Cooperative corporations typically finance the development and upkeep of the project by obtaining one or more “blanket” mortgages or lines of credit. If the property is in a cooperative or a condop, the appraiser must report on project blanket financing. The **Project Blanket Financing** subsection includes overall information and information about each lien.

Project Blanket Financing			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Pro Rata Share	0.3847%		
<b>Lien Detail</b>	<b>First Lien</b>	<b>Second Lien</b>	
Unpaid Principal Balance	\$10,957,629		
Line of Credit		Maximum: \$1,000,000 Drawn: \$600,000	
Balloon Mortgage	No	No	
Remaining Term	21 Months	120 Months	
Monthly Payment	\$63,739	\$6,364	
Interest Rate	4.060%	5.000%	
Amortization Type	Fixed	Fixed	
Pro Rata Share of Balance Attributable to Unit	\$42,154	Maximum: \$3,847 Drawn: \$2,308.20	

### Overall

Project Blanket Financing 18.026 Yes ☐ No ☐

Pro Rata Share 18.027

Cooperative Information: Project Blanket Financing (Overall)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.026	Project Blanket Financing	Required if the property is in a cooperative or condop	Yes   No	Indicates whether the cooperative has mortgage financing that encompasses the entire project. <ul style="list-style-type: none"> <li>Yes (the <b>Project Blanket Financing</b> table displays)</li> <li>No (the <b>Project Blanket Financing</b> table does not display)</li> </ul>

Cooperative Information: Project Blanket Financing (Overall)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.027	Pro Rata Share	Required if <i>Project Blanket Financing</i> is Yes	Percent	<i>Pro Rata Share (Percent)</i> : The percentage of blanket mortgage payments that are attributable to the subject unit. Calculated: <i>Shares Attributable to Subject Property</i> (18.024) / <i>Shares Issued and Outstanding</i> (18.023), rounded to 4 decimals.

### Information For Each Lien

If there is more than one lien on the property, report them in the order of the lien position, starting with the first lien.

Lien Detail	First Lien 18.028	Second Lien 18.037	Third Lien 18.046	Fourth Lien 18.055
Unpaid Principal Balance	18.029	18.038	18.047	18.056
Line of Credit	18.030	18.039	18.048	18.057
Balloon Mortgage	18.031	18.040	18.049	18.058
Remaining Term	18.032	18.041	18.050	18.059
Monthly Payment	18.033	18.042	18.051	18.060
Interest Rate	18.034	18.043	18.052	18.061
Amortization Type	18.035	18.044	18.053	18.062
Pro Rata Share of Balance Attributable to Unit	18.036	18.045	18.054	18.063

Cooperative Information: Project Blanket Financing (Repeats for Each Lien)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.028 18.037 18.046 18.055	First Lien Second Lien Third Lien Fourth Lien	Required for each lien if <i>Project Blanket Financing</i> is Yes	First Lien   Second Lien   Third Lien   Fourth Lien	<i>Lien Priority</i> : The priority of the lien against the property.
Not on Report	This is an appraiser input that does not display	Required for each lien if <i>Project Blanket Financing</i> is Yes	Yes   No	<i>Line of Credit</i> : Indicates whether the lien is a line of credit.
18.029 18.038 18.047 18.056	Unpaid Principal Balance	Required for each lien if <i>Project Blanket Financing</i> is Yes and <i>Line of Credit</i> is No	Dollar amount	The current unpaid principal balance on the loan.
18.030 18.039 18.048 18.057	Line of Credit (Maximum:)	Required for each lien if <i>Project Blanket Financing</i> is Yes and <i>Line of Credit</i> is Yes	Dollar amount	<i>Line of Credit Maximum Amount</i> : The maximum amount that can be extended as a line of credit.
18.030 18.039 18.048 18.057	Line of Credit (Drawn:)	Required for each lien if <i>Project Blanket Financing</i> is Yes and <i>Line of Credit</i> is Yes	Dollar amount	<i>Line of Credit Drawn Amount</i> : The current amount that has been drawn from a line of credit. Note: If the line of credit is unused, enter 0.
18.031 18.040 18.049 18.058	Balloon Mortgage	Required for each lien if <i>Project Blanket Financing</i> is Yes	Yes   No	Indicates whether a final balloon payment is required to fully pay off the loan.
18.032 18.041 18.050 18.059	Remaining Term	Required for each lien if <i>Project Blanket Financing</i> is Yes	Number of months	The number of months remaining until the loan matures.

Cooperative Information: Project Blanket Financing (Repeats for Each Lien)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.033 18.042 18.051 18.060	Monthly Payment	Required for each lien if <i>Project Blanket Financing</i> is Yes	Yes   No	<i>Is Monthly Payment Known</i> : Indicates whether the payment amount is available from the blanket financing documents. If No, "Unknown" displays next to <i>Monthly Payment</i> .
18.033 18.042 18.051 18.060	Monthly Payment	Required for each lien if <i>Project Blanket Financing</i> is Yes and <i>Monthly Payment Known</i> is Yes	Dollar amount	<i>Monthly Payment</i> : The total monthly payment amount for the loan. Note: Convert all lien payments to a monthly dollar amount.
18.034 18.043 18.052 18.061	Interest Rate	Required for each lien if <i>Project Blanket Financing</i> is Yes	Yes   No	<i>Is Interest Rate Known</i> : Indicates whether the interest rate is available from the blanket financing documents. If No, "Unknown" displays next to <i>Interest Rate</i> .
18.034 18.043 18.052 18.061	Interest Rate	Required for each lien if <i>Project Blanket Financing</i> is Yes and <i>Interest Rate Known</i> is Yes	Percent	<i>Interest Rate</i> : The current interest rate for the loan.
18.035 18.044 18.053 18.062	Amortization Type	Required for each lien if <i>Project Blanket Financing</i> is Yes	Choose an allowable answer from the Definition / Additional Guidance column	A classification or description of a loan generally based on the changeability of the rate or payment over time. <ul style="list-style-type: none"> <li>Adjustable Rate</li> <li>Fixed</li> <li>Other (Describe)</li> </ul>
18.036 18.045 18.054 18.063	Pro Rata Share of Balance Attributable to Unit	Required for each lien if <i>Project Blanket Financing</i> is Yes and <i>Line of Credit</i> is No	Dollar amount	The portion of the project's unpaid blanket mortgage financing attributed to the subject unit. Calculated: <i>Pro Rata Share (Percent) x Unpaid Principal Balance</i>
18.036 18.045 18.054 18.063	Pro Rata Share of Balance Attributable to Unit (Maximum:)	Required for each lien if <i>Project Blanket Financing</i> is Yes and <i>Line of Credit</i> is Yes	Dollar amount	The portion of the project's maximum line of credit attributed to the subject unit. Calculated: <i>Pro Rata Share (Percent) x Line of Credit Maximum Amount</i>
18.036 18.045 18.054 18.063	Pro Rata Share of Balance Attributable to Unit (Drawn:)	Required for each lien if <i>Project Blanket Financing</i> is Yes and <i>Line of Credit</i> is Yes	Dollar amount	The portion of the project's drawn line of credit attributed to the subject unit. Calculated: <i>Pro Rata Share (Percent) x Line of Credit Drawn Amount</i> Note: If the line of credit is unused, enter 0.

### Project Factors and Impact to Value / Marketability

The **Project Factors** table provides information about relevant project factors that may impact the value and marketability of the units within the project, such as control of the project and amenities, ownership, commercial use, special assessments, and legal issues. Each project factor requires a determination of the impact to value and / or marketability.

The appearance of the **Project Factors** table varies based on the details of the property being appraised. This sample shows all possible rows that may display.



**Project Factors and Impact to Value/Marketability**

Project Factor	Detail	Impact	Comment
Developer/Sponsor in Control	18.064	18.074	18.084
Incomplete Project	18.065	18.075	18.085
Converted in Past 3 Years	18.066	18.076	18.086
Single Entity Ownership of Multiple Units	18.067	18.077	18.087
Single Entity Ownership of Multiple Shares	18.068	18.078	18.088
Commercial Space	18.069	18.079	18.089
Known Legal Actions	18.070	18.080	18.090
Unit Transfer Fees	18.071	18.081	18.091
Unit Special Assessments	18.072	18.082	18.092
Unit Tax Abatements or Exemptions	18.073	18.083	18.093

**Project Factors Commentary**  
 18.094

### Developer/Sponsor in Control

The *Developer/Sponsor in Control* row displays in the **Project Factors** table if the property is in a condominium, cooperative, condop, or PUD.

Project Factors: Developer/Sponsor in Control				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.064	Developer / Sponsor in Control (Detail)	Required if the property is in a condominium, cooperative, condop, or PUD	Yes   No	Indicates whether the developer, builder, or sponsor is in control of the management of the cooperative corporation or the HOA.
18.074	Developer / Sponsor in Control (Impact)	Required if <i>Developer in Control</i> is Yes	Adverse, Beneficial, or Neutral	
18.084	Developer / Sponsor in Control (Comment)	Required if <i>Impact</i> is Adverse or Beneficial, or as needed	Free-form	When Adverse or Beneficial, describe the impact to value and / or marketability. Additional commentary may be provided to include details and other information. Note: For further expansion of commentary, use <i>Project Factors Commentary</i> (18.094).

### Incomplete Project

The *Incomplete Project* row displays in the **Project Factors** table if *Project Complete* (18.016) is No.

Project Factors: Incomplete Project				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.065	Incomplete Project (Detail)	Required if <i>Project Complete</i> is No	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>Incomplete Project Elements</i> : Indicates which project elements are incomplete. <ul style="list-style-type: none"> <li>• Amenities</li> <li>• Common Elements</li> <li>• Units (including buildings and phases)</li> <li>• Other</li> </ul>
18.075	Incomplete Project (Impact)	Required if <i>Project Complete</i> is No	Adverse, Beneficial, or Neutral	

Project Factors: Incomplete Project				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.085	Incomplete Project (Comment)	Required if <i>Project Complete</i> is No	Free-form	Provide additional commentary to include details and other information about the incomplete elements. Note: For further expansion of commentary, use <i>Project Factors Commentary</i> (18.094).

## Converted in Past 3 Years

The *Converted in Past 3 Years* row displays in the **Project Factors** table if *Converted in Past 3 Years* (18.018) is Yes.

Project Factors: Converted in Past 3 Years				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.066	Converted in Past 3 Years (Detail)	Required if <i>Converted in Past 3 Years</i> is Yes	Choose an allowable answer from the Definition / Additional Guidance column	<p><i>Prior Use</i>: The original use before the project was converted to its current form of project ownership legal structure.</p> <ul style="list-style-type: none"> <li>• Apartment</li> <li>• Commercial Building</li> <li>• Hotel or Motel</li> <li>• House</li> <li>• Industrial Building</li> <li>• Other (Describe)</li> </ul> <p>Note: If the building had multiple uses in the past, choose the last use before the conversion.</p>
18.076	Converted in Past 3 Years (Impact)	Required if <i>Converted in Past 3 Years</i> is Yes	Adverse, Beneficial, or Neutral	
18.086	Converted in Past 3 Years (Comment)	Required if <i>Converted in Past 3 Years</i> is Yes	Free-form	<p>Comment on the extent of the conversion detailing new or refurbished items (e.g., mechanicals, flooring, wiring, plumbing, cabinets, and fixtures).</p> <p>Note: For further expansion of commentary, use <i>Project Factors Commentary</i> (18.094).</p>

## Single Entity Ownership of Multiple Units

The *Single Entity Ownership of Multiple Units* row displays in the **Project Factors** table if the property is in a condominium.

Project Factors: Single Entity Ownership of Multiple Units				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.067	Single Entity Ownership of Multiple Units (Detail)	Required if the property is in a condominium	Number	<i>Greatest Number of Units Owned</i> : The greatest number of units owned by a single entity in the condominium project.
18.077	Single Entity Ownership of Multiple Units (Impact)	Required if the property is in a condominium	Adverse, Beneficial, or Neutral	
18.087	Single Entity Ownership of Multiple Units (Comment)	Required if <i>Impact</i> is Adverse or Beneficial, or as needed	Free-form	<p>When Adverse or Beneficial, describe the impact to value and / or marketability. Additional commentary may be provided to include details and other information.</p> <p>Note: For further expansion of commentary, use <i>Project Factors Commentary</i> (18.094).</p>

## Single Entity Ownership of Multiple Shares

The *Single Entity Ownership of Multiple Shares* row displays in the **Project Factors** table if the property is in a cooperative or condop.

Project Factors: Single Entity Ownership of Multiple Shares				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.068	Single Entity Ownership of Multiple Shares (Detail)	Required if the property is in a cooperative or condop	Number	<i>Greatest Number of Shares Owned:</i> The greatest number of shares owned by a single entity in the cooperative project.
18.078	Single Entity Ownership of Multiple Shares (Impact)	Required if the property is in a cooperative or condop	Adverse, Beneficial, or Neutral	
18.088	Single Entity Ownership of Multiple Shares (Comment)	Required if <i>Impact</i> is Adverse or Beneficial, or as needed	Free-form	When Adverse or Beneficial, describe the impact to value and / or marketability. Additional commentary may be provided to include details and other information. Note: For further expansion of commentary, use <i>Project Factors Commentary</i> (18.094).

## Commercial Space

The *Commercial Space* row displays in the **Project Factors** table if the property is in a condominium, cooperative, or condop, and addresses commercial space in project buildings.

- When *Site Owned in Common* (3.015) is Yes, non-residential use such as Live / Work space *in the living unit* is reported in the **Unit Interior** section (10.026-10.028).
- When *Site Owned in Common* is No, non-residential uses are reported in the **Site** section (4.015-4.019 and 4.043-4.046).

Project Factors: Commercial Space				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.069	Commercial Space (Detail)	Required if the property is in a condominium, cooperative, or condop	Yes   No	<p><i>Commercial Space</i></p> <p>Select Yes if</p> <ul style="list-style-type: none"> <li>There is commercial space in the project, or</li> <li>The project's building contains commercial space, even when the HOA representing the residential owners is different from those representing the commercial owners (see Example 2 below).</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If No, "None" displays in the <i>Commercial Space</i> row.</li> <li>Project amenities or commercial parking facilities are not included in the calculation of commercial space.</li> <li>Includes underground space other than parking.</li> <li>Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</li> </ul>

Project Factors: Commercial Space				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.069	Commercial Space (Detail)	Required if <i>Commercial Space</i> is Yes	Percent	<p><b>Estimated Percentage of Commercial Space:</b> The percentage of commercial space in the project in which the subject unit is located, defined as Commercial Square Footage / Square Footage of the Project Building(s)</p> <p>Example 1: The subject unit is in a 5-story condominium project.</p> <ul style="list-style-type: none"> <li>The first floor (10,000 square feet) contains a mixture of commercial office and retail units.</li> <li>The upper four floors (each 10,000 square feet) are all residential units.</li> <li>The commercial, retail, and residential units are all within the subject's legal project.</li> </ul> <p>Report <i>Estimated Percentage of Commercial Space</i> as 20%.</p> <p>Example 2: The subject unit is in a 10-story building. Each floor is 10,000 square feet.</p> <ul style="list-style-type: none"> <li>The first 2 floors of the building are retail/commercial.</li> <li>The upper 8 floors are residential condominium units.</li> <li>The retail commercial project and the residential condominium project are separate and unrelated legal entities, sometimes referred to as a "floating" condo.</li> </ul> <p>Report <i>Estimated Percentage of Commercial Space</i> as 20%.</p> <p>Example 3: The subject unit is located in Building 1 in a condominium project with 4 buildings. Each of the buildings are 50,000 square feet.</p> <ul style="list-style-type: none"> <li>There is no commercial space in buildings 1 – 3.</li> <li>Building 4 is 100% commercial.</li> </ul> <p>Report <i>Estimated Percentage of Commercial Space</i> as 25%, and the percentage of commercial space in the subject building as 0% in <i>Commercial Space Comment</i>.</p> <p>Example 4: Project has 2 buildings; total size of each building is 40,000 square feet.</p> <ul style="list-style-type: none"> <li>Building 1 (which includes the subject unit) has no commercial space.</li> <li>Building 2 has an estimated 10,000 square feet of retail commercial space on the first floor that is a separate legal entity from the project.</li> </ul> <p>Report <i>Estimated Percentage of Commercial Space</i> as 12.5%, and the percentage of commercial space in the subject building as 0% in <i>Commercial Space Comment</i>.</p> <p>Example 5: Project has 2 buildings; total size of each building is 40,000 square feet.</p> <ul style="list-style-type: none"> <li>Building 1 has no commercial space.</li> <li>Building 2 (which includes the subject unit) has an estimated 10,000 square feet of retail commercial space on the first floor that is a separate legal entity from the project.</li> </ul> <p>Report <i>Estimated Percentage of Commercial Space</i> as 12.5%, and the percentage of commercial space in the subject building as 25% in <i>Commercial Space Comment</i>.</p>
18.079	Commercial Space (Impact)	Required if <i>Commercial Space in Project</i> is Yes	Adverse, Beneficial, or Neutral	
18.089	Commercial Space (Comment)	Required if <i>Impact</i> is Adverse or Beneficial, or as needed	Free-form	<p><b>Commercial Space Comment</b></p> <ul style="list-style-type: none"> <li>When Adverse or Beneficial, describe the impact to value and / or marketability.</li> <li>If there is more than one building in the project, provide the percentage of commercial space in the subject's building, which is defined as Commercial Square Footage of the subject's building / Total Square Footage of the subject's building</li> <li>Additional commentary may be provided to include details and other information.</li> <li>For further expansion of commentary, use <i>Project Factors Commentary</i> (18.094).</li> </ul>

## Known Legal Actions

The *Known Legal Actions* row always displays in the **Project Factors** table.

Project Factors: Known Legal Actions				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.070	Known Legal Actions (Detail)	Required if the property is in a condominium, cooperative, condop, or PUD	Yes   No	<i>Known Legal Actions</i> : Indicates whether research on the project revealed pending or current legal actions in which the HOA, sponsor, developer, or other relevant party is named in the litigation or alternative dispute resolution.  Note: If No, "None" displays in the <i>Known Legal Actions</i> row.
18.080	Known Legal Actions (Impact)	Required if <i>Known Legal Actions</i> is Yes	Adverse, Beneficial, or Neutral	
18.090	Known Legal Actions (Comment)	Required if <i>Known Legal Actions</i> is Yes, or as needed	Free-form	Commentary on the nature of the litigation or alternative dispute resolution, sources of information, a description of the impact to value and / or marketability, and any other details.  Note: For further expansion of commentary, use <i>Project Factors Commentary</i> (18.094).

## Unit Transfer Fees

The *Unit Transfer Fees* row displays in the **Project Factors** table if the property is in a condominium, cooperative, or condop.

Project Factors: Unit Transfer Fees				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.071	Unit Transfer Fees (Detail)	Required if the property is in a condominium, cooperative, or condop	Yes   No	<i>Transfer Fees</i> : Indicates whether transferring ownership incurs a fee that is due to the HOA or cooperative board. May also be referred to as "flip taxes" such as in New York City.  Note: If No, "None" displays in the <i>Unit Transfer Fees</i> row.
18.071	Unit Transfer Fees (Detail)	Required if <i>Transfer Fees</i> is Yes	Dollar amount	<i>Transfer Fee Amount</i>  Note: If the transfer fee is a percentage, convert it to a dollar amount.
18.081	Unit Transfer Fees (Impact)	Required if <i>Transfer Fees</i> is Yes	Adverse, Beneficial, or Neutral	
18.091	Unit Transfer Fees (Comment)	Required if <i>Transfer Fees</i> is Yes, or as needed	Free-form	Commentary on the nature of the transfer fee, sources of information, a description of the impact to value and / or marketability, and any other details.  Note: For further expansion of commentary, use <i>Project Factors Commentary</i> (18.094).

## Unit Special Assessments

The *Unit Special Assessments* row displays in the **Project Factors** table if the property is in a condominium, cooperative, condop, or PUD.

Note: Do not include special **tax** assessments. These are reported in the **Subject Property** section (3.008-3.009).

### Special Assessment Types and Associated Amounts

Project Factors: Unit Special Assessments				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.072	Unit Special Assessments (Detail)	Required if the property is in a condominium, cooperative, or condop, or PUD	Choose an allowable answer from table ( <a href="#">Special Assessment Amount Type</a> )	<p><i>Special Assessment Amount Type</i>: The appraiser must analyze and report on proposed and existing special assessments for the <b>project or PUD</b>.</p> <ul style="list-style-type: none"> <li>None</li> <li>Existing</li> <li>Proposed</li> </ul>
18.072	Unit Special Assessments (Detail)	Required if <i>Project Special Assessment Timing</i> is Existing, or if <i>Project Special Assessment Amount Type</i> is Proposed and available	Dollar amount	<p><i>Project Special Assessment Amount</i>: The total remaining amount that the association has charged or will charge the <b>unit</b> for items above and beyond normally scheduled dues.</p>

Project Factors – Special Assessment Amount Type (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
None	<p>Choose this answer if there are no existing or proposed special assessments for the project.</p> <p>Note: Do not choose this answer if there is an existing special assessment, even if it has been fully paid by the unit owner.</p>
Existing	<p>Choose this answer when a special assessment has been charged to the unit.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>If this answer is selected, provide the <i>Project Special Assessment Amount</i> remaining for the unit.</li> <li>If there is an existing special assessment that has been fully paid by the unit owner, choose this answer and enter zero (0) for <i>Project Special Assessment Amount</i>.</li> </ul>
Proposed	<p>Choose this answer when the appraiser has been made aware of a planned special assessment, regardless of whether the amount is known. This includes any special assessment that the board and, if required, owners, have approved but the board has not initiated collection.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>If the amount is known to the appraiser, provide the <i>Project Special Assessment Amount</i> to be charged to the unit.</li> <li>If the amount is unknown to the appraiser, leave <i>Project Special Assessment Amount</i> blank, and provide commentary in <i>Special Assessments Comment</i>.</li> </ul>

### Special Assessment Impact and Comment

Project Factors: Unit Special Assessments				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.082	Unit Special Assessments (Impact)	Required if <i>Project Special Assessment Amount Type</i> is Existing or Proposed	Adverse, Beneficial, or Neutral	
18.092	Unit Special Assessments (Comment)	Required if <i>Project Special Assessment Amount Type</i> is Existing or Proposed, or as needed	Free-form	<p><i>Special Assessments Comment</i></p> <p>Commentary on the reason for the special assessment(s), sources of information, a description of the impact to value and / or marketability, and any other details.</p> <p>Note: For further expansion of commentary, use <i>Project Factors Commentary</i> (18.094).</p>

## Unit Tax Abatements or Exemptions

The *Unit Tax Abatements or Exemptions* row always displays in the **Project Factors** table.

Project Factors: Unit Tax Abatements or Exemptions				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.073	Unit Tax Abatements or Exemptions (Detail)	Required if the property is in a condominium, cooperative, condop, or PUD	Yes   No	<i>Tax Abatement or Exemption</i> : Indicates whether a tax reduction or exemption has been granted. Note: If No, "None" displays in the <i>Unit Tax Abatements or Exemptions</i> row.
18.073	Unit Tax Abatements or Exemptions (Detail)	Required if <i>Tax Abatement or Exemption</i> is Yes, and the amount is known	Dollar Amount	<i>Tax Abatement or Exemption Amount</i> : The annual amount granted in tax reductions or exemptions. Note: If estimated, provide commentary as to how the estimation was done in <i>Project Factors Commentary</i> (18.094).
18.073	Unit Tax Abatements or Exemptions (Detail)	Required if <i>Tax Abatement or Exemption</i> is Yes, and the expiration date is known	mm/yyyy	<i>Tax Abatement or Exemption Expiration</i> : Indicates when the tax reduction or exemption expires.
18.083	Unit Tax Abatements or Exemptions (Impact)	Required if <i>Tax Abatement or Exemption</i> is Yes	Adverse, Beneficial, or Neutral	
18.093	Unit Tax Abatements or Exemptions (Comment)	Required if <i>Tax Abatement or Exemption</i> is Yes, or as needed	Free-form	Commentary on the nature of the tax abatement, sources of information, a description of the impact to value and / or marketability, and any other details. Note: For further expansion of commentary, use <i>Project Factors Commentary</i> (18.094).

## Project Factors Commentary

Project Factors Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.094	Project Factors Commentary	If applicable	Free-form	Overall commentary for all project factors. <ul style="list-style-type: none"> <li>Details captured above that require additional support</li> <li>Information pertinent to project factors impacting value and /or marketability that is not captured in the details above</li> </ul>



## Project Information Commentary

### Project Information Commentary

18.095

Project Information Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
18.095	Project Information Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Project Information</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Project Information Exhibits

All photos or images related to the **Project Information** section are displayed in the **Project Information Exhibits** subsection. If there are no photos or images, this subsection does not display.

Project Information Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Project Information Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Project Information</b> section may be provided, which display in <b>Project Information Exhibits</b> . If the photo or image is not specifically indicated above, provide an additional caption.

## 19 Subject Listing Information

The **Subject Listing Information** section includes information about current and relevant listings of the subject property, with a minimum 1 year look back. This section provides space for analysis and exhibits, and always displays.

### Relevant Listings

**Current or Relevant Listings** 19.000

Data Source 19.001

Subject Listing Information: Relevant Listings				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
19.000	Current or Relevant Listings	Always required	Yes   No	Indicates whether there are current or relevant listings for the subject property. Notes: <ul style="list-style-type: none"> <li>If Yes, the <b>Information for Each Listing</b> table (19.002-19.009) displays.</li> <li>If No, "None" displays.</li> <li>Do not report listings that resulted in a sale. These are reported in the <b>Prior Sale and Transfer History</b> section.</li> </ul>
19.001	Data Source	Required if <i>Current or Relevant Listings</i> is No	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Data Source for No Relevant Listings:</i> Data source(s) used to determine that there are no current or relevant listings for the subject property.</p> <ul style="list-style-type: none"> <li>Assessor Record</li> <li>Builder or Developer</li> <li>Condominium Questionnaire</li> <li>Cooperative Board</li> <li>Cooperative Questionnaire</li> <li>Data Aggregator</li> <li>Homeowners Association</li> <li>Land Survey</li> <li>MLS</li> <li>Previous Appraisal File</li> <li>Property Management Company</li> <li>Property Owner</li> <li>Property Tenant</li> <li>Real Estate Agent</li> <li>Other (Describe)</li> </ul> <p>For reference, see the Statement of Assumptions and Limiting Conditions relevant to data sources and Appraiser Certification 8.</p>

### Information for each Listing

A row displays for each relevant listing of the subject property.

Listing Status	Listing Type	Listing ID	Start Date	End Date	DOM	Starting List Price	Current or Final List Price
19.002	19.003	19.004	19.005	19.006	19.007	19.008	19.009
				Total DOM	19.010		

**Analysis of Subject Property Listing History**

19.011

Subject Listing Information: Information for each Listing				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
19.002	Listing Status	Required for each listing if <i>Current or Relevant Listings</i> is Yes	Choose an allowable answer from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Active</li> <li>Off Market (previously in MLS)</li> <li>Pending</li> </ul> Note: Settled sales are reported in the <b>Prior Sale and Transfer History</b> section and not here.
19.003	Listing Type	Required for each listing if <i>Current or Relevant Listings</i> is Yes	Choose an allowable answer from table ( <a href="#">Listing Type</a> )	<ul style="list-style-type: none"> <li>Auction</li> <li>FSBO</li> <li>MLS</li> <li>Other (Describe)</li> </ul>
19.004	Listing ID	Required when <i>Listing Type</i> is MLS, or if applicable	Free-form	A unique number or identifier assigned to the listing by the <i>Listing Type</i> . If <i>Listing Type</i> is MLS, this is commonly referred to as the MLS number. Note: MLS <i>Listing ID</i> must be provided if it exists. If no MLS Listing ID is available, include any non-MLS identifiers used by third-party services.
19.005	Start Date	If available for each listing when <i>Current or Relevant Listings</i> is Yes	mm/dd/yyyy	<i>Listing Start Date</i> : The date the listing was created.
19.006	End Date	If available for each listing when <i>Current or Relevant Listings</i> is Yes	mm/dd/yyyy	<i>Listing End Date</i> : The date the listing was no longer offered for sale.
19.007	DOM	Required for each listing when <i>Current or Relevant Listings</i> is Yes	Number	<i>Days on Market</i> : The number of days the listing was on the market as of the appraisal effective date or the <i>Listing End Date</i> . Notes: <ul style="list-style-type: none"> <li>Enter zero (0) for properties that were not listed on the open market through a publicly available source (e.g., <i>Listing Type</i> is FSBO (For Sale by Owner)).</li> <li>Enter 1 for properties that were listed on the market and placed under contract on the same day.</li> <li>For all other scenarios, enter the actual days on market that apply to the listing.</li> <li>The most recent listing is displayed in the <b>Sales Comparison Approach</b> section.</li> </ul>
19.008	Starting List Price	If available for each listing when <i>Current or Relevant Listings</i> is Yes	Dollar amount	
19.009	Current or Final List Price	Required for each listing when <i>Current or Relevant Listings</i> is Yes	Dollar amount	<i>List Price</i> : The last known list price for the transaction.

Listing Type (Choose one)	
Allowable Answer	Definition / Additional Guidance
Auction	Property offered for public sale through a bidding process.
For Sale by Owner (FSBO)	A property that is being placed for sale by the owner, without licensed real estate professional representation, which may include the use of an online real estate service.
MLS	A database established by cooperating real estate brokers to provide property characteristics and transaction information. Note: Select this answer if the listing is available on an MLS in addition to other third-party sites.
Other (Describe)	Select Other to enter an answer that is not in the above list (e.g., Builder). Note: Select this answer when there is licensed real estate professional representation, but the property was not broadly marketed through the MLS, i.e., "pocket listing".

## Total Days on Market

Subject Listing Information: Total Days on Market				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
19.010	Total DOM	Required if <i>Current or Relevant Listings</i> is Yes	Number	<p><i>Total Days on Market</i>: Number of days that the subject was actively available on the market.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Represents the sum of <i>Days on Market</i> for all listings in the table.</li> <li>Does not include breaks within listings or between listing periods.</li> <li>Can be 0, such as when the only listing was not listed on the open market through a publicly available source (e.g., <i>Listing Type</i> is FSBO (For Sale by Owner))</li> </ul>

## Analysis of Subject Property Listing History

Subject Listing Information: Analysis of Subject Property Listing History				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
19.011	Analysis of Subject Property Listing History	Required if <i>Current or Relevant Listings</i> is Yes	Free-form	The appraiser must analyze information pertinent to the subject listing history that is not captured in the discrete data. This could include an explanation of why there are variations from the typical time on market or multiple times on and off the market.

## Subject Listing Information Exhibits

All photos or images related to the **Subject Listing Information** section are displayed in the **Subject Listing Information Exhibits** subsection. If there are no photos or images, this subsection does not display.

Project Information Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Subject Listing Information Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Subject Listing Information</b> section may be provided, which display in <b>Subject Listing Information Exhibits</b> . If the photo or image is not specifically indicated above, provide an additional caption.

## 20 Sales Contract

The **Sales Contract** section includes information from the sales contract for the subject property including price, personal property, and sales concessions. This section provides space for additional analysis and exhibits.

The **Sales Contract** section displays if there is an active sales contract associated with the property.

### General Information

Is there a sales contract?	20.000	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Contract Price</b>	20.004
Was sales contract information analyzed?	20.001	<input type="checkbox"/> <input type="checkbox"/>	<b>Contract Date</b>	20.005
Does this appear to be an arm's length transaction?	20.002	<input type="checkbox"/> <input type="checkbox"/>	<b>Transfer Terms</b>	20.006
Non-Arm's Length Commentary 20.003			<b>Personal Property Conveyed</b>	20.007

*Personal property is not included in the appraiser's final opinion of value*

Sales Contract: General information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
20.000	Is there a sales contract?	Always required	Yes   No	Indicates whether there is an active sales contract associated with the property. <ul style="list-style-type: none"> <li>If No, the <b>Sales Contract</b> section does not display.</li> </ul>
20.001	Was sales contract information analyzed?	Required if <i>Is There a Sales Contract</i> is Yes	Yes   No	<p><b>Sales Contract Information Analyzed:</b> Indicates whether the appraiser reviewed and analyzed the sales contract for the subject purchase transaction.</p> <p>If No, the appraiser must provide commentary in <i>Sales Contract Analysis</i> as to the reasons why the sales contract was not analyzed.</p> <ul style="list-style-type: none"> <li>This must include a description of the appraiser's source of the information about the sales transaction, efforts made to obtain the sales contract, and why the sales contract was not provided.</li> <li>If the appraiser was not provided with the contract and becomes aware of details through other means that they wish to report (such as Contract Price or Contract Date), this can also be addressed in <i>Sales Contract Analysis</i>.</li> </ul>
20.002	Does this appear to be an arm's length transaction?	Required if <i>Is There a Sales Contract</i> is Yes	Yes   No	<b>Appears to be Arm's Length Transaction:</b> Indicates whether this is an arm's length transaction.
20.003	Non-Arm's Length Commentary	Required if <i>Appears to be Arm's Length Transaction</i> is No	Free-form	Describes the relationship between the parties in the transaction.
20.004	Contract Price	Required if <i>Sales Contract Information Analyzed</i> is Yes	Dollar amount	The dollar amount stated in the sales contract.
20.005	Contract Date	Required if <i>Sales Contract Information Analyzed</i> is Yes	Date	The date the sales contract was fully executed.

Sales Contract: General information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
20.006	Transfer Terms	Required if <i>Sales Contract Information Analyzed</i> is Yes	Choose an allowable answer from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Court Ordered Non-Foreclosure Sale</li> <li>Estate Sale</li> <li>Foreclosure Sale</li> <li>Land Sale</li> <li>Pre-Subdivision Sale</li> <li>Relocation Sale</li> <li>REO Sale</li> <li>Sale Between Related Parties</li> <li>Short Sale</li> <li>Typically Motivated (e.g., Arm's Length sale)</li> <li>Other (Describe) (e.g., Private Sale)</li> </ul> Note: If more than one <i>Transfer Term</i> applies, select the most applicable one.
20.007	Personal Property Conveyed	Required if <i>Sales Contract Information Analyzed</i> is Yes	Yes   No	Indicates whether personal property is included in the sales contract.  If Yes, provide further details in <i>Sales Contract Analysis</i> (20.011).
20.007	Personal Property Conveyed	Displays when <i>Personal Property Conveyed</i> is Yes	N/A	<i>Personal property is not included in the appraiser's final opinion of value</i>

### Financial Sales Concessions

The **Financial Sales Concessions** subsection displays if the sales contract information was analyzed.

Financial Sales Concessions		<i>Financial assistance paid by or on behalf of the seller as an inducement to purchase the subject property</i>
Known Sales Concessions	20.008	
Total Sales Concessions	20.009	
Typical for Market	20.010	

Sales Contract: Financial Sales Concessions				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
20.008	Financial Sales Concessions	Displays if <i>Sales Contract Information Analyzed</i> is Yes	N/A	<i>Financial assistance paid by or on behalf of the seller as an inducement to purchase the subject property</i>
20.008	Known Sales Concessions	Required if <i>Sales Contract Information Analyzed</i> is Yes	Yes   No	Indicates whether there is a concession in the sales contract.
20.009	Total Sales Concessions	Required if <i>Known Sales Concessions</i> is Yes	Yes   No	<i>Sales Concession Amount Known:</i> Indicates whether the total amount of sales concessions is known. <ul style="list-style-type: none"> <li>If No, "Unknown" displays next to <i>Total Sales Concessions</i>.</li> </ul>
20.009	Total Sales Concessions	Required if <i>Sales Concessions Amount Known</i> is Yes	Dollar amount	<i>Total Sales Concessions:</i> The total dollar amount of the value of all sales concessions granted by an interested party, including monetary, furniture, carpeting, decorator allowances, automobiles, vacations, securities, giveaways, or other sales incentives.
20.010	Typical for Market	Required if <i>Sales Concessions Amount Known</i> is Yes	Yes   No	Indicates whether sales concessions are typical in the market location.

## Sales Contract Analysis

### Sales Contract Analysis

20.011

Sales Contract Analysis				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
20.010	Sales Contract Analysis	Required if <i>Sales Contract Information Analyzed</i> is No, or if <i>Personal Property Conveyed</i> is Yes, or if relevant	Free-form	Details captured above that require additional support, including: <ul style="list-style-type: none"> <li>The reasons why the contract was not analyzed. This must include a description of the appraiser's source of the information about the sales transaction, efforts made to obtain the contract, and why the contract was not provided.</li> <li>Information about personal property included in sale.</li> <li>Details and other information relevant to this section</li> </ul>

## Sales Contract Exhibits

All photos or images related to the **Sales Contract** section are displayed in the **Sales Contract Exhibits** subsection. If there are no photos or images, this subsection does not display.

Sales Contract Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Sales Contract Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Sales Contract</b> section may be provided, which display in <b>Sales Contract Exhibits</b> . Provide a caption to identify each photo or image.

## 21 Prior Sale and Transfer History

The **Prior Sale and Transfer History** section always displays and includes information and analysis regarding the recent transfer history of the subject property, and of the comparables appearing in the **Sales Comparison Approach** section. This section provides space for analysis and exhibits.

### Subject Property for the Past Three Years / Comparables for Past Year

The appraiser must report on all **prior** sales or transfers (not the current sale) for:

- Subject property for three years prior to the effective date of the appraisal, or longer if relevant.
- Each comparable property in the **Sales Comparison Approach**:
  - For the comparables, this section is for reporting sales that occurred within one year prior to the sale or listing reported in the **Sales Comparison Approach**. Do not repeat the same information that is already reported in the **Sales Comparison Approach**.
  - Settled Sales: All sales or transfers 12 months prior to the comparable sale date as reported in the **Sales Comparison Approach**.
  - All other non-settled comparables (Active, Pending, or Off Market): All sales or transfers 12 months prior to the effective date of the appraisal.

### Subject Transfer History

#### Example: Prior Sales for Subject Property

##### Subject Transfer History

*Prior sales and/or transfers of the subject property (minimum 3 year look back)*

Transfer Terms	Date	Amount	Data Source
Typically Motivated	07/10/2017	\$700,000	Assessor Record MLS

**Analysis of Prior Sale and Transfer History of Subject Property** There has been little fluctuation in the market during the past 4 years.

#### Example: No Prior Sales for Subject Property

##### Subject Transfer History

*Prior sales and/or transfers of the subject property (minimum 3 year look back)*

<b>Prior Sales or Transfers</b>	None
Data Source	MLS

**Analysis of Prior Sale and Transfer History of Subject Property** Only prior sale of the subject was when it was a new construction in 2004.

##### Subject Transfer History

*Prior sales and/or transfers of the subject property (minimum 3 year look back)*

<b>Prior Sales or Transfers</b>	21.000
Data Source	21.001

Transfer Terms	Date	Amount	Data Source
21.002	21.003	21.004	21.005

**Analysis of Prior Sale and Transfer History of Subject Property** 21.006



Prior Sale and Transfer History: Subject Transfer History				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
21.000	Prior Sales or Transfers	Always required	Yes   No	<ul style="list-style-type: none"> <li>Yes (there are relevant sales or transfers, either within or beyond the reporting period)</li> <li>No (there are no relevant sales or transfers. "None" displays, and the <b>Transfer Terms</b> table does not display).</li> </ul>
21.001	Data Source	Required if <i>Prior Sales or Transfers</i> is No	Choose one or more allowable answers from the Definition / Additional Guidance column	<p>Data source(s) used to research the prior sale or transfer history.</p> <ul style="list-style-type: none"> <li>Assessor Record</li> <li>Builder or Developer</li> <li>Cooperative Board</li> <li>Data Aggregator</li> <li>Deed</li> <li>Homeowners Association</li> <li>MLS</li> <li>Previous Appraisal File</li> <li>Property Management Company</li> <li>Property Owner</li> <li>Property Tenant</li> <li>Other (Describe)</li> </ul> <p>For reference, see the Statement of Assumptions and Limiting Conditions relevant to data sources and Appraiser Certification 8.</p>

## Comparable Transfer History

The **Comparable Transfer History** subsection shows information about each comparable in the **Sales Comparison Approach** section.

### Comparable Transfer History

*Prior sales and/or transfers of the comparable properties from the 'Sales Comparison Approach' section (minimum 1 year look back)*

#	Transfer Terms	Date	Amount	Data Source
#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 MLS
#4	None			MLS

**Analysis of Prior Sale and Transfer History of Comparable Sales** There was no information regarding material changes to Comparable #2 made known to the appraiser. Concerning Comparable #3, a kitchen remodel occurred prior to the most recent transfer, supporting an increase in price.

### Comparable Transfer History

*Prior sales and/or transfers of the comparable properties from the 'Sales Comparison Approach' section (minimum 1 year look back)*

#	Transfer Terms	Date	Amount	Data Source
21.007	21.008	21.009	21.010	21.011

**Analysis of Prior Sale and Transfer History of Comparable Sales** 21.012

Comparable Transfer History				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
21.007	#	Required for each comparable in the <b>Sales Comparison Approach</b> section	1, 2, 3, ...	The numerical order assigned by the appraiser to each comparable in the <b>Sales Comparison Approach</b> section (22.01.06), commonly referred to as the "comp number."
21.008	Transfer Terms	Required for each comparable in the <b>Sales Comparison Approach</b> section	Yes   No	<i>Prior Sales or Transfers for Comparable</i> <ul style="list-style-type: none"> <li>Yes (there are relevant sales or transfers, either within or beyond the reporting period).</li> <li>No (there are no relevant sales or transfers. "None" displays, and the appraiser must also report their <i>Data Source(s)</i>).</li> </ul>
21.011	Data Source	Required if <i>Prior Sales or Transfers</i> is No for the Comparable	Choose one or more allowable answers from the Definition / Additional Guidance column	Data source(s) used to research the prior sale or transfer history. <ul style="list-style-type: none"> <li>Assessor Record</li> <li>Builder or Developer</li> <li>Cooperative Board</li> <li>Data Aggregator</li> <li>Deed</li> <li>Homeowners Association</li> <li>MLS</li> <li>Previous Appraisal File</li> <li>Property Management Company</li> <li>Property Owner</li> <li>Property Tenant</li> <li>Other (Describe)</li> </ul> For reference, see the Statement of Assumptions and Limiting Conditions relevant to data sources and Appraiser Certification 8.

### Information for each Sale or Transfer

If more than one prior sale or transfer of the subject property or any of the comparable sales occurred within the applicable time period, the appraiser must provide all the applicable details for each.

Prior Sale and Transfer History Details (for Subject and Each Comparable)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
21.002 21.008	Transfer Terms	Required for each sale or transfer	Choose an allowable answer from table ( <a href="#">Ownership Transfer Type</a> )	<i>Ownership Transfer Type</i> : The type of ownership transfer of real property as recognized in the jurisdiction in which it is located. <ul style="list-style-type: none"> <li>Deed Transfer Only</li> <li>Sale</li> </ul>

Prior Sale and Transfer History Details (for Subject and Each Comparable)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
21.002 21.008	Transfer Terms	Required for each sale or transfer if <i>Ownership Transfer Type</i> is Sale	Choose an allowable answer from table ( <a href="#">Prior Sale Type</a> )	<p><i>Prior Sale Type</i>: The terms of the prior sale or transfer.</p> <ul style="list-style-type: none"> <li>• Court Ordered Non-Foreclosure Sale</li> <li>• Estate Sale</li> <li>• Foreclosure Sale</li> <li>• Land Sale</li> <li>• Pre-Subdivision Sale</li> <li>• Sale Between Related Parties</li> <li>• Relocation Sale</li> <li>• REO Post Foreclosure Sale</li> <li>• Short Sale</li> <li>• Typically Motivated</li> <li>• Other (Describe)</li> </ul> <p>Note: If more than one <i>Transfer Term</i> applies, select the most applicable one and provide details in:</p> <ul style="list-style-type: none"> <li>• <i>Analysis of Prior Sale or Transfer History of Subject Property</i> (21.006).</li> <li>• <i>Analysis of Prior Sale or Transfer History of Comparable Sales</i> (21.012).</li> </ul>
21.003 21.009	Date	Required for each sale or transfer	mm/dd/yyyy	The date of the prior sale or transfer.
21.004 21.010	Amount	If available for each sale or transfer	Dollar amount	<p><i>Prior Sale or Transfer Amount</i>: The dollar amount of the prior sale or transfer.</p> <p>Provide the dollar amount of the prior sale or transfer, if known, in whole dollars. Fractional amounts must be rounded to the nearest dollar. For transfers with no monetary consideration such as gifts etc., report \$0.</p> <p>If the dollar amount is not available, provide the <i>Ownership Transfer Amount Not Available Reason</i>, as indicated below.</p>
21.004 21.010	Amount	Required for each sale or transfer if <i>Prior Sale or Transfer Amount</i> is not provided	Choose an allowable answer from table ( <a href="#">Reason Price Not Available</a> )	<p><i>Ownership Transfer Amount Not Available Reason</i>: The reason why the prior transfer price is not available for the transaction. In some jurisdictions, the price of prior sale(s) or transfer(s) is not disclosed in the public records or not otherwise available to the appraiser in the normal course of business.</p> <ul style="list-style-type: none"> <li>• Not Disclosed</li> <li>• Not Recorded</li> <li>• Other (Describe)</li> </ul>
21.005 21.011	Data Source	Required for each sale or transfer	Choose one or more allowable answers from the Definition / Additional Guidance column	<p>Data source(s) used to research the prior sale or transfer history.</p> <ul style="list-style-type: none"> <li>• Assessor Record</li> <li>• Builder or Developer</li> <li>• Cooperative Board</li> <li>• Data Aggregator</li> <li>• Deed</li> <li>• Homeowners Association</li> <li>• MLS</li> <li>• Previous Appraisal File</li> <li>• Property Management Company</li> <li>• Property Owner</li> <li>• Property Tenant</li> <li>• Other (Describe)</li> </ul> <p>For reference, see the Statement of Assumptions and Limiting Conditions relevant to data sources and Appraiser Certification 8.</p>

### Prior Sale or Transfer Types

Indicate the *Prior Sale Type* from the list of allowable answers. If more than one sale type can apply to a prior sale or transfer, select the most applicable one, and comment on any additional sale types that applied for the transfer in *Analysis of Prior Sales and Transfer History of Subject Property* (21.006) or *Analysis of Prior Sales and Transfer History of Comparables* (21.012), as applicable.

Ownership Transfer Type (Choose one for each Sale or Transfer)	
Allowable Answer	Definition / Additional Guidance
Deed Transfer Only	A non-sale deed transfer or recordation (e.g., quitclaim deed).
Sale	A sale transaction.

Prior Sale Type (Choose one for each Sale)	
Allowable Answer	Definition / Additional Guidance
Court Ordered Non-Foreclosure Sale	A sale in which a judge has ordered the sale of the property for purposes other than foreclosure or estate resolution.
Estate Sale	A sale as a result of disposition of assets from an estate.
Foreclosure Sale	A forced sale of the property as a result of default.
Land Sale	The sale of undeveloped or minimally developed land.
Pre-Subdivision Sale	The sale of a parcel prior to subdivision resulting in the splitting of the property into multiple parcels. Select this answer when reporting the details of the original un-subdivided sale. Example: 30,000 square foot lot with previous sale of \$100,000, subsequently subdivided into three lots, with the subject (or comparable) selling for less than \$100,000.
Sale Between Related Parties	The sale of a property in which the buyer and seller have a relationship independent of the transaction (e.g., business partners, family members, employer/employee, landlord/tenant).
Relocation Sale	A property being sold as part of a relocation program.
REO Post Foreclosure Sale	The sale of a property from inventory that has been acquired through foreclosure, deed-in-lieu of foreclosure, or similar legal processes by the lien holder (e.g., a bank selling property to individual(s) or to another entity).
Short Sale	A sale of property in which the lien holder accepts less than the debt or obligation against the property.
Typically Motivated	A sale that occurs under open and competitive market conditions where both parties are well informed, acting in their own best interest. Note: Most arm's length sales are typically motivated.
Other (Describe)	Select Other to enter an answer that is not in the above list, e.g., Private Sale.

Reason Price Not Available (If applicable, choose one for each Sale or Transfer)	
Allowable Answer	Definition / Additional Guidance
Not Disclosed	Sale or transfer price is not available to the general public or to the appraiser in the normal course of business. Example: Non-disclosure states
Not Recorded	Information not on file in the local jurisdictional authority. Example: Delays in recording
Other (Describe)	Select Other to enter an answer that is not in the above list. Example: Confidentiality requested by client

## Analysis of Prior Sales and Transfers

Analysis of Prior Sales and Transfers				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
21.006	Analysis of Prior Sale or Transfer History of Subject Property	Always required	Free-form	The appraiser must explain the results of their analysis including research performed, details of the transactions, and any differences between the sales or transfers.
21.012	Analysis of Prior Sale or Transfer History of Comparable Sales	Always required	Free-form	The appraiser must explain the results of their analysis including research performed, details of the transactions, and any differences between them.

## Prior Sale and Transfer History Exhibits

All photos or images related to the Prior Sale and Transfer History section are displayed in the **Prior Sale and Transfer History Exhibits** subsection. If there are no photos or images, this subsection does not display.

Prior Sale and Transfer History Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Prior Sale and Transfer History Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Prior Sale and Transfer History</b> section may be provided, which display in <b>Prior Sale and Transfer History Exhibits</b> . If the photo or image is not specifically indicated above, provide a caption to further identify the photo.

## 22 Sales Comparison Approach

The **Sales Comparison Approach** section captures a market analysis of the subject property via a grid of comparable transactions (comps) and their characteristics. The “sales grid” (or “sales comparison grid”) displays a summary of the evidence in support of the appraiser’s opinion of value in the form of market-driven adjustments for differences in characteristics. The section provides space for commentary and exhibits.

Due to the expandable nature of the sales comparison grid:

- Do not represent the same information more than once in the sales grid.
- Do not duplicate line items and/or their adjustments.

The **Sales Comparison Approach** displays when the field *Sales Comparison Approach Developed by Appraiser* is Yes, and the “When to Include” column in this chapter reflects this.

Sales Comparison Approach Developed by Appraiser				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Always required	Yes   No	<i>Sales Comparison Approach Developed by Appraiser</i> <ul style="list-style-type: none"> <li>• Yes (The <b>Sales Comparison Approach</b> section is included)</li> <li>• No (The <b>Sales Comparison Approach</b> section is not included)</li> </ul> Note: <i>Sales Comparison Approach Developed by Appraiser</i> does not display.

The **Sales Comparison Approach** section may include some or all of the following subsections (“gray bars”):

- General Information (always displays)
- Project Information (if applicable, or if relevant)
- Site (always displays)
- Water Frontage with Private Access (if applicable)
- Dwelling(s) (always displays)
- Energy Efficient and Green Features (if relevant)
- Unit(s) (always displays)
- Quality and Condition (always displays)
- Property Amenities (if relevant)
- Vehicle Storage (always displays)
- Outbuilding (if applicable)
- Summary (always displays)
- Reconciliation of Sales Comparison Approach (always displays)

- Sales Comparison Map (always displays)
- Additional Properties Analyzed Not Used (if relevant)
- Sales Comparison Approach Exhibits (always displays)

## Key Concepts

### Subject and Comparable Information

#### *Subject Property Information in the Sales Comparison Grid*

Information previously entered for the subject property populates from the applicable section to the sales comparison grid and does not have to be re-entered.

- The “Origin of Subject Property Information” column in this chapter shows the original location of the information.
- Reference the original section for detailed definitions of the allowable answers.

There is other information that the appraiser must input directly into the sales comparison grid.

#### *Fields that are Not Applicable in the Sales Comparison Grid*





If a specific field in the sales grid is not applicable for the subject or a given comparable, the cell is either grayed out or displays a dash (—).

### Grayed Out Cells

Information that is never applicable for the subject property or comparables is grayed out in the sales comparison grid.

Examples:

- *Proximity to Subject*, *Same Builder as Subject*, and *Sale Date* are not applicable for the subject property and are always grayed out.
- *Same Builder as Subject* is not adjustable, so the adjustment cell is always grayed out.

	Subject Property	Comparable #1	Comparable #2	Comparable #3
<b>General Information</b>				
Property Address	123 Anywhere St Some City, VA 20141	345 Somewhere Ave Some City, VA 20141	222 Canal Blvd Anywhere City, VA 20141	98761 State Rd 3 Anywhere City, VA 20141
	 This is where the Subject Property photo would display.	 This is where the Comparable 1 photo would display.	 This is where the Comparable 2 photo would display.	 This is where the Comparable 3 photo would display.
Data Source		MLS   675498237	MLS   87598763	MLS   65478326
Proximity to Subject		3.71 Miles SE	6.32 Miles NE	9.09 Miles SE
Same Builder as Subject		No	No	No

## Cells Displaying a Dash

Information that is not applicable for the appraisal displays a dash (—) in the sales comparison grid.

Examples:

- If there is no sales contract, or *Sales Contract Analyzed* is No, the following cells display a dash for the subject property to show that the information is not applicable.
  - Contract Price (if the row is included in the sales comparison grid)
  - Sales Concessions
  - Contract Date

List Price	—	\$340,000	\$229,999	\$265,000
Listing Status	—	Settled Sale	Settled Sale	Settled Sale
Contract Price	—	—	—	—
Sale Price		\$325,000	\$219,950	\$247,000
Sales Concessions	—	No	No	No
Contract Date	—	09/15/2021	12/05/2021	11/15/2021
		\$0	\$0	\$0

- If the subject is in a project and the comparable is not, the cell(s) display a dash to show that project information is not applicable for the comparable.



## Rows that May Display in the Sales Comparison Grid

There are three ways that rows display in the sales comparison grid depending on characteristics of the subject and / or comparables.

- Rows that always display (e.g., Property Address, Year Built, and Attached/Detached), *or*
- Rows that display if applicable based on property characteristics (e.g., Project Information, Water Frontage, and ADU), *or*
- Dynamic rows that display if relevant to support adjustments, analysis, and conclusions

Examples:

Report Label	Row Always Displays	Row Displays if Applicable	Row Displays if Relevant
Year Built	√		
Quality (Interior)	√		
Condition (Interior)	√		
Hazard Zone		When the subject or any comparable is in a Hazard Zone	
Project Name   Same Project as Subject		When the subject or any comparable is in a condo, co-op, or condop	
<i>Townhouse End Unit</i>			√
<i>Cooling</i>			√

For a full list, including whether the row is adjustable, see Appendix F-1: URAR Reference Guide Supplement - Summary of Rows in Comparable Grids.

## General Guidance on Dynamic Rows

Dynamic rows display on the sales comparison grid if relevant:

- To make an adjustment on a specific characteristic, *or*
- In support of an overall or rollup adjustment, *or*
- To report meaningful attributes, *or*
- To support conclusions, scope of work, or policy.

Notes:

- Dynamic rows must be brought into the sales comparison grid when there is relevant and meaningful information for the subject and all comparables, and adding the row leads to credible results. ***Not reporting a meaningful attribute can be misleading by omission.***
- Dynamic rows are indicated in this chapter with the Report Label in *blue italics*, and “If relevant” in the “When Row Displays” column.

Additional Rows

One or more additional rows may be added to the following relevant subsections to provide context and impactful details. These rows must only be used when atypical characteristics are observed. Do not add rows for information that is already available as a predefined row. Choose the applicable subsection for the characteristic.

- General Information
- Site
- Dwelling(s)
- Unit(s)
- Vehicle Storage
- Outbuilding

Adjustments

Adjustments in the sales comparison grid fall into one of two categories:

- An overall or rollup adjustment that is supported by non-adjustable rows. Example:

Vehicle Storage			\$0		\$10,000		\$10,000
Type   Spaces   Detail	Driveway   4   Pavers Garage   2   Attached 400 Sq. Ft.	Driveway   2   Asphalt Garage   2   Attached 400 Sq. Ft.		Driveway   2   Asphalt		Driveway   4   Asphalt	

- A line-item adjustment. Example:

Site Influence (Location)	Park   Residential	Pond   Residential	\$0	Residential	\$5,000	Busy Roadway	\$20,000
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For a full list of rows in the sales grid and whether each is adjustable, see Appendix F-1: URAR Reference Guide Supplement - Summary of Rows in Comparable Grids.

If a feature or characteristic of the subject property differs from a feature or characteristic of a comparable property and there is no market support for an adjustment, enter a \$0 in the adjustment line. The zero indicates that the appraiser has considered the difference and determined that there is no measurable impact. This includes information that is not applicable ("grayed out") for the subject, such as *Financing Type* and *Sale Date*.



Financing Type			VA	\$0	Conventional	\$0	Conventional	\$0
Sales Concessions		No	No		No		No	
Contract Date		08/25/2019	02/22/2019	\$0	10/01/2018	\$0	03/20/2019	\$0
Sale Date			04/30/2019	\$0	12/03/2018	\$0	05/30/2019	\$0

When the features for the subject and comparable sale(s) are the same and no adjustment is warranted, leave the field blank - do not enter or default to zero.

Structure Design	Mid-rise	Mid-rise		Mid-rise		Mid-rise
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## General Information

The **General Information** subsection always displays on the sales comparison grid.

Subject Property		Comparable # 22.01.16	
General Information			
Property Address	22.01.01	22.01.17	
	22.01.01.1	22.01.17.1	
			
Data Source		22.01.18	
Proximity to Subject		22.01.19	
List Price	22.01.02	22.01.20	
Listing Status	22.01.03	22.01.21	
Contract Price	22.01.04	22.01.22	
Sale Price		22.01.23	
Transfer Terms		22.01.24	22.01.25 \$
Financing Type		22.01.26	22.01.27 \$
Sales Concessions	22.01.05	22.01.28	22.01.29 \$
Contract Date	22.01.06	22.01.30	22.01.31 \$
Sale Date		22.01.32	22.01.33 \$
Days on Market	22.01.07	22.01.34	
Sale to List Price Ratio		22.01.35	22.01.36 \$
Attached/Detached	22.01.08	22.01.37	22.01.38 \$
Property Rights Appraised	22.01.09	22.01.39	22.01.40 \$
Annual Ground Rent	22.01.10	22.01.41	
Native American Lands	22.01.11	22.01.42	22.01.43 \$
All Rights Included	22.01.12	22.01.44	22.01.45 \$
Rights Not Included	22.01.13	22.01.46	
Same Builder as Subject		22.01.47	
22.01.14	22.01.15	22.01.48	22.01.49 \$

Sales Comparison Approach: General Information							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.01.16	Comparable #	Always	Always required	1, 2, 3 ...	Sales Comparable # is only applicable to comparables	No	Sales Comparable #

Sales Comparison Approach: General Information							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.01.01 22.01.17	Property Address	Always	Always required	Free-form, in format that conforms to address standards in USPS Publication 28, Postal Addressing Standards	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Property Address 3.000</li> </ul>	No	
See IGuide	Property Address	Always	Always required	Photo		No	<i>Property Photo</i> Photo of the property, typically the front. Note: Sales comparable photos are required and redisplay in <b>Sales Comparison Approach Exhibits</b> with the Comparable #.
Not on Report	This is an appraiser input that does not display in the sales grid	N/A	Always required	Number	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Number of ADUs on Subject Property</li> </ul>	No	<i>Number of ADUs on Property</i> Notes: <ul style="list-style-type: none"> <li>Enter zero (0) if there are no ADUs on the property.</li> <li>ADUs may be in the dwelling, attached to the dwelling, or associated with a separate building (outbuilding).</li> </ul>
22.01.18	Data Source	Always	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>Sales Comparable Data Source</i> is only applicable to comparables	No	<i>Sales Comparable Data Source</i> <ul style="list-style-type: none"> <li>Assessor Record</li> <li>Builder or Developer</li> <li>Condominium Questionnaire</li> <li>Cooperative Board</li> <li>Cooperative Questionnaire</li> <li>Data Aggregator</li> <li>Exterior Inspection</li> <li>Homeowners Association</li> <li>Interior Inspection</li> <li>Land Survey</li> <li>MLS</li> <li>Previous Appraisal File</li> <li>Property Management Company</li> <li>Property Owner</li> <li>Real Estate Agent</li> <li>Other (Describe)</li> </ul>

Sales Comparison Approach: General Information							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.01.18	Data Source	Always	Required when <i>Sales Comparable Data Source</i> is MLS, or if applicable	Free-form	<i>Data Source Identifier</i> is only applicable to comparables	No	<i>Data Source Identifier</i> : A unique number or identifier assigned to the comparable by the <i>Data Source</i> . Examples: <ul style="list-style-type: none"> <li>If <i>Data Source</i> is MLS, provide the MLS number.</li> <li>If <i>Data Source</i> is Assessor Record, provide the recording or document number.</li> </ul>
22.01.19	Proximity to Subject	Always	Always required	Number of miles or kilometers	<i>Proximity to Subject</i> is only applicable to comparables	No	<i>Proximity to Subject</i> Note: Can be 0, such as when the comparable is in the same building as the subject property or an adjacent property.
22.01.19	Proximity to Subject	Always	Required if <i>Proximity to Subject</i> is not 0	Choose an allowable answer from the Definition / Additional Guidance column	<i>Direction from Subject to Comparable</i> is only applicable to comparables	No	<i>Direction from Subject to Comparable</i> <ul style="list-style-type: none"> <li>E</li> <li>N</li> <li>NE</li> <li>NW</li> <li>S</li> <li>SE</li> <li>SW</li> <li>W</li> </ul>
22.01.02 22.01.20	List Price	Always	If available	Dollar amount	<b>Subject Listing Information</b> <ul style="list-style-type: none"> <li><i>List Price</i> 19.009 for most recent listing</li> </ul>	No	<i>List Price</i> : The last known list price for the transaction.
22.01.03 22.01.21	Listing Status	Always	Always required	Choose an allowable answer from the Definition / Additional Guidance column	<b>Subject Listing Information</b> <ul style="list-style-type: none"> <li><i>Listing Status</i> 19.002 for most recent listing</li> </ul>	No	<ul style="list-style-type: none"> <li>Active</li> <li>Off Market (previously in MLS)</li> <li>Pending</li> <li>Settled Sale (applicable to comparables only)</li> </ul>
22.01.22	<i>Contract Price</i>	If relevant	Required when <i>Listing Status</i> is Pending, and the row is included in the sales comparison grid	Yes   No	<i>Contract Price Unknown</i> is only applicable to comparables	No	<i>Contract Price Unknown</i> <ul style="list-style-type: none"> <li>Yes (the comparable has been included in the sales grid, but the contract price is unknown. In this case, "Unknown" displays)</li> <li>No (<i>Contract Price</i> is known and must be provided)</li> </ul>
22.01.04 22.01.22	<i>Contract Price</i>	If relevant	Required if <i>Contract Price Unknown</i> is No	Dollar amount	<b>Sales Contract</b> <ul style="list-style-type: none"> <li><i>Contract Price</i> 20.004</li> </ul>	No	

Sales Comparison Approach: General Information							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.01.23	Sale Price	Always	Required if <i>Listing Status</i> is Settled Sale	Dollar amount	<i>Sale Price</i> is only applicable to comparables	No	
22.01.24	<i>Transfer Terms</i>	If relevant	Required when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<i>Transfer Terms</i> is only applicable to comparables	Yes 22.01.25	<ul style="list-style-type: none"> <li>Court Ordered Non-Foreclosure Sale</li> <li>Estate Sale</li> <li>Foreclosure Sale</li> <li>Land Sale</li> <li>Pre-Subdivision Sale</li> <li>Relocation Sale</li> <li>REO Sale</li> <li>Sale Between Related Parties</li> <li>Short Sale</li> <li>Typically Motivated (e.g., Arm's Length sale)</li> <li>Other (Describe)</li> </ul> <p>Note: If more than one <i>Transfer Term</i> applies, select the most applicable one and provide details in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01).</p>
22.01.26	<i>Financing Type</i>	If relevant	Required when the row is included in the sales comparison grid	Yes   No	<i>Transaction Executed Without Financing</i> is only applicable to comparables	Yes 22.01.27	<i>Transaction Executed Without Financing</i> <ul style="list-style-type: none"> <li>If Yes, "Cash" displays for <i>Financing Type</i></li> </ul>
22.01.26	<i>Financing Type</i>	If relevant	Required when <i>Transaction Executed Without Financing</i> is No	Choose an allowable answer from Definition / Additional Guidance column	<i>Primary Financing Type</i> is only applicable to comparables	Yes 22.01.27	<i>Primary Financing Type</i> <ul style="list-style-type: none"> <li>Conventional (includes Jumbo and portfolio lending)</li> <li>FHA</li> <li>Private</li> <li>USDA</li> <li>VA</li> <li>Other (Describe)</li> </ul>
22.01.05 22.01.28	Sales Concessions	Always	Required if <i>Listing Status</i> is Settled Sale	Yes   No	<b>Sales Contract</b> <ul style="list-style-type: none"> <li><i>Known Sales Concessions</i> 20.008</li> </ul>	Yes 22.01.29	<i>Known Sales Concessions</i> : Indicates whether there are sales concessions. <ul style="list-style-type: none"> <li>Yes (indicate whether the amount is known)</li> <li>No (the appraiser is not aware of any sales concessions, and "No" displays)</li> </ul>
22.01.05 22.01.28	Sales Concessions	Always	Required if <i>Known Sales Concessions</i> is Yes	Yes   No	<b>Sales Contract</b> <ul style="list-style-type: none"> <li><i>Sales Concession Amount Known</i> 20.009</li> </ul>	Yes 22.01.29	<i>Sales Concession Amount Known</i> : Indicates whether the appraiser is aware of the specific sales concession amount. <ul style="list-style-type: none"> <li>Yes (provide the amount)</li> <li>No ("Unknown" displays)</li> </ul>

Sales Comparison Approach: General Information							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.01.05 22.01.28	Sales Concessions	Always	Required if <i>Sales Concessions Amount Known</i> is Yes	Dollar amount	<b>Sales Contract</b> <ul style="list-style-type: none"> <li><i>Total Sales Concessions</i> 20.009</li> </ul>	Yes 22.01.29	<i>Total Sales Concessions</i> : The sales concession amount known to the appraiser.
22.01.30	Contract Date	Always	Required if <i>Listing Status</i> is Pending or Settled Sale	Yes   No	<i>Contract Date Unknown</i> is only applicable to comparables	Yes 22.01.31	<i>Contract Date Unknown</i> <ul style="list-style-type: none"> <li>Yes (the comp has been included in the sales grid, but the contract date is unknown. In this case, "Unknown" displays)</li> <li>No (<i>Contract Date</i> must be provided)</li> </ul>
22.01.06 22.01.30	Contract Date	Always	Required if <i>Contract Date Unknown</i> is No	mm/dd/yyyy	<b>Sales Contract</b> <ul style="list-style-type: none"> <li><i>Contract Date</i> 20.005</li> </ul>	Yes 22.01.31	<i>Contract Date</i> : The date that a fully executed contract was signed by all parties.
22.01.32	Sale Date	Always	Required if <i>Listing Status</i> is Settled Sale	mm/dd/yyyy	<i>Sale Date</i> is only applicable to comparables	Yes 22.01.33	
22.01.07 22.01.34	Days on Market	Always	Always required	Number	<b>Subject Listing Information</b> <ul style="list-style-type: none"> <li><i>Days on Market</i> 19.007 for the most recent listing</li> </ul>	No	<i>Days on Market</i> for the most recent listing. Notes: <ul style="list-style-type: none"> <li>Enter zero (0) for properties that were not listed on the open market through a publicly available source (e.g., <i>Listing Type</i> is FSBO (For Sale by Owner)).</li> <li>Enter 1 for properties that were listed on the market and placed under contract on the same day.</li> <li>For all other scenarios, enter the actual days on market that apply to the listing.</li> </ul>
22.01.35	<i>Sale to List Price Ratio</i>	If relevant	Required if <i>Listing Status</i> is not Settled Sale, and the row is included in the sales comparison grid	Percent	<i>Sale to List Price Ratio</i> is only applicable to comparables	Yes 22.01.36	A ratio applied to a comparable listing that represents the difference between the list price and an anticipated sale price for the comparable. Examples: <ul style="list-style-type: none"> <li>\$100,000 <i>List Price</i> with a sale price of \$102,000 results in a <i>Sale to List Price Ratio</i> of 102%.</li> <li>\$100,000 <i>List Price</i> with a sale price of \$98,000 results in a <i>Sale to List Price Ratio</i> of 98%.</li> </ul>
22.01.08 22.01.37	Attached/Detached	Always	Always required	Attached or Detached	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>Attachment Type</i> 3.004</li> </ul>	Yes 22.01.38	



Sales Comparison Approach: General Information							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.01.09 22.01.39	<i>Property Rights Appraised</i>	If relevant	Required if the comparable is not in a cooperative, and the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>Property Rights Appraised 3.019</i></li> </ul>	Yes 22.01.40	<ul style="list-style-type: none"> <li>Fee Simple</li> <li>Leasehold</li> <li>Other (Describe)</li> </ul> <p>Adjustments, if any, for differences between Fee Simple and Leasehold, or for differences in <i>Ground Rent Annual Amount</i> are done in this row.</p>
22.01.10 22.01.41	<i>Annual Ground Rent</i>	If relevant	Required if <i>Property Rights Appraised</i> is Leasehold, <i>Site Owned in Common</i> is No, and the row is included in the sales comparison grid	Dollar amount	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>Ground Rent Annual Amount 3.022</i></li> </ul>	No	This row is included only to report the ground rents for the subject and comparables. Any adjustment for <i>Ground Rent Annual Amount</i> is done in the <i>Property Rights Appraised</i> row (22.01.40).
22.01.11 22.01.42	<i>Native American Lands</i>	If relevant	Required when the row is included in the sales comparison grid	Yes   No	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>Property on Native American Lands 3.014</i></li> </ul>	Yes 22.01.43	<i>Property on Native American Lands</i>
22.01.11 22.01.42	<i>Native American Lands</i>	If relevant	Required if <i>Property on Native American Lands</i> is Yes	Choose an allowable answer from the Definition / Additional Guidance column	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>Native American Lands Type 3.021</i></li> </ul>	Yes 22.01.43	<ul style="list-style-type: none"> <li>Alaska Native Corporation Land</li> <li>Hawaiian Home Lands</li> <li>Tribal Trust Land</li> <li>Other (Describe)</li> </ul>
22.01.12 22.01.44	<i>All Rights Included</i>	If relevant	Required if <i>Site Owned in Common</i> is No, and the row is included in the sales comparison grid	Yes   No	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>All Rights Included in Appraisal 3.027</i></li> </ul>	Yes 22.01.45	This row displays on the sales comparison grid when an adjustment is made for the bundle of rights, or to support conclusions.
22.01.13 22.01.46	<i>Rights Not Included</i>	If relevant	Required if <i>All Rights Included in Appraisal</i> is No, and the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>Rights Not Included 3.028</i></li> </ul>	No	<ul style="list-style-type: none"> <li>Air Rights</li> <li>Mineral Rights</li> <li>Timber Rights</li> <li>Water Rights</li> <li>Other (Describe)</li> </ul> <p>This row is included only to report the rights that are not included as part of the bundle of rights for the subject and comparables. Any adjustment for <i>Rights Not Included</i> is done in the <i>All Rights Included</i> row (22.01.45).</p>

Sales Comparison Approach: General Information							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.01.47	Same Builder as Subject	When <i>New Construction</i> for the subject property is Yes	Required if <i>New Construction</i> for the subject property is Yes	Yes   No	<i>Same Builder as Subject</i> is only applicable to comparables	No	
22.01.15 22.01.48	<i>Additional data element displays as the Report Label</i> 22.01.14	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Additional Row</i> does not populate from other sections; the appraiser must enter information for the subject property	Yes 22.01.49	<i>Additional Row</i> This row displays on the sales comparison grid when an additional data element relevant to the <b>General Information</b> subsection is needed that is not predefined.  Note: Only put one data element in each row and add additional rows as needed for other data elements.

## Project Information

The **Project Information** subsection displays on the sales comparison grid when the subject property or any comparable is in a condominium, cooperative, or condop. The subsection should also display if relevant for PUDs, such as when there are differences in monthly fees, common amenities and services, and / or special assessments.

Project Information		22.02.05 \$
Project Name   Same Project as Subject	22.02.01	22.02.06
Monthly Fee	22.02.02	22.02.07
Common Amenities/Services	22.02.03	22.02.08
Special Assessments	22.02.04	22.02.09

Sales Comparison Approach: Project Information							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.02.05	Project Information (subsection heading)	When subject or any comparable is in a condo, co-op, or condop, or if relevant				Yes 22.02.05	Any adjustment for the <b>Project Information</b> subsection is made in this row.

Sales Comparison Approach: Project Information							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display in the sales grid	N/A	Always required	Yes   No	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Property in a PUD 3.010</li> </ul>	No	Property in a PUD: Indicates whether the property is in a PUD.
Not on Report	This is an appraiser input that does not display in the sales grid	N/A	Always required	Yes   No	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Property in a Project 3.011-3.012-3.013</li> </ul>	No	Property in a Project <ul style="list-style-type: none"> <li>Yes (the property is in a condominium, cooperative, or condop)</li> <li>No (the property is not in a condominium, cooperative, or condop)</li> </ul>
Not on Report	This is an appraiser input that does not display in the sales grid	N/A	Required if the comparable is in a condo, co-op, or condop	Choose an allowable answer from the Definition / Additional Guidance column	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Project Legal Structure 3.011 3.012 3.013</li> </ul>	No	Project Legal Structure <ul style="list-style-type: none"> <li>Condominium</li> <li>Cooperative</li> <li>Condop</li> </ul>
22.02.01 22.02.06	Project Name   Same Project as Subject	When the subject or any comparable is in a condo, co-op, or condop	Required if the comparable is in a condo, co-op, or condop	Free-form	<b>Project Information</b> <ul style="list-style-type: none"> <li>Project Name 18.004</li> </ul>	No	Project Name Provides support for the Project Information adjustment (22.02.05).
22.02.06	Project Name   Same Project as Subject	When the subject or any comparable is in a condo, co-op, or condop	Required if the subject and comparable are in a condo, co-op, or condop	Yes   No	Same Project as Subject is only applicable to comparables	No	Same Project as Subject Provides support for the Project Information adjustment (22.02.05).
22.02.02 22.02.07	Monthly Fee	If relevant	Required if the comparable is in a condo, co-op, condop, or PUD, and the row is included in the sales comparison grid	Dollar amount	<b>Project Information</b> <ul style="list-style-type: none"> <li>Mandatory Monthly Fees 18.011</li> </ul>	No	Mandatory Monthly Fees: The combined dollar amount of all the mandatory fees, expressed as a monthly amount. When included, provides support for the Project Information adjustment (22.02.05).
22.02.03 22.02.08	Common Amenities/Services	If relevant	Required if the comparable is in a condo, co-op, condop, or PUD, and the row is included in the sales comparison grid	Choose one or more allowable answers from 18.012	<b>Project Information</b> <ul style="list-style-type: none"> <li>Common Amenities / Services 18.012</li> </ul>	No	When included, provides support for the Project Information adjustment (22.02.05).

Sales Comparison Approach: Project Information							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.02.04 22.02.09	Special Assessments	When <i>Special Assessment Amount Type</i> for the subject property is Existing or Proposed, or if relevant (special assessments for any comparable are known to the appraiser)	Required when the comparable is in a condo, co-op, condop, or PUD and: <ul style="list-style-type: none"> <li><i>Special Assessment Amount Type</i> for subject property is Existing or Proposed, or</li> <li>The row is included in the sales comparison grid</li> </ul>	None, Existing, or Proposed	<b>Project Information</b> <ul style="list-style-type: none"> <li><i>Special Assessment Amount Type</i> 18.072</li> </ul>	No	<ul style="list-style-type: none"> <li>None</li> <li>Existing</li> <li>Proposed</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>The appraiser must analyze and report project special assessments for the subject and comparables.</li> <li>If the subject unit's special assessment has been paid in full, this must be addressed in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01).</li> <li>When included, provides support for the <i>Project Information</i> adjustment (22.02.05).</li> </ul>

## Site

The **Site** subsection always displays on the sales comparison grid.

Site			
Site Owned in Common	22.03.01	22.03.18	22.03.19 \$
Site Size	22.03.02	22.03.20	22.03.21 \$
Neighborhood Name	22.03.03	22.03.22	22.03.23 \$
Zoning Compliance	22.03.04	22.03.24	22.03.25 \$
Hazard Zone	22.03.05	22.03.26	22.03.27 \$
Primary Access	22.03.06	22.03.28	22.03.29 \$
Street Type   Surface	22.03.07	22.03.30	22.03.31 \$
Property Restriction	22.03.08	22.03.32	22.03.33 \$
Easement	22.03.09	22.03.34	22.03.35 \$
Topography	22.03.10	22.03.36	22.03.37 \$
Drainage	22.03.11	22.03.38	22.03.39 \$
Site Characteristics	22.03.12	22.03.40	22.03.41 \$
Site Influence (Location)	22.03.13	22.03.42	22.03.43 \$
Apparent Environmental Conditions	22.03.14	22.03.44	22.03.45 \$
View   Range	22.03.15	22.03.46	22.03.47 \$
22.03.16	22.03.17	22.03.48	22.03.49 \$

Sales Comparison Approach: Site							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.03.01 22.03.18	<i>Site Owned in Common</i>	If relevant	Always required	Yes   No	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>Site Owned in Common</i> 3.015</li> </ul>	Yes 22.03.19	
22.03.02 22.03.20	Site Size	When <i>Site Owned in Common</i> is No for the subject or any comparable	Required if <i>Site Owned in Common</i> is No	Number of acres, square feet, hectares, or square meters	<b>Site</b> <ul style="list-style-type: none"> <li><i>Total Site Size</i> 4.000</li> </ul>	Yes 22.03.21	This row must be included when <i>Site Owned in Common</i> is No for the subject or any comparable.  This row may be included when making land adjustments between a mix of properties where <i>Site Owned in Common</i> is not consistent among the subject and the comparables.
22.03.03 22.03.22	<i>Neighborhood Name</i>	If relevant	Required when the row is included in the sales comparison grid	Free-form	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>Neighborhood Name</i> 3.003</li> </ul>	Yes 22.03.23	Note: Neighborhood name may not apply in some areas, such as rural areas. In this case, enter None when the row is included in the sales comparison grid.
22.03.04 22.03.24	<i>Zoning Compliance</i>	If relevant	Required when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li><i>Zoning Compliance</i> 4.008</li> </ul>	Yes 22.03.25	<ul style="list-style-type: none"> <li>Illegal</li> <li>Legal</li> <li>Legal Nonconforming</li> <li>No Zoning</li> </ul> <p>Note: If the subject is Legal Nonconforming, including this row can demonstrate marketability.</p>
22.03.05 22.03.26	Hazard Zone	When the subject or any comparable is in a Hazard Zone	Always required	Choose an allowable answer from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li><i>Hazard Zone</i> 4.047</li> </ul>	Yes 22.03.27	<ul style="list-style-type: none"> <li>FEMA Special Flood Hazard Area</li> <li>USGS Lava Flow Zone</li> <li>None (No Hazard Zone Noted)</li> <li>Other (Describe)</li> </ul>
22.03.05 22.03.26	Hazard Zone	When the subject or any comparable is in a Hazard Zone	Required if <i>Hazard Zone</i> is USGS Lava Flow Zone	USGS Lava Flow Zone 1 - 9	<b>Site</b> <ul style="list-style-type: none"> <li><i>Lava Flow Zone</i> 4.047</li> </ul>	Yes 22.03.27	
22.03.06 22.03.28	<i>Primary Access</i>	If relevant	Required if <i>Site Owned in Common</i> is No, and the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li><i>Primary Access to Property</i> 4.020</li> </ul>	Yes 22.03.29	<ul style="list-style-type: none"> <li>Pedestrian Only Access</li> <li>Private Airstrip</li> <li>Private Street</li> <li>Public Street</li> <li>Waterway</li> <li>Other (Describe)</li> </ul>

Sales Comparison Approach: Site							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.03.07 22.03.30	Street Type / Surface	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	Site <ul style="list-style-type: none"> <li>Street(s) Used to Access Property 4.021</li> </ul>	Yes 22.03.31	<ul style="list-style-type: none"> <li>Alley</li> <li>Arterial Street</li> <li>Collector Street</li> <li>Cul-de-sac</li> <li>Dead End</li> <li>Local Road</li> <li>Rural Road</li> <li>Other (Describe)</li> </ul>
22.03.07 22.03.30	Street Type / Surface	If relevant	Required for each street when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	Site <ul style="list-style-type: none"> <li>Street Surface Material 4.021</li> </ul>	Yes 22.03.31	<ul style="list-style-type: none"> <li>Asphalt</li> <li>Brick</li> <li>Concrete</li> <li>Cobblestone</li> <li>Dirt</li> <li>Gravel</li> <li>Other (Describe)</li> </ul>
22.03.08 22.03.32	Property Restriction	If relevant	If applicable when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	Site <ul style="list-style-type: none"> <li>Property Restriction 4.051</li> </ul>	Yes 22.03.33	<ul style="list-style-type: none"> <li>Age</li> <li>Historic Preservation</li> <li>Income</li> <li>Land Use</li> <li>Rental</li> <li>Sale Price</li> <li>Other (Describe)</li> </ul>
22.03.09 22.03.34	Easement	If relevant	If applicable when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	Site <ul style="list-style-type: none"> <li>Easement 4.055</li> </ul>	Yes 22.03.35	<ul style="list-style-type: none"> <li>Conservation</li> <li>Drainage</li> <li>Ingress/Egress</li> <li>Utility (other than typical property utility easements)</li> <li>Other (Describe)</li> </ul> <p>Note: Do not report easements that are typical or common to the market.</p>
22.03.10 22.03.36	Topography	If relevant	Required when Site Characteristic is Topography, and the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	Site <ul style="list-style-type: none"> <li>Site Characteristic (4.062) is Topography</li> <li>Topography Type 4.063</li> </ul>	Yes 22.03.37	<ul style="list-style-type: none"> <li>Flat</li> <li>Rocky</li> <li>Rolling</li> <li>Sloping</li> <li>Other (Describe)</li> </ul> <p>Note: If this row is included in the sales comparison grid, and the comparable(s) have a topography impact, Topography Type (e.g., Flat) must also be populated for the subject (4.063).</p>

Sales Comparison Approach: Site							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.03.11 22.03.38	Drainage	If relevant	Required when <i>Site Characteristic</i> is Drainage, and the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li><i>Site Characteristic (4.062)</i> is Drainage</li> <li><i>Site Drainage Reason 4.063</i></li> </ul>	Yes 22.03.39	<ul style="list-style-type: none"> <li>Evidence of Erosion</li> <li>Improper Grading</li> <li>Standing Water</li> <li>Other (Describe)</li> </ul>
22.03.12 22.03.40	Site Characteristics	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li><i>Site Characteristic 4.063</i></li> </ul>	Yes 22.03.41	<ul style="list-style-type: none"> <li>None</li> <li>Coastal Barrier Resources System</li> <li>Excess Land</li> <li>Landlocked</li> <li>Landscaping</li> <li>Road Frontage</li> <li>Shape</li> <li>Soil Suitability</li> <li>Surplus Land</li> <li>Wetlands</li> <li>Zero Lot Line</li> <li>Other (Describe)</li> </ul> <p>Any adjustments for <i>Site Characteristics</i> (other than <i>Drainage</i> or <i>Topography</i>) are made in this row. Additional context specific to the adjustment may be provided in <i>Reconciliation of Sales Comparison Approach (22.16.01)</i>.</p>

Sales Comparison Approach: Site							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.03.13 22.03.42	<i>Site Influence (Location)</i>	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li><i>Site Influence</i> 4.025</li> </ul>	Yes 22.03.43	<ul style="list-style-type: none"> <li>Agricultural</li> <li>Airport</li> <li>Body of Water (<i>Body of Water Type</i> displays)</li> <li>Busy Roadway</li> <li>Commercial Area</li> <li>Golf Course</li> <li>Green Space</li> <li>High Density Residential</li> <li>High Pressure Gas Line</li> <li>Historic District</li> <li>Industrial Area</li> <li>Local Distribution Line</li> <li>Oil or Gas Well</li> <li>Overhead Electric Power Transmission Line</li> <li>Park</li> <li>Public Transportation Hub</li> <li>Rail Line</li> <li>Residential</li> <li>School</li> <li>Stormwater Retention</li> <li>Other (Describe)</li> </ul> <p>Additional context specific to the adjustment may be provided in <i>Reconciliation of Sales Comparison Approach (22.16.01)</i>.</p>
22.03.13 22.03.42	<i>Site Influence (Location)</i>	If relevant	Required when <i>Site Influence</i> is Body of Water, and the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li><i>Body of Water Type</i> 4.027</li> </ul>	Yes 22.03.43	<ul style="list-style-type: none"> <li>Bay</li> <li>Canal</li> <li>Cove</li> <li>Creek</li> <li>Gulf</li> <li>Lake</li> <li>Marsh</li> <li>Ocean</li> <li>Pond</li> <li>Reservoir</li> <li>River</li> <li>Sound</li> <li>Other (Describe)</li> </ul>



Sales Comparison Approach: Site							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.03.14 22.03.44	Apparent Environmental Conditions	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	Site <ul style="list-style-type: none"> <li>Apparent Environmental Condition 4.027</li> </ul>	Yes 22.03.45	<ul style="list-style-type: none"> <li>None</li> <li>Hazardous Above Ground Storage Tank</li> <li>Hazardous Substances</li> <li>Landfill</li> <li>Radon</li> <li>Slush Pit</li> <li>Soil Contamination</li> <li>Superfund Site</li> <li>Underground Storage Tank</li> <li>Water Contamination</li> <li>Other (Describe)</li> </ul> <p>Additional context specific to the adjustment may be provided in <i>Reconciliation of Sales Comparison Approach (22.16.01)</i>.</p>

Sales Comparison Approach: Site							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.03.15 22.03.46	View   Range	Always	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li>View 4.039</li> </ul>	Yes 22.03.47	<ul style="list-style-type: none"> <li>Bay</li> <li>Canal</li> <li>City Street</li> <li>Commercial</li> <li>Cove</li> <li>Creek</li> <li>Golf Course</li> <li>Gulf</li> <li>High Density Residential</li> <li>Highway</li> <li>Industrial</li> <li>Lake</li> <li>Marsh</li> <li>Mountain</li> <li>Ocean</li> <li>Park</li> <li>Parking Lot</li> <li>Pastoral</li> <li>Pond</li> <li>Reservoir</li> <li>Residential</li> <li>River</li> <li>School</li> <li>Skyline</li> <li>Sound</li> <li>Traffic Wall Barriers</li> <li>Valley</li> <li>Woods</li> <li>Other (Describe)</li> </ul> <p>Any adjustments for <i>View</i> and / or <i>Range of View</i> are made in this row. Additional context specific to the adjustment may be provided in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01).</p>
22.03.15 22.03.46	View   Range	Always	If available and applicable for each <i>View</i>	Choose an allowable answer from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li>Range of View 4.040</li> </ul>	Yes 22.03.47	<ul style="list-style-type: none"> <li>Full</li> <li>Partial</li> <li>Seasonal</li> <li>Other (Describe)</li> </ul>

Sales Comparison Approach: Site							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.03.17 22.03.48	<i>Additional data element displays as the Report Label</i> 22.03.16	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Additional Row</i> does not populate from other sections; the appraiser must enter information for the subject property	Yes 22.03.49	<i>Additional Row</i> This row displays on the sales comparison grid when an additional data element relevant to the <b>Site</b> subsection is needed that is not predefined.  Note: Only put one data element in each row and add additional rows as needed for other data elements.

### Water Frontage with Private Access

The **Water Frontage with Private Access** subsection displays when the subject or any comparable has private access rights to at least one body of water. Private access is intended to mean that the access is either owned by the property or exclusively granted to the property through easement or right.

If this subsection is included, the appraiser must indicate whether each comparable has private access to each *Body of Water Type* that was indicated in the *Site Influences* row for the comparable.

Water Frontage with Private Access			22.04.05 \$
Water Frontage	22.04.01	22.04.06	
Permanent Waterfront Feature	22.04.02	22.04.07	
Right to Build	22.04.03	22.04.08	
Total Linear Measurement	22.04.04	22.04.09	

Sales Comparison Approach: Water Frontage with Private Access							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	N/A	Required if the comparable has private access to one or more bodies of water	Yes   No	<b>Site</b> <ul style="list-style-type: none"> <li><i>Property Has Private Access Rights to the Body of Water Not on Report</i></li> </ul>	No	<i>Property Has Private Access Rights to the Body of Water:</i> Indicates whether the property has private access to <b>the associated body of water</b> .  This represents private access from the property only, either through a community buffer or exclusive to the property. Do not select Yes to report on public, community, or project waterfront access and amenities.

Sales Comparison Approach: Water Frontage with Private Access							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.04.05	Water Frontage with Private Access (subsection heading)	When the subject or any comparable has private access to one or more bodies of water				Yes 22.04.05	Any adjustment for the <b>Water Frontage with Private Access</b> subsection is made in this row.

### For Each Body of Water with Private Access

The appraiser must indicate which bodies of water have private access from the property and may also provide additional information about each one.

Sales Comparison Approach: Water Frontage (For Each Body of Water With Private Access)							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.04.01 22.04.06	Water Frontage	When the subject or any comparable has private access to one or more bodies of water	Required for each body of water with private access	Choose an allowable answer from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li>Body of Water Type 4.034</li> </ul>	No	<ul style="list-style-type: none"> <li>Bay</li> <li>Canal</li> <li>Cove</li> <li>Creek</li> <li>Gulf</li> <li>Lake</li> <li>Marsh</li> <li>Ocean</li> <li>Pond</li> <li>Reservoir</li> <li>River</li> <li>Sound</li> <li>Other (Describe)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If the property has water frontage on multiple bodies of water, they display in the same cell separated by " ".</li> <li>When included, provides support for the <i>Water Frontage with Private Access</i> adjustment (22.04.05).</li> </ul>

Sales Comparison Approach: Water Frontage (For Each Body of Water With Private Access)							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.04.01 22.04.06	Water Frontage	When subject or any comparable has private access to one or more bodies of water	If relevant for each body of water with private access	Free-form	<b>Site</b> <ul style="list-style-type: none"> <li><i>Body of Water Name 4.035</i></li> </ul>	No	
22.04.01 22.04.06	Water Frontage	When subject or any comparable has private access to one or more bodies of water	Required for each body of water with private access	Choose an allowable answer from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li><i>Access Depth 4.037</i></li> </ul>	No	<ul style="list-style-type: none"> <li>Deep Water</li> <li>Non-Navigable</li> <li>Shallow Water</li> <li>Other (Describe)</li> </ul>

## For All Private Water Frontage on the Property

These rows represent features for all water frontage on the property.

Sales Comparison Approach: Water Frontage							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.04.02 22.04.07	<i>Permanent Waterfront Feature</i>	If relevant	Required if the property has private access to one or more bodies of water, and the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Site</b> <ul style="list-style-type: none"> <li><i>Permanent Waterfront Feature 4.032</i></li> </ul>	No	<p>A natural or man-made feature in or alongside a body of water.</p> <ul style="list-style-type: none"> <li>None</li> <li>Beach</li> <li>Boat Lift</li> <li>Boat Ramp</li> <li>Boat Slip</li> <li>Dock</li> <li>Pier</li> <li>Riprap</li> <li>Seawall or Bulkhead</li> <li>Other (Describe)</li> </ul> <p>When included, provides support for the <i>Water Frontage with Private Access</i> adjustment (22.04.05).</p> <p>Note: If there are multiple permanent waterfront features and bodies of water for the comparable(s), further details must be provided in <i>Reconciliation of Sales Comparison Approach (22.16.01)</i>.</p>
22.04.03 22.04.08	<i>Right to Build</i>	If relevant	Required if <i>Permanent Waterfront Features</i> is None, and the row is included in the sales comparison grid	Yes   No	<b>Site</b> <ul style="list-style-type: none"> <li><i>Right to Build Waterfront Features 4.033</i></li> </ul>	No	<p><i>Right to Build Waterfront Features</i></p> <p>When there are no waterfront features on the property (<i>Permanent Waterfront Feature</i> is None), indicates whether the property has the right to improve the shoreline or build waterfront features.</p> <p>When included, provides support for the <i>Water Frontage with Private Access</i> adjustment (22.04.05).</p>
22.04.04 22.04.09	<i>Total Linear Measurement</i>	If relevant	Required if the property has private access to one or more bodies of water, and the row is included in the sales comparison grid	Number	<b>Site</b> <ul style="list-style-type: none"> <li><i>Water Frontage Total Length 4.031</i></li> </ul>	No	<p>When included, provides support for the <i>Water Frontage with Private Access</i> adjustment (22.04.05).</p>

## Dwelling(s)

The **Dwelling(s)** subsection always displays on the sales comparison grid.

This subsection is limited to structure(s) that are identified as a dwelling. Outbuilding information is captured in the **Outbuilding** subsection (22.14.01-22.14.26). If there are multiple dwellings, information is either:

- Listed separately for each dwelling in one row. Example: If there are two dwellings, the *Year Built* and *Dwelling Style* rows reflect the answers for all dwellings.

Year Built	1985   1985	2005   1992	\$(5,000)	1946   1940	\$10,000	1992	\$0
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- Combined for all dwellings in one row. Example: *The Gross Building Finished Area* row reflects the total area across all dwellings as a single number.

Dwelling(s)			
Year Built	22.05.02	22.05.21	22.05.22 \$
Structure Design	22.05.03	22.05.23	22.05.24 \$
Gross Building Finished Area	22.05.04	22.05.25	22.05.26 \$
Noncontinuous Finished Area	22.05.05	22.05.27	22.05.28 \$
Townhouse End Unit	22.05.06	22.05.29	22.05.30 \$
Townhouse Back to Back	22.05.07	22.05.31	22.05.32 \$
Townhouse Location	22.05.08	22.05.33	22.05.34 \$
Construction Method	22.05.09	22.05.35	22.05.36 \$
Manufactured Home Width	22.05.10	22.05.37	22.05.38 \$
Dwelling Style	22.05.11	22.05.39	22.05.40 \$
Total Dwelling Volume	22.05.12	22.05.41	22.05.42 \$
Window Surface Area	22.05.13	22.05.43	22.05.44 \$
Functional Issues	22.05.14	22.05.45	22.05.46 \$
Disaster Mitigation	22.05.15	22.05.47	22.05.48 \$
Heating	22.05.16	22.05.49	22.05.50 \$
Cooling	22.05.17	22.05.51	22.05.52 \$
22.05.18	22.05.19	22.05.53	22.05.54 \$

Sales Comparison Approach: Dwelling(s)							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display in the sales grid	N/A	Always required	Number	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li>Units in Structure 8.001</li> </ul>	No	<i>Units in Structure:</i> The number of separate living units in or attached to the dwelling that are attributable to the property, including any accessory dwelling units.  Note: This applies for the subject or comparable property only. <ul style="list-style-type: none"> <li>If in a low-rise, mid-rise, or high-rise, this does not represent the total number of units in the building.</li> </ul>

Sales Comparison Approach: Dwelling(s)							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.05.02 22.05.21	Year Built	Always	Always required	yyyy	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Year Built</i> 8.010</li> </ul>	Yes 22.05.22	Note: If there are multiple dwellings, <i>Year Built</i> is displayed for each of them in the same row.
22.05.02 22.05.21	Year Built	Always	Always required	Yes   No	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Year Built Estimated</i> 8.010</li> </ul>	Yes 22.05.22	Note: If Yes, <i>Year Built</i> displays with a tilde (~).
22.05.03 22.05.23	Structure Design	When <i>Attachment Type</i> is Attached for the subject or any comparable	Required if <i>Attachment Type</i> is Attached	Choose an allowable answer from the Definition / Additional guidance column	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Structure Design</i> 8.002</li> </ul>	Yes 22.05.24	The type of structural design when properties are connected. <ul style="list-style-type: none"> <li>High-rise</li> <li>Mid-rise</li> <li>Low-rise</li> <li>Rowhouse / Townhouse</li> <li>Semi-Detached</li> <li>Other (Describe)</li> </ul> <p>Note: If there are multiple dwellings in an attached property, <i>Structure Design</i> is displayed for each of them in the same row.</p>
22.05.04 22.05.25	Gross Building Finished Area	When <i>Units Excluding ADUs</i> for the subject is more than 1	Required when <i>Units Excluding ADUs</i> for the subject is more than 1	Number of square feet or square meters	<b>Income Approach</b> , if applicable <ul style="list-style-type: none"> <li><i>Gross Building Finished Area</i> 24.003</li> </ul> <p>Otherwise, the appraiser must enter the information for the subject property.</p>	Yes 22.05.26	<i>Total Gross Building Finished Area for Property</i> Gross Building Finished Area (GBFA) for all dwellings regardless of grade level and whether the finished area is standard or nonstandard; includes common finished areas, ADUs, and finished area in a basement that is not associated with a specific unit.
22.05.05 22.05.27	<i>Noncontinuous Finished Area</i>	If relevant	Required if <i>Units Excluding ADUs</i> for the comp is 1, and the row is included in the sales comparison grid	Number of square feet or square meters	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li><i>Noncontinuous Finished Area Exists</i> Not on Report</li> <li><i>Noncontinuous Finished Area</i> 8.047</li> </ul>	Yes 22.05.28	Notes: <ul style="list-style-type: none"> <li>For the subject property, If <i>Noncontinuous Finished Area Exists</i> is No, 0 displays. If there is no noncontinuous finished area for the comparable, report 0.</li> <li>All <i>Noncontinuous Finished Area</i> is considered nonstandard finished area.</li> <li>For properties with more than 1 unit (<i>Units Excluding ADUs</i> is more than 1), report this area as part of GBFA (22.05.04 22.05.25) and not here.</li> <li>If the exact area is not known for the comparable, indicate that it is estimated in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01).</li> </ul>



Sales Comparison Approach: Dwelling(s)							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.05.06 22.05.29	<i>Townhouse End Unit</i>	If relevant	Required if <i>Structure Design</i> is Rowhouse / Townhouse, and the row is included in the sales comparison grid	Yes   No	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Townhouse End Unit 8.006</i></li> </ul>	Yes 22.05.30	Indicates whether the rowhouse / townhouse is located at the end of a row of attached properties.
22.05.07 22.05.31	<i>Townhouse Back to Back</i>	If relevant	Required if <i>Structure Design</i> is Rowhouse / Townhouse, and the row is included in the sales comparison grid	Yes   No	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Townhouse Back to Back 8.007</i></li> </ul>	Yes 22.05.32	Indicates whether the rowhouse / townhouse shares a rear wall with a rear wall of another property.
22.05.08 22.05.33	<i>Townhouse Location</i>	If relevant	Required if <i>Structure Design</i> is Rowhouse / Townhouse, and the row is included in the sales comparison grid	Yes   No	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Units Above or Below 8.008</i></li> </ul>	Yes 22.05.34	Indicates whether there are other properties above and / or below the rowhouse / townhouse. <ul style="list-style-type: none"> <li>Yes (e.g., piggyback or stacked)</li> <li>No ("No Units Above/Below" displays for <i>Townhouse Location</i>)</li> </ul>
22.05.08 22.05.33	<i>Townhouse Location</i>	If relevant	Required when <i>Units Above or Below</i> is Yes, and the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional guidance column	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Townhouse Location 8.009</i></li> </ul>	Yes 22.05.34	The location of the rowhouse / townhouse when there are other properties above or below. <ul style="list-style-type: none"> <li>Top Unit</li> <li>Middle Unit</li> <li>Bottom Unit</li> </ul>
22.05.09 22.05.35	<i>Construction Method</i>	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional guidance column	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Construction Method 8.011</i></li> </ul>	Yes 22.05.36	<ul style="list-style-type: none"> <li>Container</li> <li>Manufactured</li> <li>Modular</li> <li>On-Frame Modular</li> <li>Site Built</li> <li>3D Technology</li> <li>Other (Describe)</li> </ul> <p>Note: If the subject or any comparables are manufactured homes, this row must be included in the sales comparison grid.</p> <p>If there are multiple dwellings, or multiple <i>Construction Methods</i> for a dwelling, all display in the same row.</p>
22.05.10 22.05.37	<i>Manufactured Home Width</i>	If relevant	Required if the comparable is a manufactured home, and the row is included in the sales comparison grid	Single Wide or Multi Wide	<b>Manufactured Home</b> , for each dwelling that is a manufactured home <ul style="list-style-type: none"> <li><i>Manufactured Home Width 9.005</i></li> </ul>	Yes 22.05.38	If there are multiple dwellings that are manufactured homes, <i>Manufactured Home Width</i> displays for each of them in the same row.

Sales Comparison Approach: Dwelling(s)							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.05.11 22.05.39	<i>Dwelling Style</i>	If relevant	Required for detached properties when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional guidance column	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Dwelling Style</i> 8.004</li> </ul>	Yes 22.05.40	<ul style="list-style-type: none"> <li>A-Frame</li> <li>Barn</li> <li>Bi-Level</li> <li>Bungalow</li> <li>Cape Cod</li> <li>Chalet</li> <li>Colonial</li> <li>Contemporary</li> <li>Cottage</li> <li>Craftsman</li> <li>Earth / Berm</li> <li>Farmhouse</li> <li>Geodesic Dome</li> <li>Georgian</li> <li>Log</li> <li>Mediterranean</li> <li>Modern</li> <li>Neo-Eclectic</li> <li>Raised Ranch</li> <li>Rambler</li> <li>Ranch</li> <li>Southwest</li> <li>Spanish</li> <li>Split Foyer or Entry</li> <li>Split Level</li> <li>Stilt</li> <li>Traditional</li> <li>Tudor</li> <li>Victorian</li> <li>Other (Describe)</li> </ul> <p>If there are multiple dwellings, <i>Dwelling Style</i> displays for each of them in the same row.</p>
22.05.12 22.05.41	<i>Total Dwelling Volume</i>	If relevant	Required when the row is included in the sales comparison grid	Number of cubic feet or cubic meters	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Structure Volume</i> 8.015</li> </ul>	Yes 22.05.42	<p><i>Dwelling Volume for All Dwellings</i></p> <ul style="list-style-type: none"> <li>For the subject property, calculated: The sum of the <i>Structure Volume</i> for all dwellings.</li> <li>For the comparables, report the total volume for all dwellings as a single number.</li> </ul>

Sales Comparison Approach: Dwelling(s)							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.05.13 22.05.43	Window Surface Area	If relevant	Required when the row is included in the sales comparison grid	Number of square feet or square meters	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li>Window Surface Area 8.016</li> </ul>	Yes 22.05.44	<i>Window Surface Area for all Dwellings</i> <ul style="list-style-type: none"> <li>For the subject property, calculated: The sum of the <i>Window Surface Area</i> for all dwellings.</li> <li>For the comparables, report the total window surface area for all dwellings as a single number.</li> </ul>
22.05.14 22.05.45	Functional Issues	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional guidance column	<b>Functional Obsolescence</b> <ul style="list-style-type: none"> <li>Functional Issue 11.000</li> </ul>	Yes 22.05.46	<ul style="list-style-type: none"> <li>None</li> <li>Ceiling Height</li> <li>Floor Plan</li> <li>Nonconformity</li> <li>Overimprovement</li> <li>Underimprovement</li> <li>Other (Describe)</li> </ul>
22.05.15 22.05.47	Disaster Mitigation	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional guidance column	<b>Disaster Mitigation</b> <ul style="list-style-type: none"> <li>Mitigation Feature 5.000</li> </ul>	Yes 22.05.48	<ul style="list-style-type: none"> <li>None</li> <li>Enclosed Soffits</li> <li>Fire Resistant Decking</li> <li>Fire Resistant Exterior Walls</li> <li>Flood Vents</li> <li>Fortified Roof</li> <li>Framing Anchoring or Bracing</li> <li>Impact Resistant Glass</li> <li>Impact Resistant Shingles</li> <li>Noncombustible Perimeter</li> <li>Storm Shelter</li> <li>Storm Shutters</li> <li>Water Heater Strapping</li> <li>Other (Describe)</li> </ul>
22.05.16 22.05.49	Heating	Always	Always required	Choose one or more allowable answers from the Definition / Additional guidance column	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li>Heating System Type 8.049</li> </ul>	Yes 22.05.50	<ul style="list-style-type: none"> <li>None</li> <li>Baseboard</li> <li>Fireplace</li> <li>Forced Warm Air</li> <li>Gravity Air</li> <li>Mini Split</li> <li>Passive Solar</li> <li>Radiant</li> <li>Radiators</li> <li>Stove</li> <li>Other (Describe)</li> </ul> <p>If there are multiple dwellings, <i>Heating System Type</i> (and <i>Heating System Fuel</i> if known) displays for each of them in the same row.</p>

Sales Comparison Approach: Dwelling(s)							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.05.16 22.05.49	Heating	Always	If available for each identified <i>Heating System Type</i>	Choose an allowable answer from the Definition / Additional Guidance column	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Heating System Fuel</i> 8.050</li> </ul>	Yes 22.05.50	<ul style="list-style-type: none"> <li>Coal</li> <li>Electric</li> <li>Geothermal</li> <li>Natural Gas</li> <li>Oil</li> <li>Propane</li> <li>Solar</li> <li>Wood</li> <li>Other (Describe)</li> </ul> <p>If there are multiple dwellings, <i>Heating System Type</i> (and <i>Heating System Fuel</i> if known) displays for each of them in the same row.</p>
22.05.17 22.05.51	Cooling	If relevant	Required when the row is included in the sales comparison grid	Yes   No	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Cooling System Exists</i> 8.051</li> </ul>	Yes 22.05.52	<p><i>Cooling System Exists</i>: Indicates whether there is permanent cooling in the structure.</p> <ul style="list-style-type: none"> <li>If No, "None" displays.</li> </ul>
22.05.17 22.05.51	Cooling	If relevant	Required when <i>Cooling System Exists</i> is Yes, and the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional guidance column	<b>Dwelling Exterior</b> , for each dwelling <ul style="list-style-type: none"> <li><i>Cooling System Type</i> 8.051</li> </ul>	Yes 22.05.52	<ul style="list-style-type: none"> <li>Centralized</li> <li>Individual</li> <li>Other (Describe)</li> </ul> <p>If there are multiple dwellings, <i>Cooling System Type</i> displays for each of them in the same row.</p>
22.05.19 22.05.53	Additional data element displays as the Report Label 22.05.18	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Additional Row</i> does not populate from other sections; the appraiser must enter information for the subject property	Yes 22.05.54	<p><b>Additional Row</b></p> <p>This row displays on the sales comparison grid when an additional data element relevant to the <b>Dwelling(s)</b> subsection is needed that is not predefined.</p> <p>Note: Only put one data element in each row and add additional rows as needed for other data elements.</p>

## Energy Efficient and Green Features

The **Energy Efficient and Green Features** subsection displays on the sales comparison grid if relevant to analysis and conclusions.

Energy Efficient and Green Features		22.06.04 \$
Renewable Energy Component	22.06.01	22.06.05
Building Certification	22.06.02	22.06.06
Efficiency Rating	22.06.03	22.06.07

Sales Comparison Approach: Energy Efficient and Green Features							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.06.04	<i>Energy Efficient and Green Features (subsection heading)</i>	If relevant				Yes 22.06.04	Any adjustment for the <b>Energy Efficient and Green Features</b> subsection is made in this row.  This subsection displays on the sales comparison grid when an adjustment has been made on <i>Energy Efficient and Green Features</i> , or to support conclusions based on market support.
22.06.01 22.06.05	<i>Renewable Energy Component</i>	If relevant	Required when the row is included in the sales comparison grid	Yes   No	<b>Energy Efficient and Green Features</b> <ul style="list-style-type: none"><li><i>Known Renewable Energy Components</i> 6.000</li></ul>	No	<i>Known Renewable Energy Components</i> Indicates whether the property has renewable energy components that are known to the appraiser.  When included, provides support for the <i>Energy Efficient and Green Features</i> adjustment (22.06.04).
22.06.01 22.06.05	<i>Renewable Energy Component</i>	If relevant	Required when <i>Known Renewable Energy Components</i> is Yes, and the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional guidance column	<b>Energy Efficient and Green Features</b> <ul style="list-style-type: none"><li><i>Renewable Energy Component Type</i> 6.001</li></ul>	No	<ul style="list-style-type: none"><li>Geothermal</li><li>Solar</li><li>Wind Turbine</li><li>Other (Describe)</li></ul> When included, provides support for the <i>Energy Efficient and Green Features</i> adjustment (22.06.04).
22.06.02 22.06.06	<i>Building Certification</i>	If relevant	Required when the row is included in the sales comparison grid	Yes   No	<b>Energy Efficient and Green Features</b> <ul style="list-style-type: none"><li><i>Known Building Certifications</i> 6.004</li></ul>	No	<i>Known Building Certifications</i> Indicates whether the property has obtained green, health, or wellness certifications that are known to the appraiser.  When included, provides support for the <i>Energy Efficient and Green Features</i> adjustment (22.06.04).
22.06.02 22.06.06	<i>Building Certification</i>	If relevant	Required when <i>Known Building Certifications</i> is Yes, and the row is included in the sales comparison grid	Free-form	<b>Energy Efficient and Green Features</b> <ul style="list-style-type: none"><li><i>Building Certification Name</i> 6.006</li></ul>	No	When included, provides support for the <i>Energy Efficient and Green Features</i> adjustment (22.06.04).

Sales Comparison Approach: Energy Efficient and Green Features							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.06.02 22.06.06	<i>Building Certification</i>	If relevant	If applicable when <i>Known Building Certifications</i> is Yes, and the row is included in the sales comparison grid	Free-form	<b>Energy Efficient and Green Features</b> <ul style="list-style-type: none"> <li><i>Building Certification Rating 6.009</i></li> </ul>	No	When included, provides support for the <i>Energy Efficient and Green Features</i> adjustment (22.06.04).
22.06.03 22.06.07	<i>Efficiency Rating</i>	If relevant	Required when the row is included in the sales comparison grid	Yes   No	<b>Energy Efficient and Green Features</b> <ul style="list-style-type: none"> <li><i>Known Efficiency Ratings 6.010</i></li> </ul>	No	<i>Known Efficiency Ratings</i> Indicates whether the property has obtained an efficiency rating that is known to the appraiser.  When included, provides support for the <i>Energy Efficient and Green Features</i> adjustment (22.06.04).
22.06.03 22.06.07	<i>Efficiency Rating</i>	If relevant	Required when <i>Known Efficiency Ratings</i> is Yes, and the row is included in the sales comparison grid	Free-form	<b>Energy Efficient and Green Features</b> <ul style="list-style-type: none"> <li><i>Efficiency Rating Organization 6.011</i></li> </ul>	No	When included, provides support for the <i>Energy Efficient and Green Features</i> adjustment (22.06.04).
22.06.03 22.06.07	<i>Efficiency Rating</i>	If relevant	Required when <i>Known Efficiency Ratings</i> is Yes, and the row is included in the sales comparison grid	Free-form	<b>Energy Efficient and Green Features</b> <ul style="list-style-type: none"> <li><i>Efficiency Rating Name 6.012</i></li> </ul>	No	When included, provides support for the <i>Energy Efficient and Green Features</i> adjustment (22.06.04).

## Unit(s)

The **Unit(s)** subsection always displays on the sales comparison grid. For properties with more than one unit, or for properties with ADU(s), the subsection repeats for each unit and for each ADU.

Unit(s)			
Structure ID   Unit ID	22.07.01	22.07.17	
Location of ADU	22.07.02	22.07.18	22.07.19 §
Floor Number	22.07.03	22.07.20	22.07.21 §
Corner Unit	22.07.04	22.07.22	22.07.23 §
Levels in Unit	22.07.05	22.07.24	22.07.25 §
Bedrooms	22.07.06	22.07.26	22.07.27 §
Baths - Full   Half	22.07.07	22.07.28	22.07.29 §
Finished Area Above Grade	22.07.08	22.07.30	22.07.31 §
Finished Area Above Grade (Nonstandard)	22.07.09	22.07.32	22.07.33 §
Unfinished Area Above Grade	22.07.10	22.07.34	22.07.35 §
Finished Area Below Grade	22.07.11	22.07.36	22.07.37 §
Finished Area Below Grade (Nonstandard)	22.07.12	22.07.38	22.07.39
Unfinished Area Below Grade	22.07.13	22.07.40	22.07.41 §
Features for Individuals w/Disabilities	22.07.14	22.07.42	22.07.43 §
22.07.15	22.07.16	22.07.44	22.07.45 §

Sales Comparison Approach: Unit(s)							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display in the sales grid	N/A	Always required	Number	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Units Excluding ADUs 3.005</li> </ul>	No	<b>Units Excluding ADUs</b> Number of separate living units on the property, not counting any ADUs. Examples: <ul style="list-style-type: none"> <li>A single-family property (with or without an ADU) is reported as 1 unit in this field.</li> <li>A three-unit property (with or without an ADU) is reported as 3 units in this field.</li> </ul> Notes: 2- to 4-unit properties are identified using <i>Units Excluding ADUs</i> between 2 and 4.

Sales Comparison Approach: Unit(s)							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.07.01 22.07.17	Structure ID   Unit ID	For properties with more than one unit, when the unit is not an ADU for the subject or any comparable	For properties with more than one unit, when the unit is not an ADU	Free-form	<b>Unit Interior</b> <ul style="list-style-type: none"> <li>Structure Identifier 10.001</li> </ul>	No	For the subject property, <i>Structure Identifier</i> 10.001 redisplay from each <b>Unit Interior</b> section if applicable.  Examples: Building 1, Building 2
22.07.01 22.07.17	Structure ID   Unit ID	For properties with more than one unit, when the unit is not an ADU for the subject or any comparable	When there are multiple units on the property: <ul style="list-style-type: none"> <li>Units Excluding ADUs is more than 1, or</li> <li>Number of ADUs on Property is 1 or more (Does not display in sales grid)</li> </ul>	Free-form	<b>Unit Interior</b> <ul style="list-style-type: none"> <li>Unit Identifier 10.002</li> </ul>	No	<i>Unit Identifier</i> : An identifier assigned by the appraiser that differentiates between multiple units on the property.  Examples: Unit 1, Unit 2, Primary Dwelling, ADU  Notes: <ul style="list-style-type: none"> <li>If there are multiple units or ADUs, <i>Unit Identifier</i> cannot be repeated. For 2-4 unit properties, units would be identified as Unit 1, Unit 2, etc.</li> <li><i>Unit Identifier</i> is required but does not display in the sales grid for comparables with ADUs.</li> </ul>
Not on Report	This is an appraiser input that does not display in the sales grid	N/A	Always required for each unit in the comparable	Yes   No	<b>Unit Interior</b> <ul style="list-style-type: none"> <li>Unit is an ADU 10.011</li> </ul>	No	<i>Unit is an ADU</i> : Indicates whether the unit is considered an accessory dwelling unit.
22.07.02 22.07.18	Location of ADU	If <i>Unit is an ADU</i> is Yes for the subject or any comparable	Required if <i>Unit is an ADU</i> is Yes	Dwelling or Outbuilding	<ul style="list-style-type: none"> <li>Structure Type Not on Report</li> </ul>	Yes 22.07.19	<i>Structure Type</i> : The type of structure that contains the ADU. <ul style="list-style-type: none"> <li>If the ADU is in a dwelling, "Dwelling" displays.</li> </ul>
22.07.02 22.07.18	Location of ADU	If <i>Unit is an ADU</i> is Yes for the subject or any comparable	Required if <i>Unit is an ADU</i> is Yes, and the ADU is in an outbuilding	Choose an allowable answer from 10.000	<b>Unit Interior</b> <ul style="list-style-type: none"> <li>Outbuilding Type 10.000</li> </ul>	Yes 22.07.19	<i>Outbuilding Type</i> : The type of outbuilding that contains the ADU. <ul style="list-style-type: none"> <li>If the ADU is in an outbuilding, <i>Outbuilding Type</i> displays.</li> </ul>
22.07.03 22.07.20	Floor Number	If relevant	Required when the row is included in the sales comparison grid	Free-form	<b>Unit Interior</b> <ul style="list-style-type: none"> <li>Floor Number 10.018</li> </ul>	Yes 22.07.21	The building floor number where the entrance to the unit is located. Examples: 1, 2, B1, B2, Penthouse



Sales Comparison Approach: Unit(s)							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.07.04 22.07.22	<i>Corner Unit</i>	If relevant	Required when <i>Structure Design</i> is Low-rise, Mid-rise, or High-rise, and the row is included in the sales comparison grid	Yes   No	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Corner Unit</i> 10.019</li> </ul>	Yes 22.07.23	
22.07.05 22.07.24	<i>Levels in Unit</i>	If relevant	Required when the row is included in the sales comparison grid	Number	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Levels in Unit</i> 10.017</li> </ul>	Yes 22.07.25	The number of levels in the living unit. Note: This does not represent the number of floors in the building.
22.07.06 22.07.26	Bedrooms	Always	Always required	Number	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Total Bedrooms</i> 10.023</li> </ul>	Yes 22.07.27	
22.07.07 22.07.28	Baths – Full   Half	Always	Always required	Number	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Total Bathrooms - Full</i> 10.024</li> </ul>	Yes 22.07.29	
22.07.07 22.07.28	Baths – Full   Half	Always	Always required	Number	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Total Bathrooms - Half</i> 10.025</li> </ul>	Yes 22.07.29	
22.07.08 22.07.30	Finished Area Above Grade	Always	Always required	Number of square feet or square meters	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Above Grade Finished Area</i> 10.003</li> </ul>	Yes 22.07.31	Notes: <ul style="list-style-type: none"> <li>Can be 0.</li> <li>If the exact area is not known for the comparable, indicate that it is estimated in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01).</li> </ul>
22.07.09 22.07.32	<i>Finished Area Above Grade (Nonstandard)</i>	If relevant	Required when the row is included in the sales comparison grid	Number of square feet or square meters	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Above Grade Finished Area (Nonstandard)</i> 10.004</li> </ul>	Yes 22.07.33	Notes: <ul style="list-style-type: none"> <li>Can be 0.</li> <li>If the exact area is not known for the comparable, indicate that it is estimated in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01).</li> </ul>
22.07.10 22.07.34	<i>Unfinished Area Above Grade</i>	If relevant	Required when the row is included in the sales comparison grid	Number of square feet or square meters	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Above Grade Unfinished Area</i> 10.005</li> </ul>	Yes 22.07.35	Notes: <ul style="list-style-type: none"> <li>Can be 0.</li> <li>If the exact area is not known for the comparable, indicate that it is estimated in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01).</li> </ul>
22.07.11 22.07.36	Finished Area Below Grade	Always	Always required	Number of square feet or square meters	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Below Grade Finished Area</i> 10.006</li> </ul>	Yes 22.07.37	Notes: <ul style="list-style-type: none"> <li>Can be 0.</li> <li>If the exact area is not known for the comparable, indicate that it is estimated in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01).</li> </ul>

Sales Comparison Approach: Unit(s)							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.07.12 22.07.38	<i>Finished Area Below Grade (Nonstandard)</i>	If relevant	Required when the row is included in the sales comparison grid	Number of square feet or square meters	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Below Grade Finished Area (Nonstandard)</i> 10.007</li> </ul>	Yes 22.07.39	Notes: <ul style="list-style-type: none"> <li>Can be 0.</li> <li>If the exact area is not known for the comparable, indicate that it is estimated in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01).</li> </ul>
22.07.13 22.07.40	<i>Unfinished Area Below Grade</i>	If relevant	Required when the row is included in the sales comparison grid	Number of square feet or square meters	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Below Grade Unfinished Area</i> 10.008</li> </ul>	Yes 22.07.41	Notes: <ul style="list-style-type: none"> <li>Can be 0.</li> <li>If the exact area is not known for the comparable, indicate that it is estimated in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01).</li> </ul>
22.07.14 22.07.42	<i>Features for Individuals w/ Disabilities</i>	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Accessibility Feature</i> 10.050</li> </ul>	Yes 22.07.43	<i>Accessibility Feature</i> : A feature designed to provide accessibility and usability for a person with disabilities. <ul style="list-style-type: none"> <li>None</li> <li>Appliances</li> <li>Auditory</li> <li>Bathtub</li> <li>Cabinets</li> <li>Counters</li> <li>Doorways</li> <li>Electrical Switches</li> <li>Grab Bars</li> <li>Handrails</li> <li>Hardware</li> <li>Lighting</li> <li>Ramps</li> <li>Shower</li> <li>Sink</li> <li>Toilet</li> <li>Other (Describe)</li> </ul>
22.07.16 22.07.44	<i>Additional data element displays as the Report Label</i> 22.07.15	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>Additional Row</i> does not populate from other sections; the appraiser must enter information for the subject property	Yes 22.07.45	<i>Additional Row</i> This row displays on the sales comparison grid when an additional data element relevant to the unit is needed that is not predefined.  Note: Only put one data element in each row and add additional rows as needed for other data elements.

## Quality and Condition

The **Quality and Condition** subsection always displays on the sales comparison grid, and includes:

- Exterior Quality and Condition – repeats for each structure, if the homeowner is responsible for exterior maintenance
- Interior Quality and Condition – repeats for each unit that is not an ADU
- ADU Interior Quality and Condition – repeats for each ADU
- Overall Quality and Condition – always displays

### Exterior Quality and Condition

**Exterior Quality and Condition** displays in the sales comparison grid if *Homeowner Responsible for all Exterior Maintenance of Dwellings* (3.016) is Yes for the subject, and the “When Row Displays” column in this chapter reflects this.

Notes:

- When exterior features are included in the **Exterior Quality and Condition** subsection, it provides context for:
  - *Exterior Quality Rating* for the dwelling, and for the *Overall Quality Rating*.
  - *Exterior Condition Rating* for the dwelling, and for the *Overall Condition Rating*.
- Any adjustments are made in the *Overall Quality Rating* (22.11.04) or *Overall Condition Rating* row (22.11.06), and not here.
- For properties with multiple dwellings, **Exterior Quality and Condition** repeats for each dwelling, based on the field *Dwellings Containing Units*.

Exterior Quality and Condition		
Structure ID	22.08.01	22.08.16
Quality	22.08.02	22.08.17
Exterior Walls and Trim	22.08.03	22.08.18
Foundation	22.08.04	22.08.19
Roof	22.08.05	22.08.20
Windows	22.08.06	22.08.21
22.08.07	22.08.08	22.08.22
Condition	22.08.09	22.08.23
Exterior Walls and Trim	22.08.10	22.08.24
Foundation	22.08.11	22.08.25
Roof	22.08.12	22.08.26
Windows	22.08.13	22.08.27
22.08.14	22.08.15	22.08.28

Sales Comparison Approach: Exterior Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display in the sales grid	N/A	Always required	Yes   No	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Homeowner Responsible for all Exterior Maintenance of Dwellings 3.016</li> </ul>	No	Indicates whether the homeowner is responsible for <i>all</i> exterior maintenance of the dwelling(s) on the property.
Not on Report	This is an appraiser input that does not display in the sales grid	N/A	Always required	Number	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Dwellings Containing Units 3.007</li> </ul>	No	Number of dwellings on the property. A dwelling is a structure designed to be used as a residence that contains one or more living units.  Examples: <ul style="list-style-type: none"> <li>Enter 1 for a 2-unit property where both units are in the same building.</li> <li>Enter 1 for a 3-unit property where all units are in the same building.</li> <li>Enter 2 for a 2-unit property where each unit is in a separate building.</li> </ul>
22.08.01 22.08.16	Structure ID	When Units Excluding ADUs is more than 1 for the subject or any comparable	When Units Excluding ADUs is more than 1	Free-form	<b>Dwelling Exterior</b> , if applicable for each dwelling <ul style="list-style-type: none"> <li>Structure Identifier 8.000</li> </ul>	No	Examples: Building 1, Building 2
22.08.02 22.08.17	Quality	When Homeowner Responsible for Exterior Maintenance of all Dwellings is Yes for the subject	Required when Homeowner Responsible for Exterior Maintenance of all Dwellings is Yes	Q1 to Q6	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li>Exterior Quality Rating 8.022</li> </ul>	No	The <i>Exterior Quality Rating</i> for the dwelling provides support for the <i>Overall Quality Rating</i> . Adjustments are made in the <i>Overall Quality Rating</i> row. Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.

Sales Comparison Approach: Exterior Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.08.03 22.08.18	<i>Exterior Walls and Trim</i>	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li><i>Exterior Wall Material 8.025</i></li> </ul>	No	<ul style="list-style-type: none"> <li>Adobe</li> <li>Aluminum</li> <li>Asbestos</li> <li>Brick</li> <li>Cement Board</li> <li>Concrete Block</li> <li>Engineered Wood</li> <li>Glass</li> <li>Log</li> <li>Poured Concrete</li> <li>Steel</li> <li>Stone</li> <li>Stucco</li> <li>Synthetic Stone</li> <li>Synthetic Stucco</li> <li>Vinyl</li> <li>Wood</li> <li>Other (Describe)</li> </ul>
22.08.04 22.08.19	<i>Foundation</i>	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li><i>Foundation Type 8.029</i></li> </ul>	No	<ul style="list-style-type: none"> <li>Basement</li> <li>Crawl Space</li> <li>Post and Pier</li> <li>Runner</li> <li>Slab</li> <li>Other (Describe)</li> </ul>
22.08.05 22.08.20	<i>Roof</i>	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li><i>Roof Material 8.033</i></li> </ul>	No	<ul style="list-style-type: none"> <li>Asbestos</li> <li>Asphalt</li> <li>Ceramic Tile</li> <li>Clay</li> <li>Composition</li> <li>Concrete</li> <li>Copper</li> <li>Metal</li> <li>Rubber</li> <li>Slate</li> <li>Solar Shingles</li> <li>Synthetic</li> <li>Tar/Gravel</li> <li>Wood</li> <li>Other (Describe)</li> </ul>

Sales Comparison Approach: Exterior Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.08.06 22.08.21	<a href="#">Windows</a>	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Windows Quality Summary</i> does not populate from <b>Dwelling Exterior</b> ; the appraiser must enter information for the subject property	No	<i>Windows Quality Summary</i> : A short description summarizing the quality of the windows in the dwelling.
22.08.08 22.08.22	<a href="#">[Other Exterior Feature]</a> 22.08.07 <i>Exterior Feature Other Description</i> 8.041 populates from <b>Dwelling Exterior</b>	If relevant, for each additional feature	Required when the row is included in the sales comparison grid	Free-form	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li><i>Exterior Feature Other Description</i> 8.041 (Report Label)</li> </ul> <i>Other Exterior Feature Quality Summary</i> 22.08.08 does not populate from <b>Dwelling Exterior</b> ; the appraiser must enter information for the subject property	No	If needed to support the quality rating, additional rows may be included for any features not predefined that were added to the <b>Exterior Features</b> table in the <b>Dwelling Exterior</b> section (8.041-8.045).  Example: <a href="#">Other Exterior Feature Example in Dwelling Exterior and Sales Comparison Approach</a>  <i>Other Exterior Feature Quality Summary</i> : A short description summarizing the quality of the other exterior feature. Example: Custom concrete cornices and frieze  Notes: <ul style="list-style-type: none"> <li>If the feature does not exist for the comparable, enter "None".</li> <li>If the comparable has an exterior feature that the subject does not have, report as an <i>Additional Row</i> in the <b>Dwelling(s)</b> subsection (22.05.18) and not here.</li> </ul>
22.08.09 22.08.23	Condition	When <i>Homeowner Responsible for Exterior Maintenance of all Dwellings</i> is Yes for the subject	Required when <i>Homeowner Responsible for Exterior Maintenance of all Dwellings</i> is Yes	C1 to C6	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li><i>Exterior Condition Rating</i> 8.023</li> </ul>	No	The <i>Exterior Condition Rating</i> for the dwelling provides support for the <i>Overall Condition Rating</i> . Adjustments are made in the <i>Overall Condition Rating</i> row. Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.
22.08.10 22.08.24	<a href="#">Exterior Walls and Trim</a>	If relevant	Required when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li><i>Exterior Walls and Trim Condition Status</i> 8.027</li> </ul>	No	<ul style="list-style-type: none"> <li>New or Like New</li> <li>Typical Wear and Tear</li> <li>Damaged and Functional</li> <li>Damaged and Nonfunctional</li> </ul>

Sales Comparison Approach: Exterior Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.08.11 22.08.25	<i>Foundation</i>	If relevant	Required when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li><i>Foundation Condition Status 8.031</i></li> </ul>	No	<ul style="list-style-type: none"> <li>New or Like New</li> <li>Typical Wear and Tear</li> <li>Damaged and Functional</li> <li>Damaged and Nonfunctional</li> </ul>
22.08.12 22.08.26	<i>Roof</i>	If relevant	Required when the row is included in the sales comparison grid	Yes   No	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li><i>Roof Observable 8.033</i></li> </ul>	No	<i>Roof Observable</i> <ul style="list-style-type: none"> <li>Yes</li> <li>No (the person performing the inspection was unable to make an informed determination on the condition status of the roof, and “(Unobservable)” displays)</li> </ul>
22.08.12 22.08.26	<i>Roof</i>	If relevant	Required when <i>Roof Observable</i> is Yes, the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li><i>Roof Condition Status 8.035</i></li> </ul>	No	<ul style="list-style-type: none"> <li>New or Like New</li> <li>Typical Wear and Tear</li> <li>Damaged and Functional</li> <li>Damaged and Nonfunctional</li> </ul>
22.08.13 22.08.27	<i>Windows</i>	If relevant	Required when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li><i>Windows Condition Status 8.039</i></li> </ul>	No	<ul style="list-style-type: none"> <li>New or Like New</li> <li>Typical Wear and Tear</li> <li>Damaged and Functional</li> <li>Damaged and Nonfunctional</li> </ul>
22.08.15 22.08.28	<i>[Other Exterior Feature]</i> 22.08.14 <i>Exterior Feature Other Description 8.041</i> populates from <b>Dwelling Exterior</b>	If relevant, for each additional feature	Required when the row is included in the sales comparison grid	Free-form  Choose an allowable answer from the Definition / Additional Guidance column	<b>Dwelling Exterior</b> <ul style="list-style-type: none"> <li><i>Exterior Feature Other Description 8.041</i> (Report Label)</li> <li><i>Other Exterior Feature Condition Status 8.044</i></li> </ul>	No	<p>If needed to support the condition rating, additional rows may be included for any features not predefined that were added to the <b>Exterior Features</b> table in the <b>Dwelling Exterior</b> section.</p> <p>Example: <a href="#">Other Exterior Feature Example in Dwelling Exterior and Sales Comparison Approach</a></p> <p><i>Other Exterior Feature Condition Status</i></p> <ul style="list-style-type: none"> <li>New or Like New</li> <li>Typical Wear and Tear</li> <li>Damaged and Functional</li> <li>Damaged and Nonfunctional</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If the feature does not exist for the comparable, enter “None”.</li> <li>If the comparable has an exterior feature that the subject does not have, report as an <i>Additional Row</i> in the <b>Dwelling(s)</b> subsection (22.05.18) and not here.</li> </ul>

## Interior Quality and Condition

**Interior Quality and Condition** repeats in the sales comparison grid for each unit that is not an ADU.

Notes:

- When interior features are included in the **Interior Quality and Condition** subsection, it provides context for:
  - Interior Quality Rating* for the unit, and for the *Overall Quality Rating*.
  - Interior Condition Rating* for the unit, and for the *Overall Condition Rating*.
- Any adjustments are made in the *Overall Quality Rating* (22.11.04) or *Overall Condition Rating* (22.11.06) row, and not here.
- For a single-family property, only one unit displays in the sales grid, with no *Structure Identifier* or *Unit Identifier*.
- For properties with more than one unit:
  - Structure Identifier* and *Unit Identifier* are always required.
  - The interior quality and condition information repeats for each unit.
- Accessory dwelling units are addressed separately in the **ADU Interior Quality and Condition** subsection (22.10).

Interior Quality and Condition		
Structure ID   Unit ID	22.09.02	22.09.18
Quality	22.09.03	22.09.19
Kitchen	22.09.04	22.09.20
Overall Bathrooms	22.09.05	22.09.21
Overall Flooring	22.09.06	22.09.22
Walls and Ceiling	22.09.07	22.09.23
22.09.08	22.09.09	22.09.24
Condition	22.09.10	22.09.25
Kitchen	22.09.11	22.09.26
Overall Bathrooms	22.09.12	22.09.27
Overall Flooring	22.09.13	22.09.28
Walls and Ceiling	22.09.14	22.09.29
22.09.15	22.09.16	22.09.30

Sales Comparison Approach: Interior Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.09.02 22.09.18	Structure ID   Unit ID	When Units Excluding ADUs is more than 1 for the subject or any comparable	Required when Units Excluding ADUs is more than 1	Free-form	Unit Interior <ul style="list-style-type: none"> <li>Structure Identifier 10.001</li> </ul>	No	Examples: Building 1, Building 2



Sales Comparison Approach: Interior Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.09.02 22.09.18	Structure ID   Unit ID	When <i>Units Excluding ADUs</i> is more than 1 for the subject or any comparable	Displays in this subsection if <i>Units Excluding ADUs</i> is more than 1	Free-form	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Unit Identifier</i> 10.002</li> </ul>	No	Redisplays from 22.07.01, 22.07.17 if applicable. Examples: Unit 1, Unit 2, Primary Dwelling, ADU
22.09.03 22.09.19	Quality	Always	Always required	Q1 to Q6	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Interior Quality Rating</i> 10.034</li> </ul>	No	The <i>Interior Quality Rating</i> for the unit provides support for the <i>Overall Quality Rating</i> . Adjustments are made in the <i>Overall Quality Rating</i> row. Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.
22.09.04 22.09.20	<i>Kitchen</i>	If relevant, for each kitchen in the unit	Required when the row is included in the sales comparison grid	Free-form	<i>Kitchen Quality Summary</i> does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property	No	<i>Kitchen Quality Summary</i> : A short description summarizing the quality of the kitchen.  Note: If there are multiple kitchens in the unit for the subject or any comparable, explain the details in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01).
22.09.05 22.09.21	<i>Overall Bathrooms</i>	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Overall Bathrooms Quality Summary</i> does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property	No	<i>Overall Bathrooms Quality Summary</i> : A short description summarizing the overall quality of all bathrooms in the unit.
22.09.06 22.09.22	<i>Overall Flooring</i>	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Overall Flooring Quality Summary</i> does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property	No	<i>Overall Flooring Quality Summary</i> : A short description summarizing the overall quality of all flooring in the unit.
22.09.07 22.09.23	<i>Walls and Ceiling</i>	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Walls and Ceiling Quality Summary</i> does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property	No	<i>Walls and Ceiling Quality Summary</i> : A short description summarizing the overall quality of the walls and ceilings in the unit.

Sales Comparison Approach: Interior Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.09.09 22.09.24	<a href="#">[Other Interior Feature]</a> 22.09.08 <i>Interior Feature Other Description</i> 10.044 populates from <b>Unit Interior</b>	If relevant, for each additional feature	Required when the row is included in the sales comparison grid	Free-form	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Interior Feature Other Description</i> 10.044 (Report Label)</li> </ul> <i>Other Interior Feature Quality Summary</i> 22.08.09 does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property	No	If needed to support the quality rating, additional rows may be included for any features not predefined that were added to the <b>Interior Features</b> table in the <b>Unit Interior</b> section.  Example: <a href="#">Other Interior Feature Example in Unit Interior and Sales Comparison Approach</a>  <i>Other Interior Feature Quality Summary</i> : A short description summarizing the quality of the additional feature. Example: Custom designed high grade  Notes: <ul style="list-style-type: none"> <li>If the feature does not exist for the comparable, enter “None”.</li> <li>If the comparable has an interior feature that the subject does not have, report as an <i>Additional Row</i> in the <b>Unit(s)</b> subsection (22.07.15) and not here.</li> </ul>
22.09.10 22.09.25	Condition	Always	Always required	C1 to C6	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Interior Condition Rating</i> 10.035</li> </ul>	No	The <i>Interior Condition Rating</i> for the unit provides support for the <i>Overall Condition Rating</i> . Adjustments are made in the <i>Overall Condition Rating</i> row.  Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.  Note: For the subject property, reflects the condition as if any required repairs, inspections, or completions have been satisfactorily completed.
22.09.11 22.09.26	<a href="#">Kitchen</a>	If relevant, for each kitchen in the unit	Required when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Room Update Status</i> 10.038 (for kitchen)</li> </ul>	No	<ul style="list-style-type: none"> <li>Fully Updated</li> <li>Partially Updated</li> <li>Not Updated</li> </ul> Note: If there are multiple kitchens in the unit for the subject or any comparable, the appraiser must explain the details in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01).
22.09.12 22.09.27	<a href="#">Overall Bathrooms</a>	If relevant	Required when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Overall Update Status for Bathrooms</i> 10.043</li> </ul>	No	<ul style="list-style-type: none"> <li>Fully Updated</li> <li>Significantly Updated</li> <li>Moderately Updated</li> <li>Not Updated</li> </ul>

Sales Comparison Approach: Interior Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.09.13 22.09.28	<i>Overall Flooring</i>	If relevant	Required when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Overall Update Status for Flooring</i> 10.049</li> </ul>		<ul style="list-style-type: none"> <li>Fully Updated</li> <li>Significantly Updated</li> <li>Moderately Updated</li> <li>Not Updated</li> </ul>
22.09.14 22.09.29	<i>Walls and Ceiling</i>	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Walls and Ceiling Condition Summary</i> does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property		<i>Walls and Ceiling Condition Summary</i> : A short description summarizing the overall condition of the walls and ceilings in the unit.
22.09.16 22.09.30	<i>[Other Interior Feature]</i> 22.09.15 <i>Other Interior Feature Description</i> 10.044 populates from <b>Unit Interior</b>	If relevant, for each additional feature	Required when the row is included in the sales comparison grid	Free-form	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Interior Feature Other Description</i> 10.044 (Report Label)</li> </ul> <i>Other Interior Feature Condition Summary</i> 22.09.16 does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property		<p>If needed to support the condition rating, additional rows may be included for any features not predefined that were added to the <b>Interior Features</b> table in the <b>Unit Interior</b> section.</p> <p>Example: <a href="#">Other Interior Feature Example in Unit Interior and Sales Comparison Approach</a></p> <p><i>Other Interior Feature Condition Summary</i>: A short description summarizing the condition of the additional feature.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>If the feature does not exist for the comparable, enter "None".</li> <li>If the comparable has an interior feature that the subject does not have, report as an <i>Additional Row</i> in the <b>Unit(s)</b> subsection (22.07.15) and not here.</li> </ul>

## ADU Interior Quality and Condition

The **ADU Interior Quality and Condition** subsection displays on the sales comparison grid if the subject or any comparables have ADU(s).

- When interior features are included in the **ADU Interior Quality and Condition** subsection, it provides context for:
  - Interior Quality Rating* for the ADU, and for the *Overall Quality Rating*.
  - Interior Condition Rating* for the ADU, and for the *Overall Condition Rating*.
- Any adjustments are made in the *Overall Quality Rating* (22.11.04) or *Overall Condition Rating* (22.11.06) row, and not here.

ADU Interior Quality and Condition		
Location of ADU	22.10.01	22.10.16
Quality	22.10.02	22.10.17
Kitchen	22.10.03	22.10.18
Overall Bathrooms	22.10.04	22.10.19
Overall Flooring	22.10.05	22.10.20
Walls and Ceiling	22.10.06	22.10.21
22.10.07	22.10.08	22.10.22
Condition	22.10.09	22.10.23
Kitchen	22.10.10	22.10.24
Overall Bathrooms	22.10.11	22.10.25
Overall Flooring	22.10.12	22.10.26
Walls and Ceiling	22.10.13	22.10.27
22.10.14	22.10.15	22.10.28

Sales Comparison Approach: ADU Interior Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.10.01 22.10.16	Location of ADU	When <i>Unit is an ADU</i> is Yes for the subject or any comparable	Required if <i>Unit is an ADU</i> is Yes	Dwelling or Outbuilding	<ul style="list-style-type: none"> <li><i>Structure Type</i> <b>Not on Report</b></li> </ul>	No	<i>Structure Type</i> : The type of structure that contains the ADU. If the ADU is in a dwelling, "Dwelling" displays. Note: <i>Location of ADU</i> redisplay from 22.07.02 and 22.07.18.
22.10.01 22.10.16	Location of ADU	When <i>Unit is an ADU</i> is Yes for the subject or any comparable	Required if <i>Unit is an ADU</i> is Yes, and the ADU is in an outbuilding	Choose an allowable answer from 10.000	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Outbuilding Type</i> 10.000</li> </ul>	No	If the ADU is in an outbuilding, <i>Outbuilding Type</i> displays. Note: <i>Location of ADU</i> redisplay from 22.07.02 and 22.07.18.
22.10.02 22.10.17	Quality	When <i>Unit is an ADU</i> is Yes for the subject or any comparable	Always required	Q1 to Q6	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Interior Quality Rating</i> 10.034</li> </ul>	No	The <i>Interior Quality Rating</i> for the ADU provides support for the <i>Overall Quality Rating</i> . Adjustments are made in the <i>Overall Quality Rating</i> row. Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.

Sales Comparison Approach: ADU Interior Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.10.03 22.10.18	<i>Kitchen</i>	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Kitchen Quality Summary</i> does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property	No	<i>Kitchen Quality Summary</i> : A short description summarizing the quality of the kitchen in the ADU.
22.10.04 22.10.19	<i>Overall Bathrooms</i>	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Overall Bathrooms Quality Summary</i> does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property	No	<i>Overall Bathrooms Quality Summary</i> : A short description summarizing the overall quality of all bathrooms in the ADU.
22.10.05 22.10.20	<i>Overall Flooring</i>	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Overall Flooring Quality Summary</i> does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property	No	<i>Overall Flooring Quality Summary</i> : A short description summarizing the overall quality of all flooring in the ADU.
22.10.06 22.10.21	<i>Walls and Ceiling</i>	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Walls and Ceiling Quality Summary</i> does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property	No	<i>Walls and Ceiling Quality Summary</i> : A short description summarizing the overall quality of the walls and ceilings in the ADU.
22.10.08 22.10.22	<i>[Other Interior Feature]</i> 22.10.07 <i>Other Interior Feature Description</i> 10.044 populates from <b>Unit Interior</b>	If relevant, for each additional feature	Required when the row is included in the sales comparison grid	Free-form	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Interior Feature Other Description</i> 10.044 (Report Label)</li> </ul> <i>Other Interior Feature Quality Summary</i> 22.10.08 does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property	No	If needed to support the quality rating, additional rows may be included for any features not predefined that were added to the <b>Interior Features</b> table in the <b>Unit Interior</b> section for the ADU.  Example: <a href="#">Other Interior Feature Example in Unit Interior and Sales Comparison Approach</a>  <i>Other Interior Feature Quality Summary</i> : A short description summarizing the quality of the additional feature. Example: Custom designed high grade  Notes: <ul style="list-style-type: none"> <li>If the feature does not exist for the comparable ADU, enter "None".</li> <li>If the comparable ADU has an interior feature that the subject does not have, report this as an <i>Additional Row</i> in the <b>Unit(s)</b> subsection for the ADU (22.07.15) and not here.</li> </ul>

Sales Comparison Approach: ADU Interior Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.10.09 22.10.23	Condition	When <i>Unit is an ADU</i> is Yes for the subject or any comparable	Always required	C1 to C6	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Interior Condition Rating 10.035</i></li> </ul>	No	The <i>Interior Condition Rating</i> for the ADU provides support for the <i>Overall Condition Rating</i> . Adjustments are made in the <i>Overall Condition Rating</i> row.  Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.  Note: For the subject property, reflects the condition as if any required repairs, inspections, or completions have been satisfactorily completed.
22.10.10 22.10.24	<i>Kitchen</i>	If relevant	Required when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Room Update Status 10.038</i> (for kitchen)</li> </ul>	No	<ul style="list-style-type: none"> <li>Fully Updated</li> <li>Partially Updated</li> <li>Not Updated</li> </ul>
22.10.11 22.10.25	<i>Overall Bathrooms</i>	If relevant	Required when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Overall Update Status for Bathrooms 10.043</i></li> </ul>	No	Based on the appraiser's analysis and determination considering the overall level of updating, the update status of all bathroom(s) in the ADU in aggregate. <ul style="list-style-type: none"> <li>Fully Updated</li> <li>Significantly Updated</li> <li>Moderately Updated</li> <li>Not Updated</li> </ul>
22.10.12 22.10.26	<i>Overall Flooring</i>	If relevant	Required when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Unit Interior</b> <ul style="list-style-type: none"> <li><i>Overall Update Status for Flooring 10.049</i></li> </ul>	No	Based on the appraiser's analysis and determination considering the overall level of updating, the update status of all flooring in the ADU in aggregate. <ul style="list-style-type: none"> <li>Fully Updated</li> <li>Significantly Updated</li> <li>Moderately Updated</li> <li>Not Updated</li> </ul>
22.10.13 22.10.27	<i>Walls and Ceiling</i>	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Walls and Ceiling Condition Summary</i> does not populate from <b>Unit Interior</b> ; the appraiser must enter information for the subject property	No	<i>Walls and Ceiling Condition Summary</i> : A short description summarizing the overall condition of the walls and ceilings in the ADU.

Sales Comparison Approach: ADU Interior Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.10.15 22.10.28	[Other Interior Feature] 22.10.14 Other Interior Feature Description 10.044 populates from Unit Interior	If relevant, for each additional feature	Required when the row is included in the sales comparison grid	Free-form	<b>Unit Interior</b> <ul style="list-style-type: none"> <li>Interior Feature Other Description 10.044 (Report Label)</li> </ul> Other Interior Feature Condition Summary 22.10.15 does not populate from Unit Interior; the appraiser must enter information for the subject property	No	If needed to support the condition rating, additional rows may be included for any features not predefined that were added to the <b>Interior Features</b> table in the <b>Unit Interior</b> section for the ADU.  Example: <a href="#">Other Interior Feature Example in Unit Interior and Sales Comparison Approach</a>  Other Interior Feature Condition Summary: A short description summarizing the condition of the additional feature.  Notes: <ul style="list-style-type: none"> <li>If the feature does not exist for the comparable ADU, enter "None".</li> <li>If the comparable ADU has an interior feature that the subject does not have, report as an <i>Additional Row</i> in the <b>Unit(s)</b> subsection for the ADU (22.07.15) and not here.</li> </ul>

## Overall Quality and Condition

This subsection represents the reconciliation of all the interior and exterior quality and condition information included in the sales comparison grid. Any adjustment is an aggregated conclusion. Reference [Appendix 2: Condition and Quality Rating Definitions](#) for definitions.

Overall Quality and Condition (Ratings: 1-6, 1 is highest)			
Quality	22.11.01	22.11.03	22.11.04 \$
Condition	22.11.02	22.11.05	22.11.06 \$

Sales Comparison Approach: Overall Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.11.01 22.11.03	Quality	Always	Always required	Q1 to Q6	<b>Overall Quality and Condition</b> <ul style="list-style-type: none"> <li>Overall Quality Rating 15.000</li> </ul>	Yes 22.11.04	Overall Quality Rating: The overall quality rating of all dwellings on the property.  Any Quality adjustments made in this row include interior and exterior quality.

Sales Comparison Approach: Overall Quality and Condition							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.11.02 22.11.05	Condition	Always	Always required	C1 to C6	<b>Overall Quality and Condition</b> <ul style="list-style-type: none"> <li>Overall Condition Rating 15.005</li> </ul>	Yes 22.11.06	<i>Overall Condition Rating:</i> The overall condition rating of all dwellings on the property.  Any <i>Condition</i> adjustments made in this row include interior and exterior condition.

## Property Amenities

The **Property Amenities** subsection displays on the sales comparison grid when relevant to analysis and conclusions.

Property amenities are solely owned or restricted to use by the property owner, and do not include:

- Project amenities that are owned and maintained by the HOA and subject to shared use
  - In the sales grid, these are reported in the **Project Information** subsection (22.02).
- Site characteristics and view
  - In the sales grid, these are reported in the **Site** subsection (22.03).
- Waterfront improvements, such as piers, docks, and bulkheads
  - In the sales grid, these are reported in the **Water Frontage with Private Access** subsection (22.04).

*Amenity Category* groups similar amenities together for inclusion as individual line entries (rows) in the sales comparison grid.

- Outdoor Accessories
- Outdoor Living
- Water Features
- Whole Home
- Miscellaneous

### Notes:

- For the subject property, when an *Amenity Category* (row) is included in the sales comparison grid, all amenities in that category populate from the **Subject Property Amenities** section.
- *Amenity Count* may be used when there are no additional details about the amenity to be reported. Example: [Amenity Examples in Subject Property Amenities and Sales Comparison Approach](#)



Property Amenities			
Outdoor Accessories	22.12.01	22.12.06	22.12.07 \$
Outdoor Living	22.12.02	22.12.08	22.12.09 \$
Water Features	22.12.03	22.12.10	22.12.11 \$
Whole Home	22.12.04	22.12.12	22.12.13 \$
Miscellaneous	22.12.05	22.12.14	22.12.15 \$

Sales Comparison Approach: Property Amenities							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display in the sales grid	N/A	Always required	Yes   No	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Property Amenities Exist 14.000</li> </ul>	No	<i>Property Amenities Exist</i> Indicates whether the property has amenities, excluding those attributable to the project, waterfront improvements, or site characteristics/view.
22.12.01 22.12.06	Outdoor Accessories	If relevant	If applicable when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Amenity Category 14.001 is Outdoor Accessories</li> <li>Amenity Type 14.002</li> </ul>	Yes 22.12.07	For <i>Amenity Category</i> Outdoor Accessories, <i>Amenity Type</i> <ul style="list-style-type: none"> <li>Fence</li> <li>Irrigation System</li> <li>Outdoor Fireplace</li> <li>Outdoor Kitchen</li> <li>Outdoor Riding Ring</li> <li>Sports Court</li> </ul>
22.12.01 22.12.06	Outdoor Accessories	If relevant	If applicable for the indicated outdoor accessory amenity	Number	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Amenity Count 14.004</li> </ul>	Yes 22.12.07	Amenity Count (for the indicated outdoor accessory amenity)
22.12.02 22.12.08	Outdoor Living	If relevant	If applicable when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Amenity Category 14.001 is Outdoor Living</li> <li>Amenity Type 14.002</li> </ul>	Yes 22.12.09	For <i>Amenity Category</i> Outdoor Living, <i>Amenity Type</i> <ul style="list-style-type: none"> <li>Balcony</li> <li>Deck</li> <li>Gazebo</li> <li>Patio</li> <li>Porch</li> <li>Portico</li> </ul>
22.12.03 22.12.10	Water Features	If relevant	If applicable when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Amenity Category 14.001 is Water Features</li> <li>Amenity Type 14.002</li> </ul>	Yes 22.12.11	For <i>Amenity Category</i> Water Features, <i>Amenity Type</i> <ul style="list-style-type: none"> <li>Inground Pool</li> <li>Inground Spa</li> <li>Outdoor Shower</li> <li>Sauna</li> </ul> <p>Note: If the pool, spa, or sauna is indoor, select Indoor as <i>Amenity Feature</i>.</p>

Sales Comparison Approach: Property Amenities							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.12.03 22.12.10	Water Features	If relevant	If applicable for the Inground Pool, Inground Spa, or Sauna	Choose an allowable answer from the Definition / Additional Guidance column	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Amenity Feature 14.004</li> </ul>	Yes 22.12.11	<i>Amenity Feature</i> <ul style="list-style-type: none"> <li>Caged</li> <li>Heated</li> <li>Indoor</li> <li>Other (Describe)</li> </ul>
22.12.03 22.12.10	Water Features	If relevant	If applicable for the Outdoor Shower	Number	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Amenity Count 14.004</li> </ul>	Yes 22.12.11	<i>Amenity Count</i> (for the Outdoor Shower)
22.12.04 22.12.12	Whole Home	If relevant	If applicable when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Amenity Category 14.001 is Whole Home</li> <li>Amenity Type 14.002</li> </ul>	Yes 22.12.13	For <i>Amenity Category</i> Whole Home, <i>Amenity Type</i> <ul style="list-style-type: none"> <li>EV Station</li> <li>Elevator</li> <li>Fire Suppression System</li> <li>Indoor Fireplace</li> <li>Multiple Zone HVAC</li> <li>Smart Home System</li> <li>Whole House Ventilation</li> <li>Wood Stove</li> </ul>
22.12.04 22.12.12	Whole Home	If relevant	If applicable for the indicated whole home amenity	Number	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Amenity Count 14.004</li> </ul>	Yes 22.12.13	<i>Amenity Count</i> (for the indicated whole home amenity) Example: 2 Indoor Fireplaces.
22.12.05 22.12.14	Miscellaneous	If relevant	If applicable when the row is included in the sales comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Amenity Category 14.001 is Miscellaneous</li> <li>Amenity Type 14.002</li> </ul>	Yes 22.12.15	For <i>Amenity Category</i> Miscellaneous, <i>Amenity Type</i> <ul style="list-style-type: none"> <li>Airstrip</li> <li>Club Membership</li> <li>Shared Laundry Facilities</li> <li>Other (Describe)</li> </ul>
22.12.05 22.12.14	Miscellaneous	If relevant	If applicable for the indicated miscellaneous amenity	Number	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Amenity Count 14.004</li> </ul>	Yes 22.12.15	<i>Amenity Count</i> (for the indicated miscellaneous amenity)

## Vehicle Storage

The **Vehicle Storage** subsection always displays on the sales comparison grid. Information about the subject property's garage area populates from the **Vehicle Storage** section. If the subject or comparable(s) have additional features that impact value and/or marketability, *Additional Rows* are utilized to support adjustments and conclusions, such as heat, cooling, or additional area. Reference [Appendix 4: Detached Garage Examples](#) for additional information and examples.

Examples:

- Detached garage with an ADU above or sharing a common wall with the garage:
  - ADU(s) if any, are reported in the **Units(s)** subsection (22.07).
  - The portion of the garage dedicated to vehicle storage is reported in the **Vehicle Storage** subsection.
- Detached garage with a finished workshop and a bathroom:
  - The portion of the garage dedicated to vehicle storage is reported in the **Vehicle Storage** subsection.
  - The workshop and bathroom are reported in the **Outbuilding** subsection (22.14) with *Outbuilding Type* selected as Other, and described as Workshop/Garage.

Vehicle Storage		22.13.04
Type   Spaces   Detail	22.13.01	22.13.05
22.13.02	22.13.03	22.13.06

Sales Comparison Approach: Vehicle Storage							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.13.04	Vehicle Storage (subsection heading)	Always				Yes 22.13.04	Any adjustment for <i>Vehicle Storage</i> must be made in this row.
22.13.01 22.13.05	Type   Spaces   Detail	Always	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Vehicle Storage</b> <ul style="list-style-type: none"> <li><i>Vehicle Storage Type</i> 13.000 - 13.001</li> </ul>	No	<i>Vehicle Storage Type</i> <ul style="list-style-type: none"> <li>None</li> <li>Carport</li> <li>Common Carport</li> <li>Driveway</li> <li>Garage</li> <li>Open Lot</li> <li>Parking Garage</li> <li>Shared Driveway</li> <li>Other (Describe)</li> </ul>

Sales Comparison Approach: Vehicle Storage							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.13.01 22.13.05	Type   Spaces   Detail	Always	Required if <i>Vehicle Storage Type</i> is Driveway or Shared Driveway	Yes   No	<b>Vehicle Storage</b> <ul style="list-style-type: none"> <li>10 or More Parking Spaces 13.002</li> </ul>	No	<p>10 or More Parking Spaces</p> <ul style="list-style-type: none"> <li>Select Yes if the driveway or shared driveway has 10 or more parking spaces. In this case, "10 or More" displays.</li> <li>Select No if the driveway or shared driveway has less than 10 parking spaces, and provide the number of parking spaces.</li> </ul>
22.13.01 22.13.05	Type   Spaces   Detail	Always	Required for all <i>Vehicle Storage Types</i> except driveways or shared driveways with 10 or more spaces	Whole number	<b>Vehicle Storage</b> <ul style="list-style-type: none"> <li>Dedicated Parking Spaces 13.002</li> </ul>	No	<p><i>Dedicated Parking Spaces</i>: The number of parking spaces dedicated to the property within the indicated <i>Vehicle Storage Type</i>.</p> <p><i>Dedicated Parking Spaces</i> are defined as an area that accommodates an average-sized automobile and must be a whole number. Half spaces are not included here and are reported as <i>Vehicle Storage Area</i> instead.</p>
22.13.01 22.13.05	Type   Spaces   Detail	Always	Required when <i>Vehicle Storage Type</i> is Common Carport, Open Lot or Parking Garage	Choose an allowable answer from the Definition / Additional Guidance column	<b>Vehicle Storage</b> <ul style="list-style-type: none"> <li>Parking Space Assignment Type 13.003</li> </ul>	No	<p><i>Parking Space Assignment Type</i>: The ownership rights to the parking space(s).</p> <ul style="list-style-type: none"> <li>Assigned</li> <li>Owned</li> <li>Unassigned</li> </ul>
22.13.01 22.13.05	Type   Spaces   Detail	Always	Required when <i>Vehicle Storage Type</i> is Carport or Garage	Choose an allowable answer from the Definition / Additional Guidance column	<b>Vehicle Storage</b> <ul style="list-style-type: none"> <li>Vehicle Storage Attachment Type 13.003</li> </ul>	No	<p><i>Vehicle Storage Attachment Type</i>: The way that the indicated vehicle storage is attached to the dwelling.</p> <ul style="list-style-type: none"> <li>Attached</li> <li>Built-in</li> <li>Detached</li> </ul>
22.13.01 22.13.05	Type   Spaces   Detail	Always	Required when <i>Vehicle Storage Type</i> is Driveway or Shared Driveway	Choose an allowable answer from the Definition / Additional Guidance column	<b>Vehicle Storage</b> <ul style="list-style-type: none"> <li>Driveway Surface Material 13.003</li> </ul>	No	<p><i>Driveway Surface Material</i>: The predominant driveway surface material.</p> <ul style="list-style-type: none"> <li>Asphalt</li> <li>Brick</li> <li>Concrete</li> <li>Cobblestone</li> <li>Dirt</li> <li>Gravel</li> <li>Other (Describe)</li> </ul>
22.13.01 22.13.05	Type   Spaces   Detail	Always	If relevant when <i>Vehicle Storage Type</i> is Carport or Garage	Number of square feet or square meters	<b>Vehicle Storage</b> <ul style="list-style-type: none"> <li>Vehicle Storage Area 13.003 when <i>Vehicle Storage Type</i> is Carport or Garage</li> </ul>	No	<p><i>Vehicle Storage Area</i> Provides support for the <i>Vehicle Storage</i> adjustment.</p> <p>For the comparables, <i>Vehicle Storage Area</i> may be included if relevant or to provide additional context.</p>

Sales Comparison Approach: Vehicle Storage							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.13.03 22.13.06	<i>Additional data element displays as the Report Label</i> 22.13.02	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Additional Row</i> does not prepopulate from <b>Vehicle Storage</b> . The appraiser must enter information for the subject property.	No	<p><i>Additional Row</i> This row displays on the sales comparison grid when an additional data element relevant to the <b>Vehicle Storage</b> subsection is needed that is not predefined.</p> <p>Example: Attached garages with additional features such as heat, cooling, or bathroom.</p> <p>Note: Only put one data element in each row and add additional rows as needed for other data elements.</p>

## Outbuilding

The **Outbuilding** subsection displays on the sales comparison grid when the subject or any comparable has outbuilding(s) that are real property, other than standalone ADUs or ADU/Garages which are reported in the **Unit(s)** and/or **Vehicle Storage** subsection.

- The “When Row Displays” and “When to Include for each Comparable” columns in this subchapter reflect this.

Outbuilding (ADU and vehicle storage are not included in Finished Area, Unfinished Area, or room counts)							
Outbuilding Type	Barn	Barn	\$0	Shed	\$15,000	Workshop	\$(5,000)
Unfinished Area	900 Sq. Ft.	500 Sq. Ft.	500 Sq. Ft.	500 Sq. Ft.	500 Sq. Ft.	500 Sq. Ft.	500 Sq. Ft.
Outbuilding Type	Workshop	Workshop	\$(10,000)	—	\$0	—	\$0
Finished Area	400 Sq. Ft.	500 Sq. Ft.	500 Sq. Ft.	—	—	—	—
Baths - Half	0	1	1	—	—	—	—
Heating	None	Yes	Yes	—	—	—	—
Utilities	Electricity	Electricity   Sanitary Sewer   Water	Electricity   Sanitary Sewer   Water	—	—	—	—

ADU and vehicle storage are not included in Finished Area, Unfinished Area, or room counts. Reference [Appendix 4: Detached Garage Examples](#) for more information and examples of outbuildings that include garage areas.

Outbuilding information repeats if the subject or any comparable has multiple outbuildings. When there are multiple outbuildings, align like-to-like *Outbuilding Types* when possible.

Outbuilding (ADU and vehicle storage are not included in Finished Area, Unfinished Area, or room counts)			
Outbuilding Type	22.14.01	22.14.14	22.14.15\$
Gross Building Area	22.14.02	22.14.16	
Finished Area	22.14.03	22.14.17	
Unfinished Area	22.14.04	22.14.18	
Structure Volume	22.14.05	22.14.19	
Baths - Full	22.14.06	22.14.20	
Baths - Half	22.14.07	22.14.21	
Kitchens	22.14.08	22.14.22	
Heating	22.14.09	22.14.23	
Cooling	22.14.10	22.14.24	
Utilities	22.14.11	22.14.25	
22.14.12	22.14.13	22.14.26	

Sales Comparison Approach: Outbuilding							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display in the sales grid	N/A	Always required	Yes	<b>Outbuilding</b> <ul style="list-style-type: none"> <li><i>Considered Real Property</i> 12.002</li> </ul>	No	<i>Outbuilding Considered Real Property:</i> Indicates whether the outbuilding is considered real property (e.g., permanently affixed to the land).  Note: Only outbuildings that are considered real property are displayed in the sales grid.
22.14.01 22.14.14 22.14.15	Outbuilding Type	When the subject or any comparable has outbuilding(s) that are not standalone ADUs or ADU/Garages	Always required	Choose an allowable answer from 12.001	<b>Outbuilding</b> <ul style="list-style-type: none"> <li><i>Outbuilding Type</i> 12.001</li> </ul>	Yes 22.14.15	Any adjustment for the outbuilding is made in this row, to support conclusions based on market support.  Notes: <ul style="list-style-type: none"> <li>Standalone ADUs that are not manufactured homes are reported in the <b>Unit(s)</b> subsection and do not display in the <b>Outbuilding</b> subsection.</li> <li>If the outbuilding contains an ADU, <i>Outbuilding Type</i> redispays from <i>Location of ADU</i> (22.07.02, 22.07.18, 22.10.01, 22.10.16).</li> </ul>
Not on Report	This is an appraiser input that does not display in the sales grid	N/A	Always required	Number	<b>Outbuilding</b> <ul style="list-style-type: none"> <li><i>Units in Structure</i> 12.003</li> </ul>	No	<i>Units in Structure:</i> The number of accessory dwelling units in the outbuilding. <ul style="list-style-type: none"> <li>If there are no ADUs in the Outbuilding, enter 0.</li> <li>If there is an ADU in the outbuilding, provide the number of ADUs (1 or more). Examples include: <ul style="list-style-type: none"> <li>ADU/Garage: A detached garage with a living unit above or attached by a common wall</li> <li>Standalone ADU</li> </ul> </li> </ul>
22.14.02 22.14.16	<i>Gross Building Area</i>	If relevant	Required when the row is included in the sales comparison grid	Number of square feet or square meters	<b>Outbuilding</b> <ul style="list-style-type: none"> <li><i>Gross Building Area</i> 12.006</li> </ul>	No	<ul style="list-style-type: none"> <li>Gross Building Area for the outbuilding includes area for vehicle storage, ADU(s), and any other uses.</li> <li>Ensure that attributes are only adjusted for once. <ul style="list-style-type: none"> <li>ADU is accounted for in the <b>Unit(s)</b> subsection.</li> <li>Vehicle storage is accounted for in the <b>Vehicle Storage</b> subsection.</li> </ul> </li> <li><i>Gross Building Area</i> may be provided instead of <i>Finished Area</i> and / or <i>Unfinished Area</i>, such as when the detailed area is not known for all the comparables.</li> <li>Indicate in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01) if area is estimated for the comparable.</li> </ul>
22.14.03 22.14.17	<i>Finished Area</i>	If relevant	Required when the row is included in the sales comparison grid	Number of square feet or square meters	<b>Outbuilding</b> <ul style="list-style-type: none"> <li><i>Outbuilding Finished Area Excluding Vehicle Storage and ADU</i> 12.011</li> </ul>	No	<ul style="list-style-type: none"> <li>Include this row in the sales comparison grid when the specific breakdown between finished and unfinished area for the comparables is available and needed to support conclusions.</li> <li>Indicate in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01) if area is estimated for the comparable.</li> </ul>

Sales Comparison Approach: Outbuilding							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.14.04 22.14.18	Unfinished Area	If relevant	Required when the row is included in the sales comparison grid	Number of square feet or square meters	<b>Outbuilding</b> <ul style="list-style-type: none"> <li>Outbuilding Unfinished Area Excluding Vehicle Storage and ADU 12.013</li> </ul>	No	<ul style="list-style-type: none"> <li>Include this row in the sales comparison grid when the specific breakdown between finished and unfinished area for the comparables is available and needed to support conclusions.</li> <li>Indicate in <i>Reconciliation of Sales Comparison Approach</i> (22.16.01) if area is estimated for the comparable.</li> </ul>
22.14.05 22.14.19	Structure Volume	If relevant	Required when the row is included in the sales comparison grid	Number of cubic feet or cubic meters	<b>Outbuilding</b> <ul style="list-style-type: none"> <li>Structure Volume 12.005</li> </ul>	No	The total volume of the outbuilding, including finished and unfinished areas. When applicable, report the volume provided.
22.14.06 22.14.20	Baths - Full	If relevant	Required when the row is included in the sales comparison grid	Number	<b>Outbuilding 12.012</b> <ul style="list-style-type: none"> <li>Room Type is Bath – Full</li> <li>Number of Rooms</li> </ul>	No	Note: If the subject or a given comparable does not have any full baths in the outbuilding, enter 0.
22.14.07 22.14.21	Baths - Half	If relevant	Required when the row is included in the sales comparison grid	Number	<b>Outbuilding 12.012</b> <ul style="list-style-type: none"> <li>Room Type is Bath – Half</li> <li>Number of Rooms</li> </ul>	No	Note: If the subject or a given comparable does not have any half baths in the outbuilding, enter 0.
22.14.08 22.14.22	Kitchens	If relevant	Required when the row is included in the sales comparison grid	Number	<b>Outbuilding 12.012</b> <ul style="list-style-type: none"> <li>Room Type is Kitchen</li> <li>Number of Rooms</li> </ul>	No	Note: If the subject or a given comparable does not have a kitchen in the outbuilding, enter 0.
22.14.09 22.14.23	Heating	If relevant	Required when the row is included in the sales comparison grid	Yes   No	<b>Outbuilding</b> <ul style="list-style-type: none"> <li>Heating System Exists 12.008 If the outbuilding does not contain ADU(s)</li> </ul>	No	<i>Heating System Exists</i> <ul style="list-style-type: none"> <li>If No, "None" displays.</li> </ul>
22.14.09	Heating	If relevant	Heating System Type is not reported for comparables	Choose one or more allowable answers from the Definition / Additional guidance column	<b>Outbuilding</b> <ul style="list-style-type: none"> <li>Heating System Type 12.014 if the outbuilding contains ADU(s)</li> </ul>	No	<ul style="list-style-type: none"> <li>None</li> <li>Baseboard</li> <li>Fireplace</li> <li>Forced Warm Air</li> <li>Gravity Air</li> <li>Mini Split</li> <li>Passive Solar</li> <li>Radiant</li> <li>Radiators</li> <li>Stove</li> <li>Other (Describe)</li> </ul>



Sales Comparison Approach: Outbuilding							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.14.10 22.14.24	Cooling	If relevant	Required when the row is included in the sales comparison grid	Yes   No	<b>Outbuilding</b> <ul style="list-style-type: none"> <li>Cooling System Exists 12.009 12.016</li> </ul>	No	<i>Cooling System Exists</i> : Indicates whether there is permanent cooling in the structure. <ul style="list-style-type: none"> <li>If No, "None" displays.</li> </ul>
22.14.10	Cooling	If relevant	<i>Cooling System Type</i> is not reported for comparables	Choose one or more allowable answers from the Definition / Additional guidance column	<b>Outbuilding</b> <ul style="list-style-type: none"> <li>Cooling System Type 12.016 If the outbuilding contains ADU(s)</li> </ul>	No	<ul style="list-style-type: none"> <li>Centralized</li> <li>Individual</li> <li>Other (Describe)</li> </ul>
22.14.11 22.14.25	Utilities	If relevant	Required when the row is included in the sales comparison grid	Choose one or more allowable answers from the Definition / Additional Guidance column	<b>Outbuilding</b> <ul style="list-style-type: none"> <li>Utilities 12.010</li> </ul>	No	The utilities that have been extended to the outbuilding. <ul style="list-style-type: none"> <li>None</li> <li>Electricity</li> <li>Gas</li> <li>Sanitary Sewer</li> <li>Water</li> <li>Other (Describe)</li> </ul>
22.14.13 22.14.26	Additional data element displays as the Report Label 22.14.12	If relevant	Required when the row is included in the sales comparison grid	Free-form	<i>Additional Row</i> does not populate from <b>Outbuilding</b> ; the appraiser must enter information for the subject property	No	<i>Additional Row</i> This row displays on the sales comparison grid when an additional data element relevant to the outbuilding is needed that is not predefined.  Note: Only put one data element in each row and add additional rows as needed for other data elements.

## Summary

The **Summary** subsection always displays on the sales comparison grid.

Summary			
List Price	22.15.02	\$	22.15.05 \$
Contract Price	22.15.03	\$	22.15.06 \$
Sale Price			22.15.07 \$
Net Adjustment Total			22.15.08 \$
Adjusted Price Per Unit			22.15.09 \$
Adjusted Price Per Bedroom			22.15.10 \$
Price Per Gross Building Finished Area			22.15.11 \$
Price Per Finished Area Above Grade			22.15.12 \$
Adjusted Price			22.15.13 \$
Comparable Weight			22.15.14

Sales Comparison Approach: Summary							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.15.02 22.15.05	List Price	Always	If available	Dollar amount	<b>Subject Listing Information</b> <ul style="list-style-type: none"> <li>List Price 19.009 for most recent listing</li> </ul>	No	<i>List Price</i> : The last known list price for the transaction.  This row redispays from the <b>General Information</b> subsection 22.01.02, 22.01.20.
22.15.06	Contract Price	If relevant	Required when <i>Listing Status</i> is Pending, and the row is included in the sales comparison grid	Yes   No	Contract Price Unknown is only applicable to comparables	No	<i>Contract Price Unknown</i> <ul style="list-style-type: none"> <li>Yes (Unknown - the comparable has been included in the sales grid, but the contract price is unknown.)</li> <li>No (<i>Contract Price</i> is known and must be provided)</li> </ul> If relevant, this row redispays from the <b>General Information</b> subsection 22.01.04, 22.01.22.
22.15.03 22.15.06	Contract Price	If relevant	Required if <i>Contract Price Unknown</i> is No	Dollar amount	<b>Sales Contract</b> <ul style="list-style-type: none"> <li>Contract Price 20.004</li> </ul>	No	
22.15.07	Sale Price	Always	Required if <i>Listing Status</i> is Settled Sale	Dollar amount	Sale Price is only applicable to comparables	No	This row redispays from the <b>General Information</b> subsection 22.01.23.
22.15.08	Net Adjustment Total	Always	Always required	Dollar amount	Net Adjustment Total is only applicable to comparables	No	Calculated: The sum of all <i>Adjustment Amounts</i> for the comparable. Can be positive, negative, or 0.
22.15.09	Adjusted Price Per Unit	When <i>Units Excluding ADUs</i> is more than 1 for the subject or any comparable	Required if <i>Units Excluding ADUs</i> is more than 1	Dollar amount	Adjusted Price Per Unit is only applicable to comparables	No	Calculated: <i>Adjusted Price of Comparable / Units Excluding ADUs</i>
22.15.10	Adjusted Price Per Bedroom	When <i>Units Excluding ADUs</i> is more than 1 for the subject or any comparable	Required if <i>Units Excluding ADUs</i> is more than 1	Dollar amount	Adjusted Price Per Bedroom is only applicable to comparables	No	Calculated: <i>Adjusted Price of Comparables / Number of Bedrooms in Units including ADUs</i> Note: Bedrooms that are not associated with a unit or an ADU are not included in this calculation.

Sales Comparison Approach: Summary							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.15.11	Price Per Gross Building Finished Area	When <i>Units Excluding ADUs</i> is more than 1 for the subject	Required if <i>Units Excluding ADUs</i> is more than 1 for the subject	Dollar amount	<i>Price Per Gross Building Finished Area</i> is only applicable to comparables	No	<p>Calculated: <i>Price / Gross Building Finished Area</i> 22.05.25</p> <p><i>Price</i> is defined as follows in this calculation:</p> <ul style="list-style-type: none"> <li>Use <i>Sale Price</i> if the comparable is a settled sale.</li> <li>Otherwise, use <i>Contract Price</i> if known.</li> <li>Otherwise, use <i>List Price</i>.</li> </ul>
22.15.12	Price Per Finished Area Above Grade	When <i>Units Excluding ADUs</i> is 1 and there is <i>Finished Area Above Grade</i> or <i>Finished Area Above Grade (Nonstandard)</i> for the subject or any comparable	Required if <i>Units Excluding ADUs</i> is 1 and there is finished area above grade (standard or nonstandard)	Dollar amount	<i>Price Per Finished Area Above Grade</i> is only applicable to comparables	No	<p>Calculated: <i>Price / (Finished Area Above Grade 22.07.30 + Finished Area Above Grade (Nonstandard) 22.07.32</i> for all units including ADUs)</p> <p><i>Price</i> is defined as follows in this calculation:</p> <ul style="list-style-type: none"> <li>Use <i>Sale Price</i> if the comparable is a settled sale.</li> <li>Otherwise, use <i>Contract Price</i> if known.</li> <li>Otherwise, use <i>List Price</i>.</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>Noncontinuous finished area is not included.</li> </ul>
22.15.13	Adjusted Price	Always	Always required	Dollar amount	<i>Adjusted Price</i> is only applicable to comparables	No	<p><i>Adjusted Price of Comparable</i></p> <p>Calculated:</p> <ul style="list-style-type: none"> <li><i>Sale Price + Net Adjustment Total</i> (if <i>Listing Status</i> is Settled Sale)</li> <li><i>List Price + Net Adjustment Total</i> (if <i>Listing Status</i> is not Settled Sale)</li> </ul>

Sales Comparison Approach: Summary							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
22.15.14	Comparable Weight	Always	Always required	Choose an allowable answer from table <a href="#">(Comparable Weight)</a>	<i>Comparable Weight</i> is only applicable to comparables	No	<p><i>Comparable Weight</i>: The relative emphasis given to the comparable by the appraiser in determining the indicated value by the sales comparison approach.</p> <ul style="list-style-type: none"> <li>• Most</li> <li>• Less</li> <li>• No Weight</li> </ul> <p>Examples of scenarios with 3 comparables:</p> <ul style="list-style-type: none"> <li>• The appraiser relied primarily on 2 comparables that were given equal consideration and included a third comparable as supporting the data. Select Most, Most, and Less.</li> <li>• The appraiser relied primarily on 1 comparable that was given most consideration, and included 2 comparables that were considered to be representative but less relevant than the primary comparable. Select Most, Less, and Less.</li> <li>• All comparables were equally considered good market indicators. Select Most, Most, and Most.</li> </ul>

Comparable Weight – Choose one answer for each Comparable	
Allowable Answer	Definition / Additional Guidance
Most	The contribution of the comparable was given more or most emphasis compared to other comparables.
Less	The contribution of the comparable was given less emphasis than comparables weighted as Most.
No Weight	<p>The comparable was included but given no weight. Example: The property is similar to the subject but was given no weight due to extenuating circumstances, such as a model match that was not a typical market transaction.</p> <p>Note: Do not select this answer if a property was considered (but not included in the sales grid) to demonstrate a special or specific feature, but overall the property was not considered significant enough to affect value. These should be included in the <b>Additional Properties Analyzed Not Used</b> subsection.</p>

## Indicated Value by Sales Comparison Approach

### Indicated Value by Sales Comparison Approach

Indicated Value	22.15.15	\$
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Sales Comparison Approach – Indicated Value by Sales Comparison Approach				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
22.15.15	Indicated Value	Always required	Dollar amount	The indicated value of the subject property as determined by the Sales Comparison Approach method of property valuation.

## Reconciliation of Sales Comparison Approach

### Reconciliation of Sales Comparison Approach

22.16.01

Sales Comparison Approach – Reconciliation of Sales Comparison Approach				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
22.16.01	Reconciliation of Sales Comparison Approach	Always required	Free-form	<p>Report additional details and analysis to support conclusions, including how <i>Comparable Weight</i> was determined.</p> <p>Note: Overall reconciliation of value is reported in the <b>Reconciliation</b> section.</p>

### Additional Properties Analyzed Not Used

The **Additional Properties Analyzed Not Used** subsection displays when relevant:

- Initially, for the appraiser to provide additional context, *or*
- As part of any reconsideration process

Note: Do not include land sales here. When relevant, these are reported in the **Site Valuation Methodology** subsection of **Site (4.105-4.115)**, or in **Cost Approach (25.040-25.050)**.

### Additional Properties Analyzed Not Used

#	Property Address	Sale Date	Status	Reason Not Used	Comment
22.17.01	22.17.02	22.17.03	22.17.04	22.17.05	22.17.06

Sales Comparison Approach – Additional Properties Analyzed Not Used				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
22.17.01	#	Required for each additional property	1, 2, 3 ...	
22.17.02	Property Address	Required for each additional property	Free-form, in format that conforms to address standards in USPS Publication 28, Postal Addressing Standards	<i>Property Address</i>
22.17.03	Sale Date	If available when <i>Listing Status</i> is Settled Sale	mm/dd/yyyy	
22.17.04	Status	Required for each additional property	Choose an allowable answer from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Active</li> <li>Off Market</li> <li>Pending</li> <li>Settled Sale</li> </ul>

Sales Comparison Approach – Additional Properties Analyzed Not Used				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Required for each additional property	Yes   No	<i>Reconsideration Requested</i> Indicates whether the client has requested the appraiser to consider this additional property in the Sales Comparison analysis after the appraiser submitted their analysis.
22.17.05	Reason Not Used	Required for each additional property	Choose an allowable answer from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>• Accessory Dwelling Unit</li> <li>• Age</li> <li>• Amenities</li> <li>• Area Below Grade</li> <li>• Bathroom Count</li> <li>• Bedroom Count</li> <li>• Condition</li> <li>• Dated Sale</li> <li>• Design or Style Variance</li> <li>• Finished Area</li> <li>• Gross Building Area</li> <li>• Lot Size</li> <li>• Outbuildings</li> <li>• Proximity</li> <li>• Quality</li> <li>• Sale or Transfer Type</li> <li>• Site Influence</li> <li>• Other (Describe)</li> </ul>
22.17.06	Comment	Required for each additional property	Free-form	Additional details and analysis to support the reason for not including in the sales comparison grid.

## Sales Comparison Map

Sales Comparison Approach – Sales Comparison Map				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Sales Comparison Map	Always required	Image	A map showing the subject and all sales comparables must be provided.

## Sales Comparison Approach Exhibits

The **Sales Comparison Approach Exhibits** subsection always displays.

Sales Comparison Approach Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Sales Comparison Approach Exhibits	Always required	Photo or image	<i>Property Photo</i> Photos of the comparable properties display in this subsection with the Comparable #. The thumbnails from the top of the sales comparison grid are redisplayed, in addition to any other photos that are provided. A caption should be provided to further describe each photo.



## 23 Rental Information

The **Rental Information** section includes information about the factors that influence rent and generate other income for the subject property and its rental comparables (comps). This section contains the following subsections (“gray bars”), which always display:

- Rent Schedule
- Comparable Rental Properties
- Comparable Rental Analysis (“rental grid” or “rental comparison grid”), which provides a side-by-side comparison of comparable units to each unit in the subject property
- Rental Analysis Commentary
- Rental Information Exhibits

This section displays when *Rent Schedule Developed by Appraiser* is Yes, and a subject property unit is included in the section when *Include Unit in Rent Schedule* is Yes.

Rental Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Always required	Yes   No	<i>Rent Schedule Developed by Appraiser</i> <ul style="list-style-type: none"> <li>• Yes (The <b>Rental Information</b> section is included)</li> <li>• No (The <b>Rental Information</b> section is not included)</li> </ul>
Not on Report	This is an appraiser input that does not display	Required for each subject property unit including ADUs if <i>Rent Schedule Developed by Appraiser</i> is Yes	Yes   No	<i>Include Unit in Rent Schedule</i> <ul style="list-style-type: none"> <li>• Yes (The unit is included in the <b>Rental Information</b> section)</li> <li>• No (The unit is not included in the <b>Rental Information</b> section)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• If only a rent schedule is requested (without the <b>Income Approach</b>), <b>Rental Information</b> includes the necessary units based on the scope of work. Examples: <ul style="list-style-type: none"> <li>○ Single-family property, if subject property rents are required to be confirmed.</li> <li>○ Single-family property with an ADU, if a rent schedule is required for the ADU only.</li> </ul> </li> <li>• For ADUs, reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</li> </ul>

Information previously entered for the subject property populates from the applicable section to **Rental Information** and does not have to be re-entered. The tables in this chapter show the original location of the information.

There is other information that the appraiser must input directly into the **Rental Information** section.

## Rent Schedule

### Subject Property Rental Information

A row displays in the **Subject Property Rental Information** table for each unit for which *Include Unit in Rent Schedule* is Yes, and the “When to Include” column in this chapter reflects this.

#### Subject Property Rental Information

	Currently Rented	Occupancy	Monthly Rent	Month-to-Month	Lease Start	Rent Control	Rental Concessions	Utilities/ Services Included	Furnished
Unit 1	Yes	Tenant	\$875	Yes		No	No	No	No
Unit 2	No	Owner	\$0			No			

#### Rent Schedule

#### Subject Property Rental Information

	Currently Rented	Occupancy	Monthly Rent	Month-to-Month	Lease Start	Rent Control	Rental Concessions	Utilities/ Services Included	Furnished
[Unit 23.01.01 Identifier]	23.01.02	23.01.03	23.01.04	23.01.05	23.01.06	23.01.07	23.01.08	23.01.09	23.01.10

**Description of Rent Control and Impact to Value/Marketability** 23.01.11

Rent Schedule: Subject Property Rental Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
23.01.01	N/A	Displays if applicable for each unit	Free-form	<i>Unit Identifier</i> Populates from the <b>Unit Interior</b> section (10.002) for the unit or ADU.
23.01.02	Currently Rented	Always required for each unit	Yes   No	<i>Unit Currently Rented</i>
23.01.03	Occupancy	Always required for each unit	Choose an allowable answer from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Tenant</li> <li>Owner</li> <li>Vacant</li> </ul> Note: Populates from the <b>Unit Interior</b> section (10.020) for the unit or ADU.
23.01.04	Monthly Rent	Always required for each unit	Dollar amount	<i>Monthly Actual Rent for Unit</i>  For the subject property, this information displays in the following subsections of <b>Rental Information</b> : <ul style="list-style-type: none"> <li><b>Rent Schedule</b> <ul style="list-style-type: none"> <li><b>Subject Property Rental Information</b> 23.01.04</li> <li><b>Actual Income (Monthly)</b> 23.01.13</li> </ul> </li> <li><b>Comparable Rental Analysis Summary</b> 23.03.22</li> </ul>
23.01.05	Month-to-Month	Required if <i>Unit Currently Rented</i> is Yes	Yes   No	<ul style="list-style-type: none"> <li>Yes (lease agreement is for a one-month period)</li> <li>No (lease agreement is longer than one month, such as a 12-month lease)</li> </ul>
23.01.06	Lease Start	If available when <i>Month to Month</i> is No	mm/yyyy	<i>Lease Start Date</i>

Rent Schedule: Subject Property Rental Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
23.01.07	Rent Control	Always required for each unit	Yes   No	<p><i>Unit Subject to Rent Control:</i> Indicates whether the unit is subject to rent control.</p> <p>For the subject property, this information displays in the following subsections of <b>Rental Information</b>:</p> <ul style="list-style-type: none"> <li><b>Rent Schedule – Subject Property Rental Information 23.01.07</b></li> <li><b>Comparable Rental Analysis 23.03.16</b> if the row is included in the rental comparison grid.</li> </ul>
23.01.08	Rent Concessions	Required if <i>Unit Currently Rented</i> is Yes	Yes   No	<p>Indicates whether monetary concessions are included in the terms of the lease for the unit.</p> <p>For the subject property, this information displays in the following subsections of <b>Rental Information</b>:</p> <ul style="list-style-type: none"> <li><b>Rent Schedule – Subject Property Rental Information 23.01.08</b></li> <li><b>Comparable Rental Analysis 23.03.17</b> if the row is included in the rental comparison grid.</li> </ul>
23.01.09	Utilities / Services Included	Required if <i>Unit Currently Rented</i> is Yes	Yes   No	<p><i>Utilities / Services Included:</i> Indicates whether any utilities and services (e.g., electric, heat, water, or internet) are included in the rent for the unit.</p> <p>For the subject property, this information displays in the following subsections of <b>Rental Information</b>:</p> <ul style="list-style-type: none"> <li><b>Rent Schedule – Subject Property Rental Information 23.01.09</b></li> <li><b>Comparable Rental Analysis 23.03.15</b> if the row is included in the rental comparison grid.</li> </ul>
23.01.10	Furnished	Required if <i>Unit Currently Rented</i> is Yes	Yes   No	<p><i>Unit Furnished:</i> Indicates whether furniture is included in the rent for the unit.</p> <p>For the subject property, this information displays in the following subsections of <b>Rental Information</b>:</p> <ul style="list-style-type: none"> <li><b>Rent Schedule – Subject Property Rental Information 23.01.10</b></li> <li><b>Comparable Rental Analysis 23.03.14</b> if the row is included in the rental comparison grid.</li> </ul>
23.01.11	Description of Rent Control and Impact to Value / Marketability	Required if <i>Unit Subject to Rent Control</i> is Yes for one or more units in the Rent Schedule	Free-form	Provide a description of the rent control for each unit with rent control, including impacts to value and / or marketability.

## Actual Income (Monthly)

### Actual Income (Monthly)

#### Rent

[Unit Identifier] 23.01.12	23.01.13
<b>Subtotal</b>	<b>23.01.14</b>

#### Other Real Property Rental Income

23.01.15	23.01.16
<b>Subtotal</b>	<b>23.01.17</b>
<b>Total</b>	<b>23.01.18</b>

## Rent

Rent Schedule: Actual Income - Rent				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
23.01.12	N/A	Displays if applicable	Free-form	<i>Unit Identifier</i> Redisplays from 23.01.01.
23.01.13	N/A	Required for each unit or ADU that is included in the <b>Rental Information</b> section	Dollar amount	<i>Monthly Actual Rent for Unit</i>  For the subject property, this information displays in the following subsections of <b>Rental Information</b> : <ul style="list-style-type: none"> <li><b>Rent Schedule</b> <ul style="list-style-type: none"> <li><b>Subject Property Rental Information</b> 23.01.04</li> <li><b>Actual Income (Monthly)</b> 23.01.13</li> </ul> </li> <li><b>Comparable Rental Analysis Summary</b> 23.03.22</li> </ul>
23.01.14	Subtotal	Always required	Dollar amount	<i>Total Monthly Actual Rent</i> Calculated: Total <i>Monthly Actual Rent for Unit</i> for all units in the <b>Rental Information</b> section. Note: For the subject property, this information also displays in the <b>Income Approach</b> section 24.007 if applicable.

## Other Real Property Rental Income

This subsection describes the other real property rental income associated with the subject property.

Example 1: There is no other real property rental income.

#### Other Real Property Rental Income

None	\$0
<b>Subtotal</b>	<b>\$0</b>

#### Other Real Property Rental Income

None	\$0
<b>Subtotal</b>	<b>\$0</b>

Example 2: There is other real property rental income, and the opinion of market income differs from the actual income.

#### Other Real Property Rental Income

Non-Tenant Parking	\$100
Storage	\$50
<b>Subtotal</b>	<b>\$150</b>

#### Other Real Property Rental Income

Non-Tenant Parking	\$100
Storage	\$25
<b>Subtotal</b>	<b>\$125</b>

Rent Schedule: Actual Income – Other Real Property Rental Income				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
23.01.15	N/A	Always required	Choose an allowable answer from the Definition / Additional Guidance column	<p><i>Other Income Type</i></p> <ul style="list-style-type: none"> <li>None (there is no other real property rental income)</li> <li>Non-Tenant Parking (open or covered parking spaces are rented or leased to someone other than the occupants of the property units)</li> <li>Storage</li> <li>Other (Describe)</li> </ul> <p>For the subject property, this information displays in the following subsections of <b>Rental Information</b>:</p> <ul style="list-style-type: none"> <li><b>Rent Schedule</b> <ul style="list-style-type: none"> <li><b>Actual Income (Monthly)</b> 23.01.15</li> <li><b>Opinion of Market Income (Monthly)</b> 23.01.22</li> </ul> </li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>Only select a valid value (other than None) if there is actual or market income associated with it.</li> <li>If there is other real property rental income (actual or market), provide a description and details in <i>Rental Analysis Commentary</i> 23.04.01.</li> </ul>
23.01.16	N/A	Required for each <i>Other Income Type</i>	Dollar amount	<p><i>Other Actual Income</i></p> <p>Notes:</p> <ul style="list-style-type: none"> <li>If an <i>Other Income Type</i> is selected, the associated <i>Other Actual Income</i> and <i>Other Market Income</i> are both required.</li> <li>If <i>Other Income Type</i> is None, <i>Other Actual Income</i> and <i>Other Market Income</i> must be 0.</li> </ul>
23.01.17	Subtotal	Always required	Dollar amount	<p><i>Total Other Actual Income</i></p> <p>Calculated: The sum of <i>Other Actual Income</i> for all income types.</p>
23.01.18	Total	Always required	Dollar amount	<p><i>Total Actual Income</i></p> <p>Calculated: <i>Total Monthly Actual Rent</i> + <i>Total Other Actual Income</i></p>

## Opinion of Market Income (Monthly)

### Opinion of Market Income (Monthly)

#### Rent

[Unit Identifier]	23.01.19	23.01.20
	<b>Subtotal</b>	23.01.21

#### Other Real Property Rental Income

	23.01.22	23.01.23
	<b>Subtotal</b>	23.01.24
	<b>Total</b>	23.01.25

## Rent

Rent Schedule: Opinion of Market Income - Rent				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
23.01.19	N/A	Displays if applicable	Free-form	<p><i>Unit Identifier</i></p> <p>Redisplays from 23.01.01.</p>

Rent Schedule: Opinion of Market Income - Rent				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
23.01.20	N/A	Required for each unit or ADU that is included in the <b>Rental Information</b> section	Dollar amount	<p><i>Monthly Market Rent for Unit</i>: The monthly dollar amount that is expected to be received as rental income at full market price for the single living unit.</p> <p>For the subject property, this information displays in the following subsections of <b>Rental Information</b>:</p> <ul style="list-style-type: none"> <li><b>Rent Schedule – Opinion of Market Income (Monthly)</b> 23.01.20</li> <li><b>Comparable Rental Analysis Summary</b> 23.03.23</li> </ul>
23.01.21	Subtotal	Always required	Dollar amount	<p><i>Total Monthly Market Rent</i></p> <p>Calculated: Total <i>Monthly Market Rent for Unit</i> for all units in the <b>Rental Information</b> section.</p> <p>Note: For the subject property, this information also displays in the <b>Income Approach</b> section 24.022 if applicable.</p>

### Other Real Property Rental Income

Rent Schedule: Opinion of Market Income – Other Real Property Rental Income				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
23.01.22	N/A	Always required	Choose an allowable answer from the Definition / Additional Guidance column	<p><i>Other Income Type</i></p> <ul style="list-style-type: none"> <li>None (there is no other real property rental income)</li> <li>Non-Tenant Parking (open or covered parking spaces are rented or leased to someone other than the occupants of the property units)</li> <li>Storage</li> <li>Other (Describe)</li> </ul> <p>For the subject property, this information displays in the following subsections of <b>Rental Information</b>:</p> <ul style="list-style-type: none"> <li><b>Rent Schedule</b> <ul style="list-style-type: none"> <li><b>Actual Income (Monthly)</b> 23.01.15</li> <li><b>Opinion of Market Income (Monthly)</b> 23.01.22</li> </ul> </li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>Only select a valid value (other than None) if there is actual or market income associated with it.</li> <li>If there is other real property rental income (actual or market), provide a description and details in <i>Rental Analysis Commentary</i> 23.04.01.</li> </ul>
23.01.23	N/A	Required for each <i>Other Income Type</i>	Dollar amount	<p><i>Other Market Income</i></p> <p>Note: If an <i>Other Income Type</i> is selected, both the <i>Other Actual Income</i> and <i>Other Market Income</i> must be provided.</p>
23.01.24	Subtotal	Always required	Dollar amount	<p><i>Total Other Market Income</i></p> <p>Calculated: The sum of <i>Other Market Income</i> for all income types.</p>
23.01.25	Total	Always required	Dollar amount	<p><i>Total Market Income</i></p> <p>Calculated: <i>Total Monthly Market Rent</i> + <i>Total Other Market Income</i></p>







## Comparable Rental Properties

The **Comparable Rental Properties** subsection includes a thumbnail photo and basic information about the subject property and each rental comparable. These properties represent the most current, similar, and proximate comparable rental properties to the subject property. This analysis is intended to support the opinion of the market rent for each unit in the subject property.

- Each rental comparable represents a unit and not necessarily the entire comparable property.
- A rental comparable unit can be compared to more than one subject property unit.

### Example

- Comps 4 and 5 are two units in the same property.
- Comp 1 is compared to both subject units.

Comparable Rental Properties					
					
<b>Subject Property</b> 12345 Holiday Hwy Surfside, HI 12345	<b>Comparable #1</b> 8275 Youngish St Surfside, HI 12345	<b>Comparable #2</b> 1337 Stone Back Blvd Surfside, HI 12345	<b>Comparable #3</b> 420 Long Ear Ave Surfside, HI 12345	<b>Comparable #4</b> 1776 Whitecrest Rd Unit 1 Surfside, HI 12345	<b>Comparable #5</b> 1776 Whitecrest Rd Unit 2 Surfside, HI 12345
<b>Data Source:</b> MLS 142332	<b>Data Source:</b> MLS 425021	<b>Data Source:</b> MLS 342332	<b>Data Source:</b> MLS 442332	<b>Data Source:</b> MLS 542332	<b>Data Source:</b> MLS 542332
<b>Lease Start Date:</b> 09/2019	<b>Lease Start Date:</b> 08/2019	<b>Lease Start Date:</b> 02/2020	<b>Lease Start Date:</b> 10/2019	<b>Lease Start Date:</b> 09/2019	<b>Lease Start Date:</b> 09/2019
<b>Actual Rent:</b> \$925	<b>Actual Rent:</b> \$800	<b>Actual Rent:</b> \$1,000	<b>Actual Rent:</b> \$1,300	<b>Actual Rent:</b> \$1,200	<b>Actual Rent:</b> \$1,200

Comparable Rental Analysis								
	Subject Unit 1	1	2	3	Subject Unit 2	1	4	5
Proximity to Subject		.4 Miles N	.4 Miles SE	1 Miles W		.4 Miles N	.5 Miles NE	.5 Miles NE
Neighborhood Name	Hawaiian Vista	Bay Hills	Hillview	Bayville	Hawaiian Vista	Bay Hills	Hillview Gardens	Hillview Gardens

<b>Subject Property</b> 23.02.01	<b>Comparable #</b> 23.02.02 23.02.03 <b>Data Source:</b> 23.02.04 <b>Lease Start Date:</b> 23.02.05 <b>Actual Rent:</b> 23.02.06
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### Subject Property Information

Comparable Rental Properties – Subject Property Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Subject Property	Always required	Photo	<i>Property Photo</i> Photo of the subject property, typically the front.

Comparable Rental Properties – Subject Property Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
23.02.01	Subject Property	Always required	Free-form, in format that conforms to address standards in USPS Publication 28, Postal Addressing Standards	<i>Property Address</i> Populates from the <b>Subject Property</b> section 3.000.

## Comparable Property Information

Rent Schedule: Comparable Rental Properties – Comparable Property Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	N/A	If available for each rental comparable unit	Photo	<i>Property Photo</i> Photo of the property, typically the front. Note: If provide, Rental Comparable photos redisplay in <b>Rental Information Exhibits</b> with the Comparable #.
23.02.02	Comparable #	Required for each rental comparable unit	1, 2, 3 ...	<i>Rental Comparable #</i> : The rental comparable unit that is being compared to one or more subject property units.
23.02.03	N/A	Required for each rental comparable unit	Free-form, in format that conforms to address standards in USPS Publication 28, Postal Addressing Standards	<i>Rental Comparable Address</i> Note: For properties with multiple units in the same building, a unique unit identifier must be included with the address of the comparable unit.
23.02.04	Data Source:	Required for each rental comparable unit	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>Rental Comparable Data Source</i> <ul style="list-style-type: none"> <li>Assessor Record</li> <li>Builder or Developer</li> <li>Condominium Questionnaire</li> <li>Cooperative Board</li> <li>Cooperative Questionnaire</li> <li>Data Aggregator</li> <li>Exterior Inspection</li> <li>Homeowners Association</li> <li>Interior Inspection</li> <li>Land Survey</li> <li>MLS</li> <li>Previous Appraisal File</li> <li>Property Management Company</li> <li>Property Owner</li> <li>Property Tenant</li> <li>Real Estate Agent</li> <li>Other (Describe)</li> </ul>
23.02.04	Data Source:	Required when <i>Rental Comparable Data Source</i> is MLS, or if applicable	Free-form	<i>Data Source Identifier</i> : A unique number or identifier assigned to the rental comparable by the <i>Data Source</i> . Examples: <ul style="list-style-type: none"> <li>If <i>Data Source</i> is MLS, provide the MLS number.</li> <li>If <i>Data Source</i> is Assessor Record, provide the recording or document number.</li> </ul>
23.02.05	Lease Start Date:	If available for each rental comparable unit	mm/yyyy	



Rent Schedule: Comparable Rental Properties – Comparable Property Information				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
23.02.06	Actual Rent:	Always required for each rental comparable unit	Dollar amount	<i>Monthly Actual Rent for Unit</i> For the comparables, this information displays in the following subsections of <b>Rental Information</b> : <ul style="list-style-type: none"><li>Comparable Rental Properties 23.02.06</li><li>Comparable Rental Analysis Summary 23.03.45</li></ul>

Comparable Rental Analysis

The **Comparable Rental Analysis** subsection, or “rental comparison grid”, provides a consistent format to estimate the market rent of the subject property. Adjustments (in *Adjusted Rent*) should be made only when there is a market-supported difference between the comparable units and the subject property unit. The appraiser must reconcile the applicable indicated monthly market rents to provide an opinion of the market rent for each unit in the subject property that is included in the **Rental Information** section.

Key Concepts

Fields that are Not Applicable In the Rental Comparison Grid

If a specific field in the rental comparison grid is not applicable for a subject unit or a given comparable unit, the cell is either grayed out or displays a dash (—).

Grayed Out Cells

Information that is never applicable for the subject or comparables is grayed out in the rental comparison grid.

Example:

- *Proximity to Subject, Overall Comparison to Subject, and Adjusted Rent* are not applicable for the subject units and are always grayed out.
- *Opinion of Market Rent (Monthly Market Rent for Unit)* is not applicable for the comparable units and is always grayed out.

Overall Comparison to Subject		Similar	Similar	Superior		Similar	Superior	Superior
Adjusted Rent		\$900	\$800	\$900		\$925	\$900	\$850
Opinion of Market Rent	\$925				\$925			

Cells Displaying a Dash

Information that is not applicable for the appraisal displays a dash (—) in the rental comparison grid.

Example:

- If the subject or a comparable is not in a condominium, cooperative, or condop, and the row is included in the rental comparison grid, *Project Name* and *Project Common Amenities/Services* displays a dash for the applicable property to show that the information is not applicable.

	Subject	Comparables		
	Unit 1	1	3	4
Proximity to Subject		2 Miles N	1 Miles S	1 Miles E
Project Name	ABC	—	DEF	XYZ
Project Common Amenities/Services	Clubhouse   Fitness Area   Inground Pool	—	Similar	Superior

### *Rows that May Display in the Rental Comparison Grid*

There are two ways that rows display in the rental comparison grid depending on characteristics of the subject and / or comparables.

- Rows that always display
  - Proximity to Subject
  - Bedrooms
  - Baths – Full | Half
  - Finished Area
  - Vehicle Storage | Spaces
  - Summary subsection
- Dynamic rows that display if relevant to provide support for *Adjusted Rent*

For a full list, see Appendix F-1: URAR Reference Guide Supplement - Summary of Rows in Comparable Grids.

### *General Guidance on Dynamic Rows*

Dynamic rows display on the rental comparison grid if relevant:

- To report meaningful attributes, *or*
- To support conclusions, scope of work, or policy

Notes:

- Dynamic rows must be brought into the rental comparison grid when there is relevant and meaningful information for the subject and all comparables, and adding the row leads to credible results. ***Not reporting a meaningful attribute can be misleading by omission.***
- Dynamic rows are indicated in this chapter with the Report Label in *blue italics*, and “If relevant” in the “When Row Displays” column.

### Additional Rows

One or more additional rows may be added to the rental comparison grid to provide context and impactful details. These rows must only be used when atypical characteristics are observed. Do not add rows for information that is already available as a predefined row.

### Unit to Unit Comparison

Each comparable column provides a unit-to-unit comparison instead of a property-to-property comparison. Comparable units must be provided for each subject unit that is included in the **Rental Information** section.

- Each subject property unit has its own rental comparison grid.
- Each comparable represents a unit and not necessarily the entire property.
- A comparable unit may be compared to more than one subject unit.

### Comparison to Subject Unit

Some features (rows) in the rental comparison grid require a comparison to the subject unit instead of reporting the specific characteristics of the comparable unit.

- Project Common Amenities / Services
- Site Influence
- View from Unit
- Vehicle Storage | Spaces
- Overall Comparison to Subject

Vehicle Storage   Spaces	Driveway   6	Superior	Superior	Similar	Carport   2	Similar	Similar	Inferior
<b>Summary</b>								
<b>Rent Per Finished Area</b>	\$1.01	\$1.07	\$0.98	\$0.95	\$0	\$1.07	\$1.44	\$0.95
<b>Actual Rent</b>	\$875	\$925	\$800	\$1,000	\$0	\$925	\$1,300	\$1,200
<b>Overall Comparison to Subject</b>		Similar	Similar	Superior		Similar	Superior	Superior

Rental Information: Comparison to Subject Unit	
Allowable Answer	Definition / Additional Guidance
Superior	The feature in the comparable unit has greater market demand than the subject unit.
Similar	The feature in the comparable unit has equivalent market demand compared to the subject unit.
Inferior	The feature in the comparable unit has less market demand than the subject unit.

## Adjusted Rent

The analysis of comparable rentals reflects market reaction to significant variations between the comparable units and the subject unit.

*Adjusted Rent* (**23.03.47**) is the sum of the appraiser's analysis of the differences between the subject unit and the comparable unit. Although no adjustments are made within the rental comparison grid, the appraiser must consider the differences and reflect any market reaction in the final adjusted rent for each rental comparable.

## Heading at the Top of each Rental Comparison Grid

There is a separate rental comparison grid for each subject property unit that is included in the **Rental Information** section.

Comparable Rental Analysis			
Subject <b>23.03.01</b> [Unit Identifier]		Comparables	
	#	<b>23.03.24</b>	#

Rental Information: Comparable Rental Analysis – Rental Grid Heading				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
<b>23.03.01</b>	Subject	Displays if applicable	Free-form	<i>Unit Identifier</i> Redisplays from <b>23.01.01</b> .
<b>23.03.24</b>	#	Required for each rental comparable	1, 2, 3 ...	<i>Rental Comparable #</i> : The rental comparable unit that is being compared to the subject property unit. Redisplays from <b>23.02.02</b> . Note: Each rental comparable represents a unit and not necessarily the entire comparable property.

## Rental Comparison Grid

Proximity to Subject		23.03.25
Neighborhood Name	23.03.02	23.03.26
Project Name	23.03.03	23.03.27
Project Common Amenities/Services	23.03.04	23.03.28
Site Influence	23.03.05	23.03.29
View from Unit	23.03.06	23.03.30
Floor Number	23.03.07	23.03.31
Site Size	23.03.08	23.03.32
Grade Level	23.03.09	23.03.33
Interior Condition	23.03.10	23.03.34
Bedrooms	23.03.11	23.03.35
Baths - Full   Half	23.03.12	23.03.36
Finished Area	23.03.13	23.03.37
Furnished	23.03.14	23.03.38
Utilities/Services Included	23.03.15	23.03.39
Rent Control	23.03.16	23.03.40
Rent Concessions	23.03.17	23.03.41
Vehicle Storage   Spaces	23.03.18	23.03.42
	23.03.19	23.03.20
		23.03.43

Rental Information: Rental Comparison Grid							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable Unit	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
23.03.25	Proximity to Subject	Always	Always required	Number of miles or kilometers	<i>Proximity to Subject</i> is only applicable to comparables	No	<i>Proximity to Subject</i> Note: Can be 0, such as when the comparable is in the same building as the subject property or an adjacent property.

Rental Information: Rental Comparison Grid							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable Unit	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
23.03.25	Proximity to Subject	Always	Required if <i>Proximity to Subject</i> is not 0	Choose an allowable answer from the Definition / Additional Guidance column	<i>Direction from Subject to Comparable</i> is only applicable to comparables	No	<i>Direction from Subject to Comparable</i> <ul style="list-style-type: none"> <li>E</li> <li>N</li> <li>NE</li> <li>NW</li> <li>S</li> <li>SE</li> <li>SW</li> <li>W</li> </ul>
23.03.02 23.03.26	<i>Neighborhood Name</i>	If relevant	Required when the row is included in the rental comparison grid	Free-form	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>Neighborhood Name</i> 3.003</li> </ul>	No	Note: Neighborhood name may not apply in some areas, such as rural areas. In this case, enter None when the row is included in the rental comparison grid.
Not on Report	This is an appraiser input that does not display in the rental grid	N/A	Always required	Yes   No	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>Property in a PUD</i> 3.010</li> </ul>	No	<i>Property in a PUD</i> : Indicates whether the property is in a PUD.
Not on Report	This is an appraiser input that does not display in the rental grid	N/A	Always required	Yes   No	<b>Subject Property</b> <ul style="list-style-type: none"> <li><i>Property in a Project</i> 3.011-3.012-3.013</li> </ul>	No	<i>Property in a Project</i> <ul style="list-style-type: none"> <li>Yes (the property is in a condominium, cooperative, or condop)</li> <li>No (the property is not in a condominium, cooperative, or condop)</li> </ul>
23.03.03 23.03.27	<i>Project Name</i>	If relevant	Required if the comparable is in a condo, co-op, or condop, and the row is included in the rental comparison grid	Free-form	<b>Project Information</b> <ul style="list-style-type: none"> <li><i>Project Name</i> 18.004</li> </ul>	No	
23.03.04	<i>Project Common Amenities / Services</i>	If relevant	<i>Common Amenities / Services</i> is not reported for comparables		<b>Project Information</b> <ul style="list-style-type: none"> <li><i>Common Amenities / Services</i> 18.012</li> </ul>	No	
23.03.28	<i>Project Common Amenities / Services</i>	If relevant	Required if the comparable is in a condo, co-op, condop, or PUD, and the row is included in the rental comparison grid	Superior, Similar or Inferior	<i>Common Amenities / Services Comparison to Subject</i> is only applicable to comparables	No	<i>Common Amenities / Services Comparison to Subject</i> : Describes how the comparable's project common amenities and services compare to those of the subject property.

Rental Information: Rental Comparison Grid							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable Unit	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
23.03.05	<i>Site Influence</i>	If relevant	<i>Site Influence</i> is not reported for comparables		<b>Site</b> <ul style="list-style-type: none"> <li><i>Site Influence</i> 4.025</li> <li><i>Body of Water Type</i> 4.027</li> </ul>	No	Note: If <i>Site Influence</i> is Body of Water, <i>Body of Water Type</i> displays.
23.03.29	<i>Site Influence</i>	If relevant	Required when the row is included in the rental comparison grid	Superior, Similar or Inferior	<i>Site Influence Comparison to Subject</i> is only applicable to comparables	No	<i>Site Influence Comparison to Subject</i> : Describes how the comparable's site influences compare to those of the subject property.
23.03.06	<i>View from Unit</i>	If relevant	<i>View from Unit</i> is not reported for comparables	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>View from Unit</i> does not populate from <b>Site</b> ; the appraiser must enter information for each unit in the Rent Schedule	No	The view(s) from the subject unit. <ul style="list-style-type: none"> <li>Bay</li> <li>Canal</li> <li>City Street</li> <li>Commercial</li> <li>Cove</li> <li>Creek</li> <li>Golf Course</li> <li>Gulf</li> <li>High Density Residential</li> <li>Highway</li> <li>Industrial</li> <li>Lake</li> <li>Marsh</li> <li>Mountain</li> <li>Ocean</li> <li>Park</li> <li>Parking Lot</li> <li>Pastoral</li> <li>Pond</li> <li>Reservoir</li> <li>Residential</li> <li>River</li> <li>School</li> <li>Skyline</li> <li>Sound</li> <li>Traffic Wall Barriers</li> <li>Valley</li> <li>Woods</li> <li>Other (Describe)</li> </ul>



Rental Information: Rental Comparison Grid							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable Unit	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
23.03.30	<a href="#">View from Unit</a>	If relevant	Required when the row is included in the rental comparison grid	Superior, Similar or Inferior	<i>View Comparison to Subject Unit</i> is only applicable to comparables	No	<i>View Comparison to Subject Unit</i> : Describes how the comparable unit's views compare to those of the subject unit.  Note: The comparison is to each subject unit, so the answer may not always be the same if a comparable unit is used more than once in the rental comparison grid.
23.03.07 23.03.31	<a href="#">Floor Number</a>	If relevant	Required when the row is included in the rental comparison grid	Free-form	<b>Unit Interior</b> <ul style="list-style-type: none"><li><i>Floor Number</i> 10.018</li></ul>	No	The building floor number where the entrance to the unit is located. Examples: 1, 2, B1, B2, Penthouse
Not on Report	This is an appraiser input that does not display in the rental grid	N/A	Always required	Yes   No	<b>Subject Property</b> <ul style="list-style-type: none"><li><i>Site Owned in Common</i> 3.015</li></ul>	No	<i>Site Owned in Common</i> : Indicates whether land associated with the property is owned by an association, such as a condominium project, cooperative, or condop. <ul style="list-style-type: none"><li>Yes (the land supporting the dwelling is commonly owned through an association such as a condo, co-op or condop).</li><li>No (the homeowner owns or leases the land sole and separate from another entity).</li></ul>
23.03.08 23.03.32	<a href="#">Site Size</a>	If relevant	Required if <i>Site Owned in Common</i> is No and the row is included in the rental comparison grid	Number of acres, square feet, hectares, or square meters	<b>Site</b> <ul style="list-style-type: none"><li><i>Total Site Size</i> 4.000</li></ul>	No	
23.03.09 23.03.33	<a href="#">Grade Level</a>	If relevant	Required when the row is included in the rental comparison grid	Choose an allowable answer from the Definition / Additional Guidance column	<i>Grade Level of Unit</i> does not populate from <b>Unit Interior</b> ; the appraiser must enter information for each unit in the Rent Schedule	No	<i>Grade Level of Unit</i> <ul style="list-style-type: none"><li>Above Grade</li><li>Fully Below Grade</li><li>Partially Below Grade</li></ul> Reference published guidelines by the GSEs, government agencies, or other identified secondary marketing participants for specific guidance.
23.03.10 23.03.34	<a href="#">Interior Condition</a>	If relevant	Required when the row is included in the rental comparison grid	C1 to C6	<b>Unit Interior</b> <ul style="list-style-type: none"><li><i>Interior Condition Rating</i> 10.035</li></ul>	No	Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.  Note: For the subject property, reflects the condition as if any required repairs, inspections, or completions have been satisfactorily completed.
Not on Report	This is an appraiser input that does not display in the rental grid	N/A	Always required	Choose an allowable answer from table ( <a href="#">Structure Type</a> )	<ul style="list-style-type: none"><li><i>Structure Type</i> Not on Report</li></ul>	No	<i>Structure Type</i> : The type of structure that contains the rental unit or ADU. <ul style="list-style-type: none"><li>Dwelling</li><li>Outbuilding</li></ul>

Rental Information: Rental Comparison Grid							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable Unit	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
23.03.11 23.03.35	Bedrooms	Always	Always required	Number	<b>Unit Interior</b> <ul style="list-style-type: none"> <li>Total Bedrooms 10.023</li> </ul>	No	
23.03.12 23.03.36	Baths – Full   Half	Always	Always required	Number	<b>Unit Interior</b> <ul style="list-style-type: none"> <li>Total Bathrooms - Full 10.024</li> </ul>	No	
23.03.12 23.03.36	Baths – Full   Half	Always	Always required	Number	<b>Unit Interior</b> <ul style="list-style-type: none"> <li>Total Bathrooms - Half 10.025</li> </ul>	No	
23.03.13 23.03.37	Finished Area	Always	Always required	Number of square feet or square meters	<b>Unit Interior</b> <ul style="list-style-type: none"> <li>Above Grade Finished Area 10.003</li> <li>Above Grade Finished Area (Nonstandard) 10.004</li> <li>Below Grade Finished Area 10.006</li> <li>Below Grade Finished Area (Nonstandard) 10.007</li> </ul>	No	<p><i>Finished Area of Unit:</i> The total finished area of the unit regardless of grade level.</p> <ul style="list-style-type: none"> <li>For the subject property, calculated: <i>Above Grade Finished Area + Above Grade Finished Area (Nonstandard) + Below Grade Finished Area + Below Grade Finished Area (Nonstandard)</i>.</li> <li>For the comparables, report all finished areas regardless of grade level, standard or nonstandard, as a single number in <i>Finished Area of Unit</i>.</li> </ul>
23.03.14 23.03.38	<i>Furnished</i>	If relevant	Required when the row is included in the rental comparison grid	Yes   No	<b>Rental Information</b> <ul style="list-style-type: none"> <li>Unit Furnished 23.01.10</li> </ul>	No	<i>Unit Furnished:</i> Indicates whether furniture is included in the rent for the unit.
23.03.15 23.03.39	<i>Utilities / Services Included</i>	If relevant	Required when the row is included in the rental comparison grid	Yes   No	<b>Rental Information</b> <ul style="list-style-type: none"> <li>Utilities / Services Included 23.01.09</li> </ul>	No	<i>Utilities / Services Included:</i> Indicates whether any utilities and services (e.g., electric, heat, water, or internet) are included in the rent for the unit.
23.03.16 23.03.40	<i>Rent Control</i>	If relevant	Required when the row is included in the rental comparison grid	Yes   No	<b>Rental Information</b> <ul style="list-style-type: none"> <li>Unit Subject to Rent Control 23.01.07</li> </ul>	No	<i>Unit Subject to Rent Control:</i> Indicates whether the unit is subject to rent control.
23.03.17 23.03.41	<i>Rent Concessions</i>	If relevant	Required when the row is included in the rental comparison grid	Yes   No	<b>Rental Information</b> <ul style="list-style-type: none"> <li>Rent Concessions 23.01.08</li> </ul>	No	<i>Rent Concessions:</i> Indicates whether monetary concessions are included in the terms of the lease for the unit.

Rental Information: Rental Comparison Grid							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable Unit	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
23.03.18	Vehicle Storage   Spaces	Always	<i>Vehicle Storage Type for Unit</i> is not reported for comparables	Choose an allowable answer from the Definition / Additional Guidance column	<i>Vehicle Storage Type for Unit</i> does not populate from <b>Vehicle Storage</b> ; the appraiser must enter information for each unit in the Rent Schedule	No	<p><i>Vehicle Storage Type for Unit</i> The type of parking spaces specifically dedicated to the unit.</p> <ul style="list-style-type: none"> <li>None (subject unit does not have any available vehicle storage)</li> <li>Carport</li> <li>Common Carport</li> <li>Driveway</li> <li>Garage</li> <li>Open Lot</li> <li>Parking Garage</li> <li>Shared Driveway</li> <li>Other (Describe)</li> </ul>
23.03.18	Vehicle Storage   Spaces	Always	<i>Dedicated Parking Spaces for Unit</i> is not reported for comparables	Number	<i>Number of Dedicated Parking Spaces for Unit</i> does not populate from <b>Vehicle Storage</b> ; the appraiser must enter information for each unit in the Rent Schedule		<p><i>Number of Dedicated Parking Spaces for Unit</i>: The number of parking spaces specifically dedicated to the subject unit within the indicated <i>Vehicle Storage Type</i>.</p> <ul style="list-style-type: none"> <li>Enter zero (0) for common parking areas in which the subject unit does not have any dedicated spaces.</li> <li>If the vehicle storage is shared, only include spaces specifically dedicated to the subject unit.</li> </ul>
23.03.42	Vehicle Storage   Spaces	Always	Required when the row is included in the rental comparison grid	Superior, Similar, or Inferior	<i>Vehicle Storage Comparison to Subject Unit</i> is only applicable to comparables		<p><i>Vehicle Storage Comparison to Subject Unit</i>: Describes how the dedicated vehicle storage for the comparable unit compares with the subject unit.</p> <p>Note: The comparison is to each subject unit, so the answer may not always be the same if a comparable unit is used more than once in the rental comparison grid.</p>
23.03.20 23.03.43	<i>Additional data element displays as the Report Label 23.03.19</i>	If relevant	Required when the row is included in the rental comparison grid	Free-form	<i>Additional Row</i> does not populate from other sections; the appraiser must enter information for each unit in the Rent Schedule		<p><i>Additional Row</i> This row displays on the rental comparison grid when an additional data element is needed that is not predefined.</p> <p>Note: Only put one data element in each row and add additional rows as needed for other data elements.</p>

## Comparable Rental Analysis – Summary

Summary		
Rent Per Finished Area	23.03.21	23.03.44
Actual Rent	23.03.22	23.03.45
Overall Comparison to Subject		23.03.46
Adjusted Rent		23.03.47
Opinion of Market Rent	23.03.23	
Comparable Weight		23.03.48

Rental Information: Comparable Rental Analysis - Summary							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable Unit	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
23.03.21 23.03.44	Rent Per Finished Area	Always	Always required	Dollar amount	<b>Rental Information</b> <ul style="list-style-type: none"> <li>Monthly Actual Rent for Unit 23.01.04</li> <li>Finished Area of Unit 23.03.13</li> </ul>	No	Calculated: <i>Monthly Actual Rent for Unit / Finished Area of Unit</i>
23.03.22 23.03.45	Actual Rent	Always	Always required. Redisplays from 23.02.06.	Dollar amount	<b>Rental Information</b> <ul style="list-style-type: none"> <li>Monthly Actual Rent for Unit 23.01.04</li> </ul>	No	<i>Monthly Actual Rent for Unit</i>  For the subject property, this information displays in the following subsections of <b>Rental Information</b> : <ul style="list-style-type: none"> <li><b>Rent Schedule</b> <ul style="list-style-type: none"> <li>Subject Property Rental Information 23.01.04</li> <li>Actual Income (Monthly) 23.01.13</li> </ul> </li> <li>Comparable Rental Analysis Summary 23.03.22</li> </ul>
23.03.46	<i>Overall Comparison to Subject</i>	If relevant	Required when the row is included in the rental comparison grid	Superior, Similar, or Inferior	<i>Overall Comparison to Subject Unit</i> is only applicable to comparables	No	<i>Overall Comparison to Subject Unit</i> : Describes how the comparable unit compares overall to the subject unit.
23.03.47	Adjusted Rent	Always	Always required	Dollar amount	<i>Adjusted Rent</i> is only applicable to comparables	No	The appraiser's market-supported overall adjustment for the difference(s) between the comparable and the subject unit's characteristics.

Rental Information: Comparable Rental Analysis - Summary							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable Unit	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
23.03.23	Opinion of Market Rent	Always	<i>Opinion of Market Rent</i> is not reported for comparables	Dollar amount	<b>Rental Information</b> <ul style="list-style-type: none"> <li><i>Monthly Market Rent for Unit</i> 23.01.20</li> </ul>	No	<p><i>Monthly Market Rent for Unit:</i> The monthly dollar amount that is expected to be received as rental income at full market price for the single living unit.</p> <p>For the subject property, this information displays in the following subsections of <b>Rental Information</b>:</p> <ul style="list-style-type: none"> <li><b>Rent Schedule – Opinion of Market Income (Monthly)</b> 23.01.20</li> <li><b>Comparable Rental Analysis Summary</b> 23.03.23</li> </ul>
23.03.48	Comparable Weight	Always	Always required	Choose an allowable answer from table <a href="#">(Comparable Weight)</a>	<i>Comparable Weight</i> is only applicable to comparables	No	<p>The relative emphasis given to the comparable unit by the appraiser in determining the market rent for the subject unit.</p> <p>Examples of scenarios with 3 comparables:</p> <ul style="list-style-type: none"> <li>The appraiser relied primarily on 2 comparable units that were given equal consideration and included a third comparable as supporting the data. Select Most, Most, and Less.</li> <li>The appraiser relied primarily on 1 comparable unit that was given most consideration, and included 2 comparable units that were considered to be representative but less relevant than the primary comparable. Select Most, Less, and Less.</li> <li>All comparable units were equally considered good market indicators. Select Most, Most, and Most.</li> </ul>

Comparable Weight – Choose one answer for each Comparable	
Allowable Answer	Definition / Additional Guidance
Most	The contribution of the comparable unit was given more or most emphasis compared to other comparable units.
Less	The contribution of the comparable unit was given less emphasis than comparable units weighted as Most.
No Weight	<p>The comparable unit was included but given no weight.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>The comparable unit is similar to the subject unit, but was given no weight due to extenuating circumstances, such as a model match that was not a typical market lease.</li> <li>To show support for a property characteristic of the subject, when the comparable overall is not considered a reliable indicator of the market.</li> </ul>

## Rental Analysis Commentary

The **Rental Analysis Commentary** subsection always displays.

### Rental Analysis Commentary

23.04.01

Rental Information – Rental Analysis Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
23.04.01	Rental Analysis Commentary	Always required	Free-form	Report additional details and analysis to support conclusions, including how <i>Comparable Weight</i> was determined.

## Rental Information Exhibits

All photos or images related to the **Rental Information** section are displayed in the **Rental Information Exhibits** subsection. If there are no photos or images, this subsection does not display.

Rental Information Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Rental Information Exhibits	Always required	Image	<p><i>Map of Subject and Rental Comparables</i></p> <p>A map of the subject and rental comparables must be provided, which can display in <b>Rental Information Exhibits</b> with the caption “Map of Rental Comparables”. An additional caption may be provided.</p> <p>Note: Can be provided as one map in the <b>Sales Comparison Approach</b> section.</p>
See iGuide	Rental Information Exhibits	If relevant	Photo	<p><i>Property Photo</i></p> <p>Photos of the comparable rental properties display in this subsection with the Comparable #. The thumbnails from the <b>Comparable Rental Properties</b> subsection are redisplayed, in addition to any other photos for the comparable. An additional caption may be provided.</p>
See iGuide	Rental Information Exhibits	If relevant	Photo or image	<p><i>Rental Information Exhibit</i></p> <p>Other photos or images related to the <b>Rental Information</b> section may be provided which display in <b>Rental Information Exhibits</b>. A caption should be provided to further describe the photo or image.</p>

24 Income Approach

The **Income Approach** section includes information about Gross Rent Multiplier (GRM) comparables (comps), market rent, and the GRM. The GRM uses the *Total Monthly Market Rent* for the subject as determined in the **Rental Information** section through the **Comparable Rental Analysis** subsection and reported in the **Rent Schedule (23.01.21)**. The **Income Approach** section provides space for additional commentary and exhibits.

Notes:

- The comparable sales used to support the GRM comps may be different than those used in the **Sales Comparison Approach**. The **Income Approach** section enables the appraiser to report the sales used in the analysis of how the GRM for the subject was derived.
- If there is an **Income Approach**, there must also be a rent schedule (**Rental Information** section must be included).
- All comps used in the GRM comparison grid must be settled sales. Comparable listings may be provided as additional support for the GRM and are reported in *Income Approach Commentary (24.025)* instead of the GRM comparison grid.

**Income Approach** displays when *Income Approach Developed by Appraiser* is Yes, and the “When to Include” column in this chapter reflect this.

Income Approach Developed by Appraiser				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Always required	Yes   No	<i>Income Approach Developed by Appraiser</i> <ul style="list-style-type: none"><li>• Yes (The <b>Income Approach</b> section is included)</li><li>• No (The <b>Income Approach</b> section is not included)</li></ul>

Gross Rent Multiplier Comparables

Key Concepts

The **Gross Rent Multiplier Comparables** subsection provides detailed information about the properties (GRM comps) that were used to determine the GRM for the subject property.

*Subject Property Information in the Income Approach section*

Information previously entered for the subject property populates from the applicable section to **Income Approach** and does not have to be re-entered. The “Origin of Subject Property Information” column in this chapter shows the original location of the information.

There is other information that the appraiser must input directly into the **Income Approach** section.

### Grayed out Cells

Information that is never applicable for the subject property is grayed out in the GRM comparison grid.

Example:

- *Data Source*, *Proximity to Subject* and *Comparable Weight* are not applicable for the subject property and are always grayed out.

Data Source		MLS 77777	MLS 88888	MLS 99999
Proximity to Subject		.8 Miles W	.3 Miles E	1.2 Miles W
Units Excluding ADUs	2	2	3	2

### Rows that May Display in the GRM Comparison Grid

There are three ways that rows display in the GRM comparison grid depending on characteristics of the subject and / or comparables.

- Rows that always display (e.g., Property Address, Sale Price, and Gross Monthly Rent), *or*
- A row that displays if applicable based on property characteristics (Accessory Dwelling Units), *or*
- Dynamic rows that display if relevant to support analysis and conclusions.

Examples:

Report Label	Row Always Displays	Row Displays if Applicable	Row Displays if Relevant
Units Excluding ADUs	√		
Accessory Dwelling Units		When the subject or any GRM comparable has ADUs	
Gross Building Finished Area			√

For a full list, see Appendix F-1: URAR Reference Guide Supplement - Summary of Rows in Comparable Grids.

### General Guidance on Dynamic Rows

Dynamic rows display on the GRM comparison grid if relevant:

- To report meaningful attributes, *or*
- To support conclusions, scope of work, or policy.

Notes:

- Dynamic rows should only be brought into the GRM comparison grid when there is relevant and meaningful information for the subject and all comparables, and adding the row leads to credible results. **Not reporting a meaningful attribute can be misleading by omission.**
- Dynamic rows are indicated in this chapter with the Report Label in *blue italics*, and “If relevant” in the “When Row Displays” column.





### Additional Rows

One or more additional rows may be added to provide context and impactful details. These rows must only be used when atypical characteristics are observed. Do not add rows for information that is already available as a predefined row.

### GRM Comparison Grid

#### Gross Rent Multiplier Comparables

	Subject Property	Comparable # 24.008
Property Address	24.000  24.000.1	24.009  24.009.1
Data Source		24.010
Proximity to Subject		24.011
Units Excluding ADUs	24.001	24.012
Accessory Dwelling Units	24.002	24.013
Gross Building Finished Area	24.003	24.014
Rent Control	24.004	24.015
24.005	24.006	24.016
Sale Price		24.017
Sale Date		24.018
Gross Monthly Rent	24.007	24.019
Gross Rent Multiplier		24.020
Comparable Weight		24.021

Income Approach: Gross Rent Multiplier Comparables							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
24.008	Comparable #	Always	Always required	1, 2, 3 ...	GRM Comparable # is only applicable to comparables	No	GRM Comparable #
24.000 24.009	Property Address	Always	Always required	Free-form, in format that conforms to address standards in USPS Publication 28, Postal Addressing Standards	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Property Address 3.000</li> </ul>	No	

Income Approach: Gross Rent Multiplier Comparables							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
See iGuide	Property Address	Always	Always required	Photo		No	<i>Property Photo</i> Photo of the property, typically the front. Note: GRM comparable photos are required and redisplay in <b>Income Approach Exhibits</b> with the Comparable #.
24.010	Data Source	Always	Always required	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>GRM Comparable Data Source</i> is only applicable to comparables	No	<i>GRM Comparable Data Source</i> <ul style="list-style-type: none"> <li>Assessor Record</li> <li>Builder or Developer</li> <li>Condominium Questionnaire</li> <li>Cooperative Board</li> <li>Cooperative Questionnaire</li> <li>Data Aggregator</li> <li>Exterior Inspection</li> <li>Homeowners Association</li> <li>Land Survey</li> <li>Lender</li> <li>MLS</li> <li>Previous Appraisal File</li> <li>Property Management Company</li> <li>Property Owner</li> <li>Property Tenant</li> <li>Real Estate Agent</li> <li>Other (Describe)</li> </ul>
24.010	Data Source	Always	Required when <i>GRM Comparable Data Source</i> is MLS, or if applicable	Free-form	<i>Data Source Identifier</i> is only applicable to comparables	No	<i>Data Source Identifier</i> : A unique number or identifier assigned to the GRM comparable by the <i>Data Source</i> . Examples: <ul style="list-style-type: none"> <li>If <i>Data Source</i> is MLS, provide the MLS number.</li> <li>If <i>Data Source</i> is Assessor Record, provide the recording or document number.</li> </ul>
24.011	Proximity to Subject	Always	Always required	Number of miles or kilometers	<i>Proximity to Subject</i> is only applicable to comparables	No	<i>Proximity to Subject</i> Note: Can be 0, such as when the comparable is in the same building as the subject property or an adjacent property.
24.011	Proximity to Subject	Always	Required if <i>Proximity to Subject</i> is not 0	Choose an allowable answer from the Definition / Additional Guidance column	<i>Direction from Subject to Comparable</i> is only applicable to comparables	No	<i>Direction from Subject to Comparable</i> <ul style="list-style-type: none"> <li>E</li> <li>N</li> <li>NE</li> <li>NW</li> <li>S</li> <li>SE</li> <li>SW</li> <li>W</li> </ul>

Income Approach: Gross Rent Multiplier Comparables							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
24.001 24.012	Units Excluding ADUs	Always	Always required	Number	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Units Excluding ADUs 3.005</li> </ul>	No	Number of separate living units on the property, not counting any ADUs. ADUs are entered in a separate field but are considered in the overall unit count. Examples: <ul style="list-style-type: none"> <li>A single-family property (with or without an ADU) is reported as 1 unit in this field.</li> <li>A three-unit property (with or without an ADU) is reported as 3 units in this field.</li> </ul>
24.002 24.013	Accessory Dwelling Units	When the subject or any GRM comparable has ADUs	Always required	Number	<b>Subject Property</b> <ul style="list-style-type: none"> <li>Number of ADUs on Subject Property 3.006</li> </ul>	No	<i>Number of ADUs on Property</i> Notes: <ul style="list-style-type: none"> <li>Enter zero (0) if there are no ADUs on the property.</li> <li>ADUs may be in the dwelling, attached to the dwelling, or associated with a separate building (outbuilding).</li> </ul>
24.003 24.014	Gross Building Finished Area	If relevant	Required when the row is included in the GRM comparison grid	Number of square feet or square meters	<b>Sales Comparison Approach</b> , if applicable <ul style="list-style-type: none"> <li>Gross Building Finished Area 22.05.04</li> </ul> Otherwise, the appraiser must enter the information for the subject property.	No	<i>Total Gross Building Finished Area for Property</i> Gross Building Finished Area (GBFA) for all dwellings regardless of grade level, including common finished areas, ADUs, and finished area in a basement that is not associated with a specific unit.
24.004 24.015	Rent Control	If relevant	Required when the row is included in the GRM comparison grid	Yes   No	Property Subject to Rent Control does not populate from other sections; the appraiser must enter information for the subject property	No	<i>Property Subject to Rent Control</i> : Indicates whether the property is subject to rent control.
24.006 24.016	Additional data element displays as the Report Label 24.005	If relevant	Required when the row is included in the GRM comparison grid	Free-form	Additional Row does not populate from other sections; the appraiser must enter information for the subject property	No	<i>Additional Row</i> This row displays on the GRM comparison grid when an additional data element is needed that is not predefined.  Note: Only put one data element in each row and add additional rows as needed for other data elements.
24.017	Sale Price	Always	Always required	Dollar amount	Sale Price is only applicable to comparables	No	

Income Approach: Gross Rent Multiplier Comparables							
Report Field ID	Report Label	When Row Displays	When to Include for each Comparable	Allowable Answers / Format	Origin of Subject Property Information	Adjustable Row	Definition / Additional Guidance
24.018	Sale Date	Always	Always required	mm/dd/yyyy	<i>Sale Date</i> is only applicable to comparables	No	
24.019	Gross Monthly Rent	Always	Always required	Yes   No	<i>Is Gross Monthly Rent Estimated</i> is only applicable to comparables	No	<i>Is Gross Monthly Rent Estimated?</i> <ul style="list-style-type: none"> <li>Yes (actual monthly rent is not available)</li> <li>No</li> </ul> Note: If Yes, <i>Gross Monthly Rent</i> displays with a tilde (~) for the GRM comparable, and the reason the actual rent could not be obtained must be reported in <i>Income Approach Commentary</i> .
24.007 24.019	Gross Monthly Rent	Always	Always required	Dollar amount	<b>Rental Information</b> <ul style="list-style-type: none"> <li><i>Total Monthly Actual Rent</i> 23.01.14</li> </ul>	No	<i>Gross Monthly Rent</i> for all units, also referred to as <i>Total Monthly Actual Rent</i> Notes: <ul style="list-style-type: none"> <li>Report the monthly rent for each GRM comparable.</li> <li>For the subject, the <i>Gross Monthly Rent</i> 24.007 may not equal the <i>Total Monthly Market Rent</i> 24.022.</li> </ul>
24.020	Gross Rent Multiplier	Always	Always required	Number	<i>Gross Rent Multiplier</i> is only reported here for comparables	No	Calculated for each GRM comparable: <i>Sale Price / Gross Monthly Rent</i>  Note: <i>Gross Rent Multiplier</i> for the subject property is reported in 24.023
24.021	Comparable Weight	Always	Always required	Choose an allowable answer from table <a href="#">(Comparable Weight)</a>	<i>Comparable Weight</i> is only applicable to comparables	No	The relative emphasis given to the GRM comparable by the appraiser in support of the indicated value by the income approach.  Examples of scenarios with 3 comparables: <ul style="list-style-type: none"> <li>The appraiser relied primarily on 2 comparables that were given equal consideration and included a third comparable as supporting the data. Select Most, Most, and Less.</li> <li>The appraiser relied primarily on 1 comparable that was given most consideration, and included 2 comparables that were considered to be representative but less relevant than the primary comparable. Select Most, Less, and Less.</li> <li>All comparables were equally considered good market indicators. Select Most, Most, and Most.</li> </ul>

Comparable Weight – Choose one answer for each Comparable	
Allowable Answer	Definition / Additional Guidance
Most	The contribution of the comparable was given more or most emphasis compared to other comparables.
Less	The contribution of the comparable was given less emphasis than comparables weighted as Most.

Comparable Weight – Choose one answer for each Comparable	
Allowable Answer	Definition / Additional Guidance
No Weight	The comparable was included but given no weight. Example: The property is similar to the subject but was given no weight due to extenuating circumstances, such as a model match that was not a typical market transaction.

### Indicated Value by Income Approach

The **Indicated Value by Income Approach** subsection always displays when **Income Approach** is included in the report. It references information about the subject property.

#### Indicated Value by Income Approach

<b>Total Monthly Market Rent</b>	<b>×</b>	<b>Gross Rent Multiplier</b>	<b>=</b>	<b>Indicated Value by Income Approach</b>
24.022		24.023		24.024

Income Approach – Indicated Value by Income Approach				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
24.022	Total Monthly Market Rent	Always required	Dollar amount	Redisplays from the <b>Rental Information</b> section 23.01.21. Note: For the subject, the <i>Gross Monthly Rent</i> 24.007 may not equal the <i>Total Monthly Market Rent</i> 24.022.
24.023	x Gross Rent Multiplier	Always required	Number	The factor used in calculating the indicated value of the subject property when using the Income Approach method of property valuation.  Note: This information is input by the appraiser based on their analysis of the Gross Rent Multipliers for the GRM comparables 24.020.
24.024	= Indicated Value by Income Approach	Always required	Dollar amount	Calculated: <i>Total Monthly Market Rent</i> x <i>Gross Rent Multiplier</i>

## Income Approach Commentary

The **Income Approach Commentary** subsection always displays when **Income Approach** is included in the report.

### Income Approach Commentary

24.025

Income Approach Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
24.025	Income Approach Commentary	Always required	Free-form	Report additional details and analysis to support conclusions, including how <i>Comparable Weight</i> and <i>Gross Rent Multiplier</i> were determined.  Note: Overall reconciliation of value is reported in the <b>Reconciliation</b> section.

## Income Approach Exhibits

All photos or images related to the **Income Approach** section are displayed in the **Income Approach Exhibits** subsection.

Income Approach Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Income Approach Exhibits	Always required	Image	<i>Map of Subject and GRM Comparables</i> A map of the subject and GRM comparables must be provided, which can display in <b>Income Approach Exhibits</b> with the caption “Map of GRM Comparables”. An additional caption may be provided.  Note: Can be provided as one map in the <b>Sales Comparison Approach</b> section.
See iGuide	Income Approach Exhibits	Always required	Photos or images	<i>Property Photo</i> Photos of the GRM comparable properties display in this subsection with the Comparable #. The thumbnails from the top of the GRM comparison grid are redisplayed, in addition to any other photos that are provided. An additional caption may be provided.
See iGuide	Income Approach Exhibits	If relevant	Photos or images	<i>Income Approach Exhibit</i> Other photos or images related to the <b>Income Approach</b> section may be provided, which display in <b>Income Approach Exhibits</b> . A caption should be provided to further describe the photo or image.

## 25 Cost Approach

The **Cost Approach** section includes cost estimates by the appraiser of:

- The value of the land
- The cost of constructing dwellings and outbuildings (reproduction or replacement)
- The appropriate amount of depreciation

This section provides space for additional commentary and exhibits.

This section displays when *Cost Approach Developed by Appraiser* is Yes. The “When to Include” column in this chapter references appraisals for which *Cost Approach Developed by Appraiser* is Yes.

Cost Approach Developed by Appraiser				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Always required	Yes   No	<i>Cost Approach Developed by Appraiser</i> <ul style="list-style-type: none"> <li>• Yes (The <b>Cost Approach</b> section is included)</li> <li>• No (The <b>Cost Approach</b> section is not included)</li> </ul>

### Indicated Value by Cost Approach

Information displaying at the top of the **Cost Approach** section is calculated or redisplayed from the subsections below.

#### Indicated Value by Cost Approach

25.000

Depreciated Cost of Dwellings	25.001
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Depreciated Cost of Outbuildings	25.002
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As Is Value of Site Improvements	25.003
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Opinion of Site Value	25.004
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Cost Approach: Indicated Value by Cost Approach				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.000	Indicated Value by Cost Approach	Always displays	Dollar amount	Calculated: The sum of the following: <ul style="list-style-type: none"> <li>• <i>Depreciated Cost of Dwellings</i> 25.001</li> <li>• <i>Depreciated Cost of Outbuildings</i> 25.002 if applicable</li> <li>• <i>As Is Value of Site Improvements</i> 25.003</li> <li>• <i>Opinion of Site Value</i> 25.004</li> </ul>
25.001	Depreciated Cost of Dwellings	Always displays	Dollar amount	Calculated: The sum of <i>Estimated Dwelling Cost</i> including depreciation 25.018, for all dwellings on the property. Note: <ul style="list-style-type: none"> <li>• Reference the <b>Depreciated Cost – Dwelling</b> subsection for each dwelling.</li> </ul>
25.002	Depreciated Cost of Outbuildings	Displays when there are outbuilding(s) that are considered real property	Dollar amount	Calculated: The sum of <i>Estimated Outbuilding Cost</i> including depreciation 25.036, for all outbuildings that are considered real property (all outbuildings in the <b>Cost Approach</b> ). Notes: <ul style="list-style-type: none"> <li>• Reference the <b>Depreciated Cost – Outbuilding</b> subsection for each outbuilding that is considered real property.</li> <li>• If there are no outbuildings in the <b>Cost Approach</b>, <i>Depreciated Cost of Outbuildings</i> does not display.</li> </ul>

Cost Approach: Indicated Value by Cost Approach				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.003	As Is Value of Site Improvements	Always displays	Dollar amount	<i>Total As Is Value of Site Improvements</i> : The total value contributed by other “as is” improvements located on the subject property. Can be 0, such as when <i>Property Rights Appraised</i> is Leasehold. Redisplays from the <b>As Is Value of Site Improvements</b> subsection 25.039.
25.004	Opinion of Site Value	Always displays	Dollar amount	The dollar value estimated for the property site (e.g., land that is improved so that it is ready to be used for a specific purpose). Can be 0, such as when <i>Property Rights Appraised</i> is Leasehold. Redisplays from the <b>Site Value</b> subsection 25.041.

### Depreciated Cost - Dwelling

The **Depreciated Cost – Dwelling** table repeats for each dwelling.

Depreciated Cost - Dwelling - [Structure Identifier] 25.005			
25.006	25.007 @ 25.008	25.009	
Physical Depreciation	25.010	25.011	
Functional Depreciation	25.012	25.013	
External Depreciation	25.014	25.015	
Total Depreciation		25.016	
Manufactured Home Delivery, Installation, and Set Up		25.017	
Total		25.018	

### Information that May Display in Gray Bar

The **Depreciated Cost – Dwelling** gray bar provides context about the dwelling.

Examples:

- A single-family property would display “Depreciated Cost – Dwelling”
- A 2- to 4-unit property with multiple dwellings might display “Depreciated Cost – Dwelling – Building 2”, depending on appraiser inputs
  - *Structure Identifier* is Building 2

Cost Approach – Depreciated Cost of Dwelling				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.005	Depreciated Cost – Dwelling (gray bar)	Display only	N/A	If applicable, <i>Structure Identifier</i> (8.000) redisplays from the <b>Dwelling Exterior</b> section.



## Replacement or Reproduction Cost for each Dwelling

Cost Approach – Replacement or Reproduction Cost (Dwelling)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.006	N/A	Required for each dwelling	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Area Type</i>: The area for which costs to reproduce or replace are being estimated.</p> <ul style="list-style-type: none"> <li>• Above Grade Finished Area</li> <li>• Above Grade Finished Area (Nonstandard)</li> <li>• Above Grade Unfinished Area</li> <li>• Attached Garage</li> <li>• Below Grade Finished Area</li> <li>• Below Grade Finished Area (Nonstandard)</li> <li>• Below Grade Unfinished Area</li> <li>• Built-in Garage</li> <li>• Carport</li> <li>• Foundation</li> <li>• Other (Describe)</li> </ul> <p>Note: Each selected answer displays in a separate row.</p>
25.007	N/A	Required for each indicated <i>Area Type</i>	Number of square feet or square meters	<i>Area Size</i>
25.008	@	Required for each indicated <i>Area Type</i>	Dollar amount	<i>Replacement or Reproduction Cost per Unit of Measure</i> (e.g., cost per square foot).
25.008	N/A	Required for each indicated <i>Area Type</i>	Dollar amount	<p><i>Area Type Cost</i>: The total cost for the line item.</p> <p>Calculated: <i>Area Size</i> x <i>Replacement or Reproduction Cost per Unit of Measure</i></p>

## Depreciation For Each Dwelling

One of the following may be provided for each dwelling:

- Separate physical, functional and external depreciation (percent and dollar amount), or

## Depreciated Cost - Dwelling

Above Grade Finished Area	1,600 Sq. Ft. @	\$171.85	\$274,960
Attached Garage	400 Sq. Ft. @	\$50.00	\$20,000
Physical Depreciation	7%		\$(20,647)
Functional Depreciation	5%		\$(14,748)
External Depreciation	0%		\$0
Total			\$259,565

- Total depreciation (dollar amount). This is an aggregate number representing physical, functional, and external depreciation.

## Depreciated Cost - Dwelling

Above Grade Finished Area	1,600 Sq. Ft. @	\$171.85	\$274,960
Attached Garage	400 Sq. Ft. @	\$50.00	\$20,000
Total Depreciation			\$(35,395)
Total			\$259,565

Cost Approach – Depreciation (Dwelling)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.010	Physical Depreciation	Required if <i>Total Depreciation</i> is not provided	Percent	<i>Dwelling Physical Depreciation Percent</i> – Can be 0.

Cost Approach – Depreciation (Dwelling)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.011	Physical Depreciation	Required if <i>Total Depreciation</i> is not provided	Dollar amount	<i>Dwelling Physical Depreciation Amount</i> Calculated: <i>Dwelling Physical Depreciation Percent</i> x sum of all the <i>Area Type Costs</i> for the dwelling.
25.012	Functional Depreciation	Required if <i>Total Depreciation</i> is not provided	Percent	<i>Dwelling Functional Depreciation Percent</i> – Can be 0.
25.013	Functional Depreciation	Required if <i>Total Depreciation</i> is not provided	Dollar amount	<i>Dwelling Functional Depreciation Amount</i> Calculated: <i>Dwelling Functional Depreciation Percent</i> x sum of all the <i>Area Type Costs</i> for the dwelling.
25.014	External Depreciation	Required if <i>Total Depreciation</i> is not provided	Percent	<i>Dwelling External Depreciation Percent</i> – Can be 0.
25.015	External Depreciation	Required if <i>Total Depreciation</i> is not provided	Dollar amount	<i>Dwelling External Depreciation Amount</i> Calculated: <i>Dwelling External Depreciation Percent</i> x sum of all the <i>Area Type Costs</i> for the dwelling.
25.016	Total Depreciation	Required if <i>Physical, Functional and External Depreciation</i> are not provided	Dollar amount	<i>Total Depreciation for Dwelling</i> : The lump sum accumulated monetary loss in value for the reproduction or replacement cost of the dwelling from all causes of depreciation. Can be 0.

### Manufactured Home Delivery, Installation and Setup for the Dwelling

Cost Approach – Manufactured Home Delivery, Installation and Setup (Dwelling)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.017	Manufactured Home Delivery, Installation, and Setup	Required if <i>Construction Method</i> is Manufactured	Dollar amount	The total amount associated with the delivery, installation, and setup costs for a manufactured home. If the specific amount is unavailable from the invoice, provide a reasonable estimate, and explain in <i>Cost Approach Commentary</i> .

### Estimated Dwelling Cost (Total)

Cost Approach – Total Depreciated Cost (Dwelling)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.018	Total	Required for each dwelling	Dollar amount	<p><i>Estimated Dwelling Cost</i>: The estimated cost of the dwelling, including all costs to replace or reproduce the dwelling, the applicable depreciation, and any applicable delivery, installation, and setup fee.</p> <p>Calculated for the dwelling:</p> <ul style="list-style-type: none"> <li>Add the following: <ul style="list-style-type: none"> <li><i>Area Type Costs(s)</i> 25.009</li> <li><i>Manufactured Home Delivery, Installation, and Setup</i> 25.017 if applicable</li> </ul> </li> <li>Subtract depreciation: <ul style="list-style-type: none"> <li><i>Dwelling Physical Depreciation Amount</i> 25.011</li> <li><i>Dwelling Functional Depreciation Amount</i> 25.013</li> <li><i>Dwelling External Depreciation Amount</i> 25.015</li> </ul> OR <ul style="list-style-type: none"> <li><i>Total Depreciation for Dwelling</i> 25.016</li> </ul> </li> </ul>

## Remaining Economic Life and Effective Age

**Remaining Economic Life** 25.019  
**Effective Age** 25.020  
**Commentary on Remaining Economic Life** 25.021  
**Commentary on Effective Age** 25.022

Cost Approach: Remaining Economic Life and Effective Age				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.019	Remaining Economic Life	Required for each dwelling	Number of years	The estimated number of years of the structure's remaining economic life.
25.020	Effective Age	Required for each dwelling	Number of years or range of years	The estimated age of a structure based on its utility and physical wear and tear.
25.021	Commentary on Remaining Economic Life	Required for each dwelling if <i>Remaining Economic Life</i> is less than 30 years, or if relevant	Free-form	Commentary could include information pertinent to Remaining Economic Life that is not captured in the discrete data, or additional details to support the discrete data that is provided.
25.022	Commentary on Effective Age	Required for each dwelling for FHA, VA, and USDA appraisals, or if relevant	Free-form	Commentary could include information pertinent to Effective Age that is not captured in the discrete data, or additional details to support the discrete data that is provided.

### Depreciated Cost - Outbuilding

The **Depreciated Cost – Outbuilding** table repeats for each outbuilding when *Considered Real Property* (12.002) is Yes, and the “When to Include” column in this subchapter reflects this. If there are no outbuildings that are real property, this subsection does not display.

#### Depreciated Cost - Outbuilding - [Outbuilding Type] 25.023

25.024	25.025 @ 25.026	25.027
Physical Depreciation	25.028	25.029
Functional Depreciation	25.030	25.031
External Depreciation	25.032	25.033
Total Depreciation		25.034
Manufactured Home Delivery, Installation, and Set Up		25.035
Total		25.036

### Outbuilding Type (Displays in Gray Bar)

Cost Approach: Outbuilding Type				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.023	N/A	Displays for each outbuilding	Choose an allowable answer from 10.000	<p><i>Outbuilding Type</i> redisplay from the <b>Outbuilding</b> section 10.000.</p> <p>Note: Detached garages with no other uses (ADUs or additional areas) are not reported as outbuildings in the URAR. See <a href="#">As is Value of Site Improvements (25.037)</a> for how to address in the <b>Cost Approach</b> section.</p>

## Replacement or Reproduction Cost for each Outbuilding

Cost Approach – Replacement or Reproduction Cost (Outbuilding)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.024	N/A	Required for each outbuilding	Choose one or more allowable answers from the Definition / Additional Guidance column	<p><i>Area Type</i>: The area for which costs to reproduce or replace are being estimated.</p> <ul style="list-style-type: none"> <li>Finished Area</li> <li>Foundation</li> <li>Garage</li> <li>Unfinished Area</li> <li>Other (Describe)</li> </ul> <p>Note: Each selected answer displays in a separate row.</p>
25.025	N/A	Required for each indicated <i>Area Type</i>	Number of square feet or square meters	<i>Area Size</i>
25.026	@	Required for each indicated <i>Area Type</i>	Dollar amount	<i>Replacement or Reproduction Cost per Unit of Measure</i> (e.g., cost per square foot).
25.027	N/A	Required for each indicated <i>Area Type</i>	Dollar amount	<p><i>Area Type Cost</i>: The total cost for the line item.</p> <p>Calculated (<i>Area Size</i> x <i>Replacement or Reproduction Cost per Unit of Measure</i>)</p>

## Depreciation for Each Outbuilding

One of the following may be provided for each outbuilding that is considered real property:

- Separate physical, functional and external depreciation (percent and dollar amount), or
- Total depreciation (dollar amount). This is an aggregate number representing physical, functional, and external depreciation.

See example in [Depreciation For Each Dwelling](#).

Cost Approach – Depreciation (Outbuilding)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.028	Physical Depreciation	Required if <i>Total Depreciation</i> is not provided	Percent	<i>Outbuilding Physical Depreciation Percent</i>
25.029	Physical Depreciation	Required if <i>Total Depreciation</i> is not provided	Dollar amount	<p><i>Outbuilding Physical Depreciation Amount</i></p> <p>Calculated: <i>Outbuilding Physical Depreciation Percent</i> x Sum of all the <i>Area Type Costs</i> for the outbuilding.</p>
25.030	Functional Depreciation	Required if <i>Total Depreciation</i> is not provided	Percent	<i>Outbuilding Functional Depreciation Percent</i>
25.031	Functional Depreciation	Required if <i>Total Depreciation</i> is not provided	Dollar amount	<p><i>Outbuilding Functional Depreciation Amount</i></p> <p>Calculated: <i>Outbuilding Functional Depreciation Percent</i> x sum of all the <i>Area Type Costs</i> for the outbuilding.</p>
25.032	External Depreciation	Required if <i>Total Depreciation</i> is not provided	Percent	<i>Outbuilding External Depreciation Percent</i>
25.033	External Depreciation	Required if <i>Total Depreciation</i> is not provided	Dollar amount	<p><i>Outbuilding External Depreciation Amount</i></p> <p>Calculated: <i>Outbuilding External Depreciation Percent</i> x sum of all the <i>Area Type Costs</i> for the outbuilding.</p>

Cost Approach – Depreciation (Outbuilding)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.034	Total Depreciation	Required if <i>Physical, Functional and External Depreciation</i> are not provided	Dollar amount	<i>Total Depreciation for Outbuilding:</i> The lump sum accumulated monetary loss in value for the reproduction or replacement cost of the outbuilding from all causes of depreciation.

### Manufactured Home Delivery, Installation and Setup for the Outbuilding

Cost Approach – Manufactured Home Delivery, Installation and Setup (Outbuilding)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.028	Manufactured Home Delivery, Installation, and Setup	Required if <i>Outbuilding Type</i> is Manufactured Home	Dollar amount	The total amount associated with the delivery, installation and setup costs for a manufactured home. If the specific amount is unavailable from the invoice, provide a reasonable estimate, and explain in <i>Cost Approach Commentary</i> .

### Estimated Outbuilding Cost (Total)

Cost Approach – Total Depreciated Cost (Outbuilding)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.036	Total	Required for each outbuilding	Dollar amount	<p><i>Estimated Outbuilding Cost:</i> The estimated cost of the outbuilding, including all costs to replace or reproduce the dwelling, the applicable depreciation, and any applicable delivery, installation, and setup fee.</p> <p>Calculated for the outbuilding:</p> <ul style="list-style-type: none"> <li>Add the following: <ul style="list-style-type: none"> <li>Area Type Costs(s) 25.027</li> <li>Manufactured Home Delivery, Installation, and Setup 25.035 if applicable</li> </ul> </li> <li>Subtract depreciation: <ul style="list-style-type: none"> <li>Outbuilding Physical Depreciation Amount 25.029</li> <li>Outbuilding Functional Depreciation Amount 25.031</li> <li>Outbuilding External Depreciation Amount 25.033</li> </ul> OR <ul style="list-style-type: none"> <li>Total Depreciation for Outbuilding 25.034</li> </ul> </li> </ul>

### As is Value of Site Improvements

Site improvements may be provided individually or in aggregate.

Note: For detached garages with no additional separate area which are reported in **Vehicle Storage** and not in **Outbuilding**, report the depreciated cost of the garage here. Example:

#### As Is Value of Site Improvements

Description	Amount
Utility connections, driveway, patio	\$18,500
Depreciated cost of detached garage	\$31,500
<b>Total</b>	<b>\$50,000</b>

**As Is Value of Site Improvements**

Description	Amount
25.037	25.038
<b>Total</b>	<b>25.039</b>

Cost Approach: As Is Value of Site Improvements				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.037	Description	Always required for each site improvement	Free-form	<p><i>Site Improvement Description:</i> A description of the improvement for which the As Is value is provided.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Well, septic, fence, driveway and water frontage improvements could be displayed in aggregate on a single row, or on separate rows.</li> </ul>
25.038	Amount	Always required for each site improvement	Dollar amount	<p><i>As Is Value of Site Improvement Amount:</i> The As Is amount of the site improvement as of the appraisal effective date. Provide individual costs if documented separately, or as a lump sum for aggregated site improvements.</p>
25.039	Total	Always required	Dollar amount	<p><i>Total As Is Value of Site Improvements:</i> The total value contributed by other As Is improvements located on the subject property.</p> <p>Calculated: The sum of all the <i>As Is Value of Site Improvement Amounts</i> 25.038</p> <p>Note: This amount redisplay at the top of the <b>Cost Approach</b> section 25.003.</p>

**Site Value****Site Valuation Method And Site Value****Site Value**

<b>Primary Site Valuation Method</b> 25.040	<b>Opinion of Site Value</b> 25.041
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Site Value and Site Valuation Method				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.040	Primary Site Valuation Method	Always required	Choose an allowable answer from table <a href="#">(Primary Site Valuation Method)</a>	<p>The method by which the site value is calculated.</p> <ul style="list-style-type: none"> <li>Allocation</li> <li>Extraction</li> <li>Sales Comparison</li> <li>Other (Describe)</li> </ul>
25.041	Opinion of Site Value	Always required	Dollar amount	<p>The dollar value estimated for the property site (e.g., land that is improved so that it is ready to be used for a specific purpose). Can be 0, such as when <i>Property Rights Appraised</i> 3.019 is Leasehold.</p> <p>Note: This amount redisplay at the top of the <b>Cost Approach</b> section 25.004.</p>

Primary Site Valuation Method (Choose one)	
Allowable Answer	Definition / Additional Guidance
Allocation	An estimation of land value in which sales of improved properties are analyzed to establish a typical ratio of land value to total property value. This ratio is applied to the property being appraised to arrive at an estimated value for the land.
Extraction	An estimation of land value in which the depreciated cost of the improvements on the improved property is estimated and deducted from the total sale price to arrive at an estimated value for the land.
Sales Comparison	Identifies sales of vacant land and / or sites and applies an adjustment process to the sale price to determine an indicated value or range of value for the subject site. Note: If this answer is selected, land comparables (25.042-25.049) must be provided.
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Information for each Land Comparable

The **Land Comparables** table displays if *Primary Site Valuation Method* is Sales Comparison, and the “When to Include” column in this table reflects this.

### Land Comparables

#	Address	County	Data Source	Assessor Parcel Number (APN)	Site Size	Sale Date	Price
25.042	25.043	25.044	25.045	25.046	25.047	25.048	25.049
Reconciliation of Site Value 25.050							

Cost Approach - Land Comparables				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.042	#	Required for each land comparable	1, 2, 3 ...	<i>Land Comparable #</i>
25.043	Address	If available for each land comparable	Free-form	<i>Land Comparable Street Address</i> If the street address is unavailable or has not yet been assigned, provide any information necessary to identify the property.
25.043	Address	Required for each land comparable	Free-form	<i>Land Comparable City, State, ZIP Code</i>
25.044	County	Required for each land comparable	Free-form	Name of the county or parish as defined by the state.  Note: If the land comparable is not located in any county (e.g., located in an independent city), enter the name of the local municipality or district in which the property is located.
25.045	Data Source	Required for each land comparable	Choose one or more allowable answers from the Definition / Additional Guidance column	<i>Land Comparable Data Source</i> <ul style="list-style-type: none"> <li>Assessor Record</li> <li>Builder or Developer</li> <li>Data Aggregator</li> <li>Exterior Inspection</li> <li>Homeowners Association</li> <li>Land Survey</li> <li>Lender</li> <li>MLS</li> <li>Previous Appraisal File</li> <li>Property Owner</li> <li>Real Estate Agent</li> <li>Zoning</li> <li>Other (Describe)</li> </ul>
25.045	Data Source	Required when <i>Land Comparable Data Source</i> is MLS, or if applicable	Free-form	<i>Data Source Identifier</i> : A unique number or identifier assigned to the land comparable by the <i>Data Source</i> . Examples: <ul style="list-style-type: none"> <li>If <i>Data Source</i> is MLS, provide the MLS number.</li> <li>If <i>Data Source</i> is Assessor Record, provide the recording or document number.</li> </ul>
25.046	Assessor Parcel Number (APN)	If available for each land comparable	Free-form	A number assigned to parcels of real property by the tax assessor of a particular jurisdiction for purposes of identification and record-keeping.
25.047	Site Size	Required for each land comparable	Number of acres, square feet, hectares, or square meters	The total area of the site, including all parcels. <ul style="list-style-type: none"> <li>For area less than 1 acre, use square feet in whole numbers (e.g., 27,840 sq. ft.)</li> <li>For area that is 1 acre or more, use acres to 2 decimals (e.g., 1.25 acres).</li> <li>If using the metric system, for area less than 1 hectare, use square meters in whole numbers (e.g., 7,500 sq. m.)</li> <li>If using the metric system, for area that is 1 hectare or more, use hectares to 2 decimals (e.g., 1.25 hectares).</li> </ul>

Cost Approach - Land Comparables				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.048	Sale Date	Required for each land comparable	mm/dd/yyyy	
25.049	Price	Required for each land comparable	Dollar amount	

## Reconciliation of Site Value

Cost Approach - Reconciliation of Site Value				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.050	Reconciliation of Site Value	Always required	Free-form	Commentary should include information pertinent to the <i>Opinion of Site Value</i> that is not captured in the discrete data, or additional details to support the discrete data that is provided, including access, utilities, zoning, views, or site influences of the land comparables in relation to the subject.
See iGuide	N/A	If relevant	Image	<p><i>Map of Land Comparables</i></p> <p>A map of the subject and land comparables should be included, which displays in <b>Cost Approach Exhibits</b> with the caption "Map of Land Comparables". An additional caption may be provided to further identify the image.</p> <p>Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</p>

## General Description

### General Description

**Cost Type** 25.051

**Cost Data Source** 25.052

Quality Rating 25.053

Effective Date 25.054

**Cost Method** 25.055

**Depreciation Method** 25.056

Cost Approach – General Description				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.051	Cost Type	Always required	Choose an allowable answer from the Definition / Additional Guidance column	<p>The method by which all buildings in the <b>Cost Approach</b> section would be reconstructed.</p> <ul style="list-style-type: none"> <li>Replacement</li> <li>Reproduction</li> </ul>
25.052	Cost Data Source	Always required	Choose an allowable answer from the Definition / Additional Guidance column	<p><i>Cost Data Source:</i> The primary source that the appraiser cited for cost data in the <b>Cost Approach</b> section.</p> <ul style="list-style-type: none"> <li>Builder or Developer</li> <li>Cost Service (Displays <i>Cost Service Provider</i> instead)</li> <li>Cost Survey</li> <li>Other (Describe)</li> </ul> <p>Note: An image of the worksheet showing support of Cost Approach calculations may be provided, which displays in <b>Cost Approach Exhibits</b>. A caption must be provided to further describe the image.</p>



Cost Approach – General Description				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.052	Cost Data Source	Required if <i>Cost Data Source</i> is Cost Service	Choose an allowable answer from the Definition / Additional Guidance column	<i>Cost Service Provider</i> <ul style="list-style-type: none"> <li>Craftsman Cost Guide</li> <li>Marshall &amp; Swift</li> <li>NADA</li> <li>RSMeans</li> <li>Xactimate</li> <li>Other (Describe)</li> </ul>
25.053	Quality Rating	Required if <i>Cost Data Source</i> is Cost Service	Choose an allowable answer from the Definition / Additional Guidance column	<i>Cost Service Quality Rating</i> <ul style="list-style-type: none"> <li>Excellent</li> <li>Very Good</li> <li>Good</li> <li>Average</li> <li>Fair</li> <li>Low</li> <li>Other (Describe) – If Quality Rating from the <i>Cost Service Provider</i> is not in the above list.</li> </ul>
25.054	Effective Date	Always required	mm/dd/yyyy	<i>Cost Data Effective Date</i>  Note: If a Cost Service was cited, provide the date the cost service was last updated. Otherwise, provide the date the appraiser pulled the information.
25.055	Cost Method	Always required	Choose an allowable answer from table ( <a href="#">Cost Method</a> )	The methodology used to derive replacement or reproduction building cost in the <b>Cost Approach</b> section.
25.056	Depreciation Method	Always required	Choose an allowable answer from table ( <a href="#">Depreciation Method</a> )	The methodology used to derive depreciated building cost in the <b>Cost Approach</b> section.

Cost Method (Choose one)	
Allowable Answer	Definition / Additional Guidance
Comparative Unit	A method used to derive a cost estimate in terms of dollars per unit of area, or volume, based on known cost of similar structures that are adjusted for time, and physical differences. The cost estimate is then applied to the total building area. Also known as Square Foot Method or Market Extraction Method.
Quantity Survey	A cost-estimating method used to derive the total cost of labor and materials for each individual item used in the construction of the improvements (e.g., nails, drywall, bricks, mortar).
Unit in Place	A cost-estimating method in which total building cost is estimated by adding together the unit cost for various building components as installed. Also known as Segregated Cost Method.
Other (Describe)	Select Other to enter an answer that is not in the above list.

Depreciation Method (Choose one)	
Allowable Answer	Definition / Additional Guidance
Breakdown	A method of estimating depreciation in which the total loss in the value of the property is estimated by analyzing and measuring each cause of depreciation (physical, functional and external) separately.
Economic Age-Life	A method of estimating depreciation in which the ratio between the effective age of the building and its total economic life is applied to its current cost of improvements to obtain a lump-sum deduction. Also known as Age-Life.
Modified Economic Age-Life	A method of estimating depreciation, in which curable physical and functional depreciation are deducted from the cost of improvements before Economic Age-Life ratios are applied. Total depreciation is the sum of the accumulated curable elements and the Economic Age-Life lump sum.
Other (Describe)	Select Other to enter an answer that is not in the above list.

## Cost Approach Commentary

### Cost Approach Commentary

25.057

Cost Approach Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
25.057	Cost Approach Commentary	If applicable	Free-form	Commentary could include information pertinent to the <b>Cost Approach</b> section that is not captured in the discrete data, or additional details to support the discrete data that is provided.

## Cost Approach Exhibits

All photos or images related to the **Cost Approach** section are displayed in the **Cost Approach Exhibits** subsection. If there are no photos or images, this subsection does not display.

Cost Approach Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Cost Approach Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Cost Approach</b> section may be provided, which display in <b>Cost Approach Exhibits</b> . If the photo or image is not specifically indicated above, a caption must be provided to further identify the photo or image.

## 26 Reconciliation

The **Reconciliation** section includes information about the different approaches to value, market value conditions, the final opinion of market value, reporting of client requested conditions (if any), and an overall reconciliation of value.

This section also contains a summary of all identified defects, damages, and deficiencies, and provides space for additional commentary and exhibits.

### Approaches to Value

#### Approaches to Value

	Sales Comparison Approach	Income Approach	Cost Approach
Indicated Value	26.000	26.002	26.004
Reason for Exclusion	26.001	26.003	26.005

Reconciliation: Approaches to Value				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
26.000	Sales Comparison Approach  Indicated Value	Displays when <i>Sales Comparison Approach Developed by Appraiser</i> is Yes	Dollar amount	If applicable, <i>Indicated Value by Sales Comparison Approach</i> (22.15.15) populates from the <b>Sales Comparison Approach</b> section.
26.001	Sales Comparison Approach  Reason for Exclusion	Required when <i>Sales Comparison Approach Developed by Appraiser</i> is No	Other (Describe)	For the Sales Comparison Approach, enter Other and the reason the Sales Comparison Approach was not developed for this appraisal.  Notes: <ul style="list-style-type: none"> <li>For further commentary, use <i>Reconciliation of Market Value</i> (26.019).</li> <li>If the Sales Comparison Approach was not developed, reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</li> </ul>
26.002	Income Approach  Indicated Value	Displays when <i>Income Approach Developed by Appraiser</i> is Yes	Dollar amount	If applicable, <i>Indicated Value by Income Approach</i> (24.024) populates from the <b>Income Approach</b> section.
26.003	Income Approach  Reason for Exclusion	Required when <i>Income Approach Developed by Appraiser</i> is No	Choose one or more allowable answers from the Definition / Additional Guidance column	The reason the Income Approach was not developed for this appraisal. <ul style="list-style-type: none"> <li>Insufficient Data</li> <li>Not Necessary for Credible Results</li> <li>Other (Describe)</li> </ul> Note: For further commentary, use <i>Reconciliation of Market Value</i> (26.019).
26.004	Cost Approach  Indicated Value	Displays when <i>Cost Approach Developed by Appraiser</i> is Yes	Dollar amount	If applicable, <i>Indicated Value by Cost Approach</i> (25.000) populates from the <b>Cost Approach</b> section.
26.005	Cost Approach  Reason for Exclusion	Required when <i>Cost Approach Developed by Appraiser</i> is No	Choose one or more allowable answers from the Definition / Additional Guidance column	The reason the Cost Approach was not developed for this appraisal. <ul style="list-style-type: none"> <li>Difficulty Estimating Depreciation</li> <li>Lack of Land Sales</li> <li>Not Necessary for Credible Results</li> <li>Other (Describe)</li> </ul> Note: For further commentary, use <i>Reconciliation of Market Value</i> (26.019).

## Appraisal Summary

### Appraisal Summary

**Contract Price** 26.006

**Opinion of Market Value** 26.007 26.074 (Cooperative Interest)

Pro Rata Share Calculation Method 26.008

**Market Value Condition** 26.009

**Final Value Condition Statement** 26.013

**Reasonable Exposure Time** 26.010

**Effective Date of Appraisal** 26.011

**FHA REO Insurability Level** 26.012

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). 26.075

## Contract Price and Opinion of Market Value

Reconciliation: Appraisal Summary – Contract Price and Opinion of Market Value				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
26.006	Contract Price	Displays when <i>Sales Contract Information Analyzed</i> is Yes	Dollar amount	If applicable, <i>Contract Price</i> (20.005) redispays from the <b>Sales Contract</b> section.
26.007	Opinion of Market Value	Always required	Dollar amount	Market value as defined in the report.

## Cooperatives

Reconciliation: Appraisal Summary - Cooperatives				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
26.074	(Cooperative Interest)	Displays next to <i>Opinion of Market Value</i> when the property is in a cooperative or condop	N/A	
26.008	Pro Rata Share Calculation Method	Required for cooperatives or condops with Project Blanket Financing that includes one or more lines of credit	Drawn or Maximum	<p>Indicates which pro rata share line of credit amount was used in determining the <i>Opinion of Market Value</i> when one or more blanket financing liens is a line of credit:</p> <ul style="list-style-type: none"> <li>Drawn: <i>Pro Rata Share of Balance Attributable to Unit (Drawn)</i> was used in 18.036-18.045-18.054-18.063</li> <li>Maximum: <i>Pro Rata Share of Balance Attributable to Unit (Maximum)</i> was used in 18.036-18.045-18.054-18.063</li> </ul> <p>For more information, reference the <b>Project Blanket Financing</b> subsection of the <b>Project Information</b> section</p> <p>Reference published guidelines by the GSEs, government agencies, or other identified secondary marketing participants for specific guidance.</p>
26.075	N/A	Displays when the property is in a cooperative or condop	N/A	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).

## Market Value Condition and Final Value Condition Statement

Reconciliation: Market Value Condition and Final Value Condition Statement				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
26.009	Market Value Condition	Always required	Choose one or more allowable answers from table ( <a href="#">Market Value Condition</a> )	<ul style="list-style-type: none"> <li>As Is</li> <li>Subject to Completion Per Plans</li> <li>Subject to Inspection</li> <li>Subject to Repair</li> <li>Subject to Extraordinary Assumptions</li> <li>Subject to Hypothetical Conditions</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If <i>Market Value Condition</i> is As Is, no other conditions can be applied.</li> <li>If <i>Recommended Action</i> is Completion, Inspection, or Repair in the <b>Defect, Damages, Deficiencies</b> subsection, the report must be made subject to the resolution of the item (<i>Market Value Condition</i> cannot be As Is).</li> <li>If <i>Market Value Condition</i> is Subject to Repair, there must be at least one item in the <b>Defect, Damages, Deficiencies</b> subsection with <i>Recommended Action</i> of Repair.</li> <li>If <i>Market Value Condition</i> is Subject to Inspection, there must be at least one item in the <b>Defect, Damages, Deficiencies</b> subsection with <i>Recommended Action</i> of Inspection.</li> </ul>
26.013	Final Value Condition Statement	Required if <i>Market Value Condition</i> is Subject to Extraordinary Assumptions, or Subject to Hypothetical Conditions	Free-form	<p><i>Final Value Condition Description</i>: Summarizes and clarifies the conditions of the report upon which the valuation is based.</p> <p>Note: <i>Final Value Condition Description</i> does not display as a separate data point.</p>
26.013	Final Value Condition Statement	Displays if <i>Market Value Condition</i> is not As Is	N/A	Variations of this sentence display based on the specific value conditions provided in <i>Market Value Condition</i> and <i>Final Value Condition Description</i> .

Market Value Condition (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
As Is	<p><i>Opinion of Market Value</i> is based on the property in its current state as of the appraisal report effective date. The appraiser has not employed any hypothetical conditions or extraordinary assumptions.</p> <p>Note: If this answer is selected, <i>Final Value Condition Statement</i> (26.013) does not display, and no other conditions can be applied.</p>
Subject to Completion Per Plans	<p><i>Opinion of Market Value</i> is based on the hypothetical condition that the improvements have been completed per plans and specifications as of the appraisal report effective date.</p> <p>Note: If this answer is selected, the standard Subject to Completion Per Plans language displays as part of the <i>Final Value Condition Statement</i> (26.013).</p>
Subject to Inspection	<p><i>Opinion of Market Value</i> is based on the itemized list of required inspections being completed and the extraordinary assumption that any deficiency does not require alteration or repair.</p> <p>Note: If this answer is selected, the standard Subject to Inspection language displays as part of the <i>Final Value Condition Statement</i> (26.013).</p>
Subject to Repair	<p><i>Opinion of Market Value</i> is based on the hypothetical condition that the repairs have been completed as of the appraisal report effective date.</p> <p>Note: If this answer is selected, the standard Subject to Repair language displays as part of the <i>Final Value Condition Statement</i> (26.013).</p>

Market Value Condition (Choose all that apply)	
Allowable Answer	Definition / Additional Guidance
Subject to Extraordinary Assumptions	<p><i>Opinion of Market Value</i> is based on the extraordinary assumption that if found to be false, could alter the appraiser's conclusions.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>For extraordinary assumptions other than inspections, select this answer.</li> <li>If this answer is selected <ul style="list-style-type: none"> <li>Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</li> <li>The appraiser provides additional text (<i>Final Value Condition Description</i>) that displays as part of the <i>Final Value Condition Statement</i> (26.013).</li> </ul> </li> </ul>
Subject to Hypothetical Conditions	<p><i>Opinion of Market Value</i> is based on the hypothetical condition that is contrary to what exists as of the appraisal report effective date but is the basis for the purpose of the analysis.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>For hypothetical conditions other than completion or repair, including alterations, select this answer.</li> <li>If this answer is selected, the appraiser provides additional text (<i>Final Value Condition Description</i>) that displays as part of the <i>Final Value Condition Statement</i> (26.013).</li> </ul>

### Reasonable Exposure time, Effective Date, FHA REO Insurability Level

Reconciliation: Appraisal Summary – Reasonable Exposure Time and FHA REO Insurability				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
26.010	Reasonable Exposure Time	Always required	Number of days or range of days	The total number of days the property would have been offered on the market prior to a hypothetical sale at market value as of the appraisal report effective date.
26.011	Effective Date of Appraisal	Always required	mm/dd/yyyy	The date to which the appraiser's analyses, opinions, and conclusions apply; also referred to as date of value. Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.
26.012	FHA REO Insurability Level	Required for FHA appraisals when <i>Assignment Reason</i> is REO	Choose an allowable answer from the Definition / Additional Guidance column	<ul style="list-style-type: none"> <li>Insurable</li> <li>Insurable With Repair Escrow</li> <li>Uninsurable</li> </ul> <p>Reference the appropriate government agency appraisal guidelines for more information.</p>

### Client Requested Conditions

The **Client Requested Conditions** subsection displays when *Additional Client Requested Conditions* is Yes.

Examples of when this subsection could be used include:

- REO (see [Examples: Client Requested Conditions](#))
- Relocation
- Quick sale (liquidation) value (see [Examples: Client Requested Conditions](#))
- Resale restrictions (e.g., affordable housing units)
- Loan programs that require a Subject To and As Is value (see [Examples: Client Requested Conditions](#))

The "When to Include" column in this subchapter references appraisals for which *Additional Client Requested Conditions* is Yes.

Reconciliation: Client Requested Conditions				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Always required	Yes   No	<i>Additional Client Requested Conditions</i> <ul style="list-style-type: none"> <li>Yes (The <b>Client Requested Conditions</b> subsection is included in the <b>Reconciliation</b> section)</li> <li>No (The <b>Client Requested Conditions</b> subsection is not included in the <b>Reconciliation</b> section)</li> </ul>

## Examples: Client Requested Conditions

### Example 1:

#### Appraisal Summary

<b>Contract Price</b>	\$315,000	<b>Reasonable Exposure Time</b>	60–90 days
<b>Opinion of Market Value</b>	\$315,000	<b>Effective Date of Appraisal</b>	08/19/2019
<b>Market Value Condition</b>	As Is		

#### Client Requested Conditions

Value Condition	Marketing or Exposure Time	Duration	Alternate Opinion of Value
Subject to Repair	Reasonable Exposure Time	60–90 days	\$399,000
As Is	Client-Imposed Restricted Marketing Time	0–30 days	\$295,000
Subject to Repair	Client-Imposed Restricted Marketing Time	0–30 days	\$375,000

**Requested Condition Commentary** The subject is a Real Estate Owned (REO) property, and in accordance with the assignment, the appraiser has provided both “As-Is” value and “As-Repaired” value based upon a hypothetical condition that all repairs detailed within this report have been completed. In addition, the client has requested a “liquidation” value for both as-is and as-repaired, defined as having a marketing time of less than 30 days. Comparables #3 & #6 in the sales comparison analysis each sold in under 30 days, and the value conclusions are based upon these sales with no adjustment for marketing time applied.

### Example 2:

#### Appraisal Summary

<b>Contract Price</b>	\$315,000	<b>Reasonable Exposure Time</b>	60–90 days
<b>Opinion of Market Value</b>	\$315,000	<b>Effective Date of Appraisal</b>	08/19/2019
<b>Market Value Condition</b>	Subject to Repair		

**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. This might have affected the assignment results.

#### Client Requested Conditions

Value Condition	Marketing or Exposure Time	Duration	Alternate Opinion of Value
As Is	Reasonable Exposure Time	60–90 days	\$275,000

**Requested Condition Commentary** In accordance with the assignment conditions requested by the client, the appraiser has provided both “As-Is” value and “As-Repaired” value based upon the hypothetical condition that all repairs detailed within this report have been completed.

## Information for each Client-Requested Condition

Enter a row and define each client-requested condition or restriction.

### Client Requested Conditions

Value Condition	Marketing or Exposure Time	Duration	Alternate Opinion of Value
26.014	26.015	26.016	26.017
Requested Condition Commentary 26.018			

Reconciliation: Client Requested Conditions				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
26.014	Value Condition	Required for each client-requested condition	Choose one or more allowable answers from table ( <a href="#">Value Condition</a> )	<ul style="list-style-type: none"> <li>As Is</li> <li>Subject to Completion Per Plans</li> <li>Subject to Inspection</li> <li>Subject to Repair</li> <li>Subject to Extraordinary Assumptions</li> <li>Subject to Hypothetical Conditions</li> </ul>
26.015	Marketing or Exposure Time	Required for each client-requested condition	Choose an allowable answer from the Definition / Additional Guidance column	Either the marketing or exposure time supporting the <i>Alternate Opinion of Value</i> and <i>Value Condition</i> for the indicated client-requested condition. <ul style="list-style-type: none"> <li>Client-Imposed Restricted Marketing Time (marketing time provided by client). Example: 0-30 days, also referred to as a “quick sale”.</li> <li>Reasonable Exposure Time (appraiser-defined).</li> </ul> Note: If the client has requested both a marketing and exposure time, enter each of them on separate rows.
26.016	Duration	Required for each client-requested condition	Number of days or range of days	The total number of days indicated.
26.017	Alternate Opinion of Value	Required for each client-requested condition	Dollar amount	An additional opinion of value, based on the client requested conditions and / or restrictions.

Value Condition (Choose one for each Client Requested Condition)	
Allowable Answer	Definition / Additional Guidance
As Is	The <i>Alternate Opinion of Value</i> (26.017) is based on the property in its current state based on the client requested conditions and / or restrictions.
Subject to Completion Per Plans	The <i>Alternate Opinion of Value</i> (26.017) is based on the hypothetical condition that the improvements have been completed per plans and specifications and the client requested conditions and / or restrictions.
Subject to Inspection	The <i>Alternate Opinion of Value</i> (26.017) is based on any required inspections identified in the appraisal and the extraordinary assumption that any deficiency does not require alteration or repair.  Note: If this answer is selected, indicate the required inspections in <i>Requested Condition Commentary</i> (26.018).
Subject to Repair	The <i>Alternate Opinion of Value</i> (26.017) is based on the hypothetical condition that the repairs identified in the appraisal have been completed per the client requested conditions and / or restrictions.
Subject to Extraordinary Assumptions	The <i>Alternate Opinion of Value</i> (26.017) is based on the extraordinary assumption which if found to be false, could alter the appraiser's conclusions, and per the client requested conditions and / or restrictions.  Notes: <ul style="list-style-type: none"> <li>Select this answer for extraordinary assumptions other than inspection.</li> <li>If this answer is selected, indicate the specific extraordinary assumption in <i>Requested Condition Commentary</i> (26.018).</li> </ul>



Value Condition (Choose one for each Client Requested Condition)	
Allowable Answer	Definition / Additional Guidance
Subject to Hypothetical Conditions	<p>The <i>Alternate Opinion of Value</i> (26.017) is based on the hypothetical condition that is contrary to what exists as of the appraisal report effective date but is the basis for the purpose of the analysis, and per the client requested conditions and / or restrictions.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Select this answer for hypothetical conditions other than completion or repair, including alterations.</li> <li>If this answer is selected, indicate the specific hypothetical condition in <i>Requested Condition Commentary</i> (26.018).</li> </ul>

### Requested Condition Commentary

Identify the type and definition of value provided, along with any other needed commentary. Use this commentary to state the type and definition of value and cite the source of the definition.

The summary of analysis and support for the *Alternate Opinion of Value* (26.017) can be included here and / or in *Reconciliation of Market Value* (26.019).

Reconciliation: Requested Condition Commentary				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
26.018	Requested Condition Commentary	Required if <i>Additional Client Requested Conditions</i> is Yes	Free-form	Overall commentary for client-requested conditions, which could include information that is not captured in the discrete data, or additional details to support the discrete data that is provided.

### Reconciliation of Market Value

This subsection always displays.

#### Reconciliation of Market Value

26.019

Reconciliation: Reconciliation of Market Value				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
26.019	Reconciliation of Market Value	Always required	Free-form	Describe or reconcile the different property valuation methods and the data used to arrive at the final property valuation.

### Apparent Defects, Damages, Deficiencies

All defects, damages, and deficiencies for the appraisal are redisplayed in the **Reconciliation** section, along with the estimated cost to repair when applicable. Each defect, damage, or deficiency must be associated with the most appropriate section.

- Site
- Dwelling Exterior (for each dwelling)
- Outbuilding (for each outbuilding)
- Unit Interior (for each unit or ADU)
- Vehicle Storage
- Subject Property Amenities

If there are no defects, damages, or deficiencies for the appraisal, “None” displays, and the **Apparent Defects, Damages, Deficiencies** table does not display.

Apparent Defects, Damages, Deficiencies (Reconciliation)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
26.020	N/A	Displays when there are defects, damages, or deficiencies for the property	N/A	The items listed below represent the As Is condition as of the effective date of this report

### Apparent Defects, Damages, Deficiencies

The items listed below represent the As Is condition as of the effective date of this report 26.020

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action	Estimated Cost to Repair
Site					
26.021	26.022	26.023	26.024	26.025	26.026
Dwelling Exterior - [Structure Identifier] 26.027					
26.028	26.029	26.030	26.031	26.032	26.033
Unit Interior - [Structure Identifier] - [Unit Identifier] 26.034 - 26.035					
26.036	26.037	26.038	26.039	26.040	26.041
Outbuilding - [Outbuilding Type] 26.042					
26.044	26.045	26.046	26.047	26.048	26.049
Unit Interior - [Outbuilding Type] - [Unit Identifier] 26.050 - 26.051					
26.052	26.053	26.054	26.055	26.056	26.057
Vehicle Storage					
26.058	26.059	26.060	26.061	26.062	26.063
Subject Property Amenities					
26.064	26.065	26.066	26.067	26.068	26.069
Total Cost					26.070

### As Is Overall Condition Rating 26.071

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

### Total Estimated Cost of Items

Recommended for Repair 26.072

## Information That May Display in Gray Bars

The applicable URAR sections display as gray bars in the **Apparent Defects, Damages, Deficiencies** table.

Reconciliation: Apparent Defects, Damages, Deficiencies			
Report Field ID	Report Label	Origin of Information (Section)	Definition / Additional Guidance
26.027 26.034	N/A	<b>Dwelling Exterior</b> • Structure Identifier 8.000 <b>Unit Interior</b> • Structure Identifier 10.001	<i>Structure Identifier</i> : An identifier (building name) created by the appraiser to differentiate among multiple dwellings on the property. Examples: Building 1, Building 2, Front, Rear Redisplays if applicable from the original section.
26.035 26.051	N/A	<b>Unit Interior</b> • Unit Identifier 10.002	<i>Unit Identifier</i> : An identifier assigned by the appraiser that differentiates between multiple units on the property.. Examples: Unit 1, Unit 2, Primary Dwelling, ADU Redisplays if applicable from the original section.
26.042 26.050	N/A	<b>Outbuilding</b> • Outbuilding Type 12.001	Redisplays if applicable from the original section.

## Information About Each Defect, Damage, or Deficiency

Apparent Defects, Damages, Deficiencies (Reconciliation)			
Report Field ID	Report Label	Origin of Information (Section)	Definition / Additional Guidance
26.021 26.028 26.036 26.044 26.052	Feature	<ul style="list-style-type: none"> <li>Site 4.100</li> <li>Dwelling Exterior 8.056</li> <li>Outbuilding 12.020</li> <li>Unit Interior 10.056</li> </ul>	As previously entered in the original section: <ul style="list-style-type: none"> <li>Exterior Walls and Trim</li> <li>Flooring</li> <li>Foundation</li> <li>Mechanical System</li> <li>Roof</li> <li>Walls and Ceiling</li> <li>Windows</li> <li>Other (Describe)</li> </ul>
26.058	Feature	<b>Vehicle Storage</b> <ul style="list-style-type: none"> <li>Vehicle Storage Type 13.005</li> </ul>	As previously entered in the original section.
26.064	Feature	<b>Subject Property Amenities</b> <ul style="list-style-type: none"> <li>Amenity Type 14.006</li> </ul>	As previously entered in the original section.
26.022 26.029 26.037 26.045 26.053 26.059 26.065	Location	<ul style="list-style-type: none"> <li>Site 4.101</li> <li>Dwelling Exterior 8.057</li> <li>Outbuilding 12.021</li> <li>Unit Interior 10.057</li> <li>Vehicle Storage 13.006</li> <li>Subject Property Amenities 14.007</li> </ul>	As previously entered in the original section: <ul style="list-style-type: none"> <li>Full Bathroom</li> <li>Half Bathroom</li> <li>Kitchen</li> <li>Other (Describe)</li> </ul>
26.023 26.030 26.038 26.046 26.054 26.060 26.066	Description	<ul style="list-style-type: none"> <li>Site 4.102</li> <li>Dwelling Exterior 8.058</li> <li>Outbuilding 12.022</li> <li>Unit Interior 10.058</li> <li>Vehicle Storage 13.007</li> <li>Subject Property Amenities 14.008</li> </ul>	Description of the defect, damage, or deficiency, as previously entered in the original section.
26.024 26.031 26.039 26.047 26.055 26.061 26.067	Affects Soundness or Structural Integrity	<ul style="list-style-type: none"> <li>Site 4.103</li> <li>Dwelling Exterior 8.059</li> <li>Outbuilding 12.023</li> <li>Unit Interior 10.059</li> <li>Vehicle Storage 13.008</li> <li>Subject Property Amenities 14.009</li> </ul>	Indicates whether the defect, damage, or deficiency affects the soundness and / or structural integrity of the improvement, as previously entered in the original section.
26.025 26.032 26.040 26.048 26.056 26.062 26.068	Recommended Action	<ul style="list-style-type: none"> <li>Site 4.104</li> <li>Dwelling Exterior 8.060</li> <li>Outbuilding 12.024</li> <li>Unit Interior 10.060</li> <li>Vehicle Storage 13.009</li> <li>Subject Property Amenities 14.010</li> </ul>	The recommended action for the defect, damage, or deficiency, as previously entered in the original section: <ul style="list-style-type: none"> <li>Completion</li> <li>Inspection</li> <li>Repair (includes replacement)</li> <li>None (does not require repair, replacement, completion, or inspection)</li> </ul> Notes: <ul style="list-style-type: none"> <li>If Completion, Inspection, or Repair is reported for any defect, damage, or deficiency, the report must be made subject to the resolution of the item (<i>Market Value Condition 26.009</i> cannot be As Is).</li> <li>If Repair is selected, the estimated cost to repair may be provided.</li> </ul>

## Cost to Repair Reporting Options

When included, the estimated cost to repair only displays in the **Summary** and **Reconciliation** sections. Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.

Reconciliation: Cost to Repair				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Required if there are defects, damages, or deficiencies	Choose an allowable answer from table ( <a href="#">Cost to Repair Reporting Method</a> )	<i>Cost to Repair Reporting Method</i> : Indicates how the cost to repair amount will be provided. <ul style="list-style-type: none"> <li>None</li> <li>Total Cost</li> <li>Itemized</li> </ul>
26.026 26.033 26.041 26.049 26.057 26.063 26.069	Estimated Cost to Repair	Required for each defect, damage, or deficiency when <i>Cost to Repair Reporting Method</i> is Itemized, and <i>Recommended Action</i> is Repair	Dollar amount	The estimated cost to repair or replace the identified item.
26.070	Total Cost	Displays when <i>Cost to Repair Reporting Method</i> is Itemized	Dollar amount	Calculated: Sum of <i>Estimated Cost to Repair</i> for all applicable defects, damages, and deficiencies in the appraisal report.
26.072	Total Estimated Cost of Items Requiring Repair	Required when <i>Cost to Repair Reporting Method</i> is Total Cost	Dollar amount	The total estimated cost to repair or replace all applicable defects, damages, and deficiencies in the appraisal report, provided as a lump sum.

Cost to Repair Reporting Method (Choose one)	
Allowable Answer	Definition / Additional Guidance
None	The appraiser does not provide any cost to repair information (Example 1).
Total Cost	The appraiser provides the <i>Total Estimated Cost of Recommended Repairs</i> as a lump sum (Example 2). <ul style="list-style-type: none"> <li><i>Total Estimated Cost of Items Recommended for Repair</i> (26.072) displays underneath the <b>Defects, Damages, and Deficiencies</b> table.</li> </ul>
Itemized	The appraiser provides the <i>Estimated Cost of Repair</i> for each defect, damage, or deficiency requiring repair (Example 3). <ul style="list-style-type: none"> <li>The itemized <i>Estimated Cost to Repair</i> column (26.026-26.069) displays in the <b>Defects, Damages, and Deficiencies</b> table.</li> <li><i>Total Cost</i> (26.070) displays at the bottom of the <b>Defects, Damages, and Deficiencies</b> table.</li> </ul>

### Example 1. Cost to Repair Reporting Method is None

#### Apparent Defects, Damages, Deficiencies

The items listed below represent the As Is condition as of the effective date of this report

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
<b>Dwelling Exterior - Building 1</b>				
Roof	Section of roof	Damaged roof with missing flashing leaving the roof permeable to water intrusion.	Yes	Repair
<b>Unit Interior - Building 1 - Unit 1</b>				
Flooring	Dining Room	Flooring is stained in one corner of the dining room.	No	None
<b>Subject Property Amenities</b>				
Deck	Rear deck	One of the deck supports is rotted and unsafe.	Yes	Repair

**As Is Overall Condition Rating** C4

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

### Example 2. Cost to Repair Reporting Method is Total Cost

#### Apparent Defects, Damages, Deficiencies

The items listed below represent the As Is condition as of the effective date of this report

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action
<b>Dwelling Exterior - Building 1</b>				
Roof	Section of roof	Damaged roof with missing flashing leaving the roof permeable to water intrusion.	Yes	Repair
<b>Unit Interior - Building 1 - Unit 1</b>				
Flooring	Dining Room	Flooring is stained in one corner of the dining room.	No	None
<b>Subject Property Amenities</b>				
Deck	Rear deck	One of the deck supports is rotted and unsafe.	Yes	Repair

**As Is Overall Condition Rating** C4

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

**Total Estimated Cost of Items**

**Recommended for Repair** \$2,000

### Example 3. Cost to Repair Reporting Method is Itemized

#### Apparent Defects, Damages, Deficiencies

The items listed below represent the As Is condition as of the effective date of this report

Feature	Location	Description	Affects Soundness or Structural Integrity	Recommended Action	Estimated Cost to Repair
<b>Dwelling Exterior - Building 1</b>					
Roof	Section of roof	Damaged roof with missing flashing leaving the roof permeable to water intrusion.	Yes	Repair	\$1,500
<b>Unit Interior - Building 1 - Unit 1</b>					
Flooring	Dining Room	Flooring is stained in one corner of the dining room.	No	None	
<b>Subject Property Amenities</b>					
Deck	Rear of house	One of the deck supports is rotted and unsafe.	Yes	Repair	\$500
<b>Total Cost</b>					<b>\$2,000</b>

**As Is Overall Condition Rating** C4

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

### As Is Overall Condition Rating

Reconciliation: As Is Overall Condition Rating				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
26.071	As Is Overall Condition Rating	Required if <i>New Construction</i> is No, and <i>Market Value Condition</i> is Subject to Completion Per Plans, Subject to Repair, or Subject to Hypothetical Conditions	C1 to C6	Provide the <i>As Is Overall Condition Rating</i> reflecting the property's current condition if <i>Market Value Condition</i> is any of the following: <ul style="list-style-type: none"> <li>Subject to Completion Per Plans (such as an addition)</li> <li>Subject to Repair</li> <li>Subject to Hypothetical Conditions (other than completion or repair)</li> </ul> Notes: <ul style="list-style-type: none"> <li>When selecting an Extraordinary Assumption, reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.</li> <li>Reference <a href="#">Appendix 2: Condition and Quality Rating Definitions</a> for definitions.</li> </ul>
26.071	N/A	Displays when <i>As Is Overall Condition Rating</i> displays	N/A	<i>Existing condition of the property as of the effective date of this appraisal, excluding all required repairs, alterations, or inspections</i>

#### Reconciliation Exhibits

All photos or images related to the **Reconciliation** section are displayed in the **Reconciliation Exhibits** subsection. If there are no photos or images, this subsection does not display.

Reconciliation Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Reconciliation Exhibits	If applicable	Photos or images	Photos or images relevant to the <b>Reconciliation</b> section may be provided, including images supporting the <i>Alternate Opinion of Value</i> , which display in <b>Reconciliation Exhibits</b> . If the photo or image is not specifically indicated, a caption must be provided to further identify the photo or image.

## 27 Revision History

The **Revision History** is an optional section that can be used to summarize material revisions after the appraisal was originally sent to the client to help identify what revisions and corrections were made.

Note: This is not for tracking draft versions as the appraiser is writing the report.

### Example

#### Revision History

Revision Date	URAR Section	Description
10/07/2019	Assignment Information	Corrected borrower name
10/12/2019	Site	Added comment in "Description of Zoning Compliance" at client request

Revision Date	URAR Section	Description
27.000	27.001	27.002

Revision History				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
27.000	Revision Date	If applicable	mm/dd/yyyy	
27.001	URAR Section	If applicable	Choose an allowable answer from the Definition / Additional Guidance column	Assignment Information Certifications Cost Approach Disaster Mitigation Dwelling Exterior Energy Efficient and Green Features Functional Obsolescence Header and Footer Highest and Best Use Income Approach Manufactured Home Market Outbuilding Overall Quality and Condition Prior Sale and Transfer History Project Information Reconciliation Rental Information Sales Comparison Approach Sales Contract Site Sketch Subject Listing Information Subject Property Subject Property Amenities Supplemental Information Unit Interior Vehicle Storage
27.002	Description	If applicable	Free-form	

28 Supplemental Information

All photos and images must be included in the most applicable section. The **Supplemental Information** section provides a place for relevant photos or images that support the appraiser’s conclusions and do not relate to any other section. If there are no supplemental exhibits, the section does not display.

Supplemental Information

Supplemental Information Exhibits

[Photo Caption Displays Here]



Supplemental Information Exhibits				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
See iGuide	Supplemental Information Exhibits	If applicable	Photos or images	Photos or images not relevant to any other section may be provided in <b>Supplemental Information Exhibits</b> . A caption must be provided to further identify the photo or image.



## 29 Certifications and Scope of Work

The **Certifications and Scope of Work** section always displays. It contains a combination of:

- Predefined text that always displays (not addressed in this document)
- Dynamic predefined text (e.g., text for government agency appraisals, Appraiser Cert 10)
- Free-form text (e.g., additional scope of work or appraiser certifications)

The opening statement always displays.

### Scope of Work

The **Scope of Work** subsection always displays.

#### 29.002 Additional Scope of Work

*Additional Scope of Work cannot be contrary to the original Scope of Work.*

29.003

Scope of Work				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Always required	Yes   No	<i>Additional Scope of Work</i> Indicates whether there is additional scope of work.
29.002 29.003	N/A	When <i>Additional Scope of Work</i> is Yes	Free-form	<i>Additional Scope of Work Text</i> Note: Additional Scope of Work cannot be contrary to, and should not repeat, the predefined scope of work text.

### Intended Use

The **Intended Use** subsection always displays.

29.005 The intended use of the appraisal is solely to assist FHA in assessing the risk of the Property securing the FHA-insured Mortgage (24 CFR § 200.145(b)).

#### 29.006 Additional Intended Use

*Additional Intended Use cannot be contrary to the original Intended Use.*

29.007

Intended Use				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
29.005	The intended use of the appraisal is solely to assist FHA ...	Predefined text that displays when <i>Government Agency Appraisal Type 2.008</i> is FHA		
29.006 29.007	Additional Intended Use	When applicable for FHA, VA, or USDA appraisals	Free-form	<i>Additional Intended Use Text</i> Note: Additional Intended Use cannot be contrary to, and should not repeat, any of the predefined text.

## Intended User

The **Intended User** subsection always displays.

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

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

The VA is also an intended user of this report.

### **29.010 Additional Intended Users**

*Additional Intended Users cannot be contrary to the original Intended User.*

**29.011**

Intended Users				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
<b>29.009</b>	FHA and the Mortgagee ...	Predefined text that displays when <i>Government Agency Appraisal Type 2.008</i> is FHA		
<b>29.009</b>	The USDA and ...	Predefined text that displays when <i>Government Agency Appraisal Type 2.008</i> is USDA		
<b>29.009</b>	The VA ...	Predefined text that displays when <i>Government Agency Appraisal Type 2.008</i> is VA		
<b>Not on Report</b>	This is an appraiser input that does not display	Always required	Yes   No	<i>Additional Intended Users</i> Indicates whether there are additional intended users beyond the predefined text.
<b>29.010</b> <b>29.011</b>	N/A	Displays when <i>Additional Intended Users</i> is Yes	Free-form	<i>Additional Intended Users Text</i> Note: Additional Intended User(s) cannot be contrary to, and should not repeat, the predefined intended user text.

## Definition of Market Value

The **Definition of Market Value** subsection always displays.

## Statement of Assumptions and Limiting Conditions

The **Statement of Assumptions and Limiting Conditions** subsection always displays.

**29.019** The FHA Appraiser does not guarantee that the Property is free from defects. The appraisal establishes the value of the Property for mortgage insurance purposes only.

Statement of Assumptions and Limiting Conditions				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
29.019	The FHA appraiser ....	Predefined text that displays when <i>Government Agency Appraisal Type 2.008</i> is FHA		

## Appraiser Certifications

The **Appraiser Certifications** subsection always displays.

### Cert 10 (Subject Property Inspection by Appraiser)

The appraiser must identify the extent of their inspection scope of work, which determines which of three predefined versions of Cert 10 displays.

<b>29.030</b> <b>Interior and Exterior</b>  <b>Exterior</b>  <b>No Inspection</b>	<b>10.</b> I personally performed an onsite inspection of the interior and exterior areas of the subject property. I reported the readily observable condition of the improvements in factual, specific terms. I identified and reported any known physical deficiencies that could affect the soundness or structural integrity of the property.
	<b>10.</b> I personally performed an inspection of the exterior areas of the subject property from at least the street. I reported the readily observable condition of the improvements in factual, specific terms. I reported any known physical deficiencies that could affect the soundness or structural integrity of the property.
	<b>10.</b> I did not personally perform an onsite inspection of the subject property as part of this appraisal assignment. I reported the condition of the improvements in factual, specific terms, relying on subject property information data sources I considered reliable. I reported any known physical deficiencies that could affect the soundness or structural integrity of the property.

Appraiser Certifications: Cert 10 (Subject Property Inspection by Appraiser)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
29.030	This is an appraiser input that does not display	Always required	Choose an allowable answer from the Definition / Additional Guidance column	<i>Appraiser Subject Property Inspection</i> The inspection attestation included by the appraiser in the valuation certifications for the assignment. Determines which predefined version of Cert 10 displays. <ul style="list-style-type: none"> <li>Interior and Exterior</li> <li>Exterior</li> <li>No Inspection</li> </ul>
29.030	I personally performed an onsite ...	Predefined text that displays when <i>Appraiser Subject Property Inspection</i> is Interior and Exterior		

Appraiser Certifications: Cert 10 (Subject Property Inspection by Appraiser)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
29.030	I personally performed an inspection of the exterior areas ...	Predefined text that displays when <i>Appraiser Subject Property Inspection</i> is Exterior		
29.030	I did not personally perform an onsite ...	Predefined text that displays when <i>Appraiser Subject Property Inspection</i> is No Inspection		

### Cert 21 (Significant Real Property Appraisal Assistance)

The predefined text for Cert 21 varies depending on whether there is significant real property appraisal assistance, as displayed in the **Significant Real Property Appraisal Assistance** subsection of **Assignment Information (2.047-2.052)**.

29.041 21. I personally prepared all conclusions and opinions about the real estate that were set forth in this appraisal report. No one provided significant real property appraisal assistance.

29.042  
21. I personally prepared conclusions and opinions about the real estate that were set forth in this appraisal report. [Contact Name(s)] provided significant real property appraisal assistance in the development of this report. I certify that any individual so named is qualified to perform the assistance.

### Example of Significant Real Property Appraisal Assistance

21. I personally prepared conclusions and opinions about the real estate that were set forth in this appraisal report. Andrew Appraiser provided significant real property appraisal assistance in the development of this report. I certify that any individual so named is qualified to perform the assistance.

Appraiser Certifications: Cert 21 (Significant Real Property Appraisal Assistance)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
29.041	... No one provided significant real property ...	Predefined text that displays when there is no significant real property appraisal assistance		
29.041	... [Contact Name(s)] provided significant real property ...	Predefined text that displays when there is significant real property appraisal assistance		
29.042	... [Contact Name(s)] provided significant real property ...	Predefined text that displays when there is no significant real property appraisal assistance	Free-form	<i>Contact Name(s)</i> The name(s) of the person(s) who provided significant real property appraisal assistance. Redisplays from 2.047.

## Cert 29 (Prior Services)

The predefined text for Cert 29 varies depending on whether the appraiser has performed prior services for the subject property in the past 3 years.

**29.050** 29. I have not performed any service regarding the subject property within the three years preceding the agreement to perform this assignment.

29. I have performed services regarding the subject property within the three years preceding the agreement to perform this assignment.

**29.051** **Description of Prior Services:**

### Example of Prior Services Performed

29. I have performed services regarding the subject property within the three years preceding the agreement to perform this assignment.

**Description of Prior Services:** Performed an appraisal for refinance purposes in 2017.

Appraiser Certifications: Cert 29 (Prior Services)				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
29.050	This is an appraiser input that does not display	Always required	Yes   No	<i>Appraiser Prior Services Performed</i> Indicates whether the appraiser has performed prior services for the subject property in the past 3 years. Determines which predefined version of Cert 29 displays.
29.050	I have not performed ...	Predefined text that displays when <i>Appraiser Prior Services Performed</i> is No		
29.050	I have performed ...	Predefined text that displays when <i>Appraiser Prior Services Performed</i> is Yes		
29.051	Description of Prior Services:	Required when <i>Appraiser Prior Services Performed</i> is Yes	Free-form	<i>Description of Prior Services</i>

## Additional Appraiser Certifications

Additional appraiser certifications may be added when relevant.

### 29.052 Additional Appraiser Certifications

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

1. 29.053

Additional Appraiser Certifications				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Always required	Yes   No	<i>Additional Appraiser Certifications</i> Indicates whether there are additional appraiser certifications.

Additional Appraiser Certifications				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
29.052 29.053	N/A	Displays when <i>Additional Appraiser Certifications</i> is Yes	Free-form	<i>Additional Appraiser Certification Text</i> Additional certifications that are required, such as designations.  Note: Additional appraiser certifications cannot be contrary to, and should not repeat, the predefined appraiser certification text.

## Supervisory Appraiser Certifications

The **Supervisory Appraiser Certifications** subsection displays when there is a Supervisory Appraiser, as displayed in the **Assignment Information** section (2.032-2.046). The predefined supervisory appraiser certifications always display, and additional supervisory appraiser certifications may be added when relevant.

### 29.061 Additional Supervisory Appraiser Certifications

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

#### 1. 29.062

Additional Supervisory Appraiser Certifications				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
Not on Report	This is an appraiser input that does not display	Required when there is a Supervisory Appraiser	Yes   No	<i>Additional Supervisory Appraiser Certifications</i> Indicates whether there are additional appraiser certifications.
29.061 29.062	N/A	Displays when <i>Additional Supervisory Appraiser Certifications</i> is Yes	Free-form	<i>Additional Supervisory Appraiser Certification Text</i> Additional certifications that are required, such as designations.  Notes: <ul style="list-style-type: none"> <li>Additional supervisory appraiser certifications cannot be contrary to, and should not repeat, the predefined supervisory appraiser certification text.</li> <li>Any prior services by the Supervisory Appraiser are reported here.</li> </ul>

## Signature

The **Signature** subsection always displays and repeats for each person (Appraiser and / or Supervisory Appraiser) who is signing the report. Only Appraisers and Supervisory Appraisers can sign the report.

Most of the information in this subsection redisplay from **Assignment Information**.

### Signature

[Role] 29.063

29.064

[Contact Name] 29.065

Date of Signature and Report

29.066

Level 29.067

ID 29.068

State 29.069

Expires 29.070

Signature				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
29.063	Appraiser or Supervisory Appraiser	Always displays for each person signing the report	Appraiser or Supervisory Appraiser	

Signature				
Report Field ID	Report Label	When to Include	Allowable Answers / Format	Definition / Additional Guidance
29.065	N/A	Always displays for each person signing the report	Free-form	<p><i>Contact Name</i></p> <p>The full name of the appraiser or supervisory appraiser, as it appears on the ASC National Registry.</p> <p>Note: Redisplays from 2.017 (Appraiser) or 2.032 (Supervisory Appraiser).</p>
29.066	Date of Signature and Report	Always displays for each person signing the report	mm/dd/yyyy	<p>The date the appraisal is transmitted to the client upon completion of the assignment.</p> <p>Note: If revisions are performed, the report must reflect the new date.</p>
29.067	Level	Always displays for each person signing the report	Choose an allowable answer from the Definition / Additional Guidance column	<p><i>Credential Type</i></p> <ul style="list-style-type: none"> <li>• None (includes noncredentialed appraiser trainees or jurisdictions that don't provide credentials to appraiser trainees)</li> <li>• Certified General</li> <li>• Certified Residential</li> <li>• Licensed Residential</li> <li>• Trainee Appraiser (appraiser trainees with an issued credential, also referred to as Registered Trainee)</li> <li>• Other (Describe)</li> </ul> <p>Note: Redisplays from 2.024 (Appraiser) or 2.039 (Supervisory Appraiser).</p>
29.068	ID	Displays if <i>Credential Type</i> is not None	Free-form	<p>The credential as reported by the ASC. Commonly referred to as "credential number", "license number", or "certification number".</p> <p>Note: Redisplays from 2.025 (Appraiser) or 2.040 (Supervisory Appraiser).</p>
29.069	State	Displays if <i>Credential Type</i> is not None	2-letter USPS state code	<p>State credential that applies to the assignment, commonly referred to as the "credentialing state".</p> <p>Note: Redisplays from 2.026 (Appraiser) or 2.041 (Supervisory Appraiser).</p>
29.070	Expires	Displays if <i>Credential Type</i> is not None	mm/dd/yyyy	<p>Expiration date of the credential.</p> <p>Note: Redisplays from 2.027 (Appraiser) or 2.042 (Supervisory Appraiser).</p>

## Appendix 1: Glossary

Term	Definition
<b>Accessory Dwelling Unit (ADU)</b>	An additional living area that is independent of the primary dwelling unit that includes a kitchen, full bathroom, and sleeping area. It has a separate ingress and egress from the primary dwelling unit. It is generally subordinate in size and location to the primary dwelling, and may be attached to a house or garage, or built as a stand-alone unit. Generally, it will use the utility connections of the primary house.
<b>Apparent Environmental Condition</b>	A contamination (hazard or nuisance) that may affect the value and marketability of the site.
<b>Assessor Record</b>	Recorded information that identifies and describes real estate property (e.g., a record of transactions, value for taxation purposes), sometimes referred to as a property record, tax card, or public record.
<b>Below Grade</b>	A level that is either entirely or partially below the ground level. If any portion of an area is below ground level, then the entire level is considered below grade.
<b>Community Land Trust (CLT)</b>	A non-profit entity, or federal, state, or local government that owns land and leases it under a long-term ground lease to a homebuyer who purchases the improvements on the land. The ground lease contains certain land use restrictions that preserve use of the property for affordable housing.
<b>Deferred Maintenance</b>	Lack of normal maintenance and upkeep that may result in repairs or replacement of items.
<b>Dwelling</b>	Any building containing living unit(s) designed to be used as residence(s). A portion of the dwelling may also contain ADU(s).
<b>Extraordinary Assumption</b>	An assumption as of the effective date of the appraisal results, which, if found to be false, could alter the appraiser's opinions or conclusions. In essence, an extraordinary assumption is what the appraiser assumes to exist (e.g., evidence of termite infestation).
<b>Finished Area</b>	Whether above or below grade, an area is considered finished when it is enclosed, suitable for year-round living, and meets locally accepted standards. Reference published guidelines by the GSEs, government agencies, or other identified secondary market participants for specific guidance.
<b>Floor Plan</b>	A visual representation or diagram that shows the interior and exterior walls, doors, and stairs of a dwelling.
<b>Hypothetical Condition</b>	A condition that is contrary to what is known by the appraiser to exist on the effective date of the assignment. The hypothetical condition is used to value the collateral as if the condition has been met (e.g., subject to completion or repair).
<b>Lookback Period</b>	The number of months back from the appraisal effective date that the appraiser used to analyze and report on sales.
<b>Market Value Condition</b>	Indicates whether the appraised value is As Is, or subject to one of the following conditions: <ul style="list-style-type: none"> <li>• Subject to Completion Per Plans</li> <li>• Subject to Inspection</li> <li>• Subject to Repair</li> <li>• Subject to Extraordinary Assumptions</li> <li>• Subject to Hypothetical Conditions</li> </ul>
<b>New Construction</b>	All dwellings on the property are 100% newly constructed, including the foundation, were completed in the past 12 months, have never been occupied, and exhibit no signs of wear or use.
<b>Noncontinuous Finished Area</b>	Finished area(s) in the dwelling that are attached to the dwelling but separate and not directly accessible from any unit. Example: Family room or other finished area attached to or above an attached garage that is only accessible through the garage.
<b>Outbuilding</b>	A building other than the dwelling (e.g., barn, shed, bunkhouse, or standalone ADU). A portion of the outbuilding may contain ADUs or other finished space. An ADU not attached to the residence is considered to be an outbuilding.
<b>Physical Measurement</b>	An onsite measurement to determine square footage of the subject improvements.
<b>Planned Unit Development (PUD)</b>	A subdivision that consists of common property and improvements that are owned and maintained by a homeowners association (HOA) for the benefit and use of the individual PUD unit owners. A unit owner in the PUD has title to a residential property (parcel and dwelling) and an interest in the HOA that owns or manages the common areas and facilities of the PUD.
<b>Property Data Report</b>	The accumulation of factual information collected from the physical or virtual observation of a residential property that is completed specifically for mortgage purposes, whether in the form of data or a report. This is limited to property characteristics and does not include opinions of value.  Note: Tax records and MLS listings are data sources and do not constitute a property data report.



Term	Definition
<b>Property Management Company</b>	A company contracted by the board of directors of a homeowners association (HOA) to manage maintenance and upkeep of the common elements in a PUD, condo, cooperative, or condop.
<b>Report Field ID</b>	The red number identifying the specific location of the field on the URAR.
<b>Report Label</b>	The name of the field as shown on the URAR.
<b>Structure</b>	A building with a foundation, walls, and a roof, designed to protect from the weather, which can be a dwelling or an outbuilding.
<b>Three-Dimensional Scan</b>	A technology used to photograph and measure the area of a unit.
<b>Three-Dimensional Technology (3D Technology)</b>	A process that uses three-dimensional printing technologies as a core method in the fabrication of a structure.
<b>Uniform Residential Appraisal Report (URAR)</b>	A dynamic appraisal report that addresses all residential 1- to 4-unit property types.
<b>Uniform Standards of Professional Appraisal Practice (USPAP)</b>	The generally recognized ethical and performance standards for the appraisal profession in the United States. USPAP was adopted by Congress in 1989, and contains standards for all types of appraisal services, including real estate, personal property, business and mass appraisal. Compliance is required for state-licensed and state-certified appraisers involved in federally related real estate transactions.
<b>Wear and Tear</b>	Deterioration or reduction in condition that results from ordinary use, exposure to natural elements over an extended period of time, or aging (e.g., worn carpet, scratches or scuffs on floors or walls, fading paint or finishes).

## Appendix 2: Condition and Quality Rating Definitions

### Condition Rating Definitions

Condition Ratings describe the physical condition of a property as of the effective date of the appraisal on an absolute basis, not on a relative basis or how a property relates to other properties.

Condition Rating definitions are used for Overall Condition, Exterior Condition, and Interior Condition.

Condition Rating Definitions		
Rating	Condition Rating Definition	Criteria
<b>C1</b>	The dwelling is 100% newly constructed, completed within the past 12 months, has never been occupied, and exhibits no signs of wear or use.	<p>A dwelling in C1 condition:</p> <ul style="list-style-type: none"> <li>Has a foundation that must be 100% original to the new construction.</li> <li>May include non-structural components composed of “like new” recycled materials (e.g., reconditioned or refinished barn wood).</li> <li>Is a 100% newly constructed dwelling that does not exhibit physical depreciation.</li> </ul>
<b>C2</b>	The dwelling exhibits like-new condition. It has been recently constructed or entirely remodeled within 36 months prior to the appraisal date, while retaining portions of the pre-existing structure. The dwelling may have been occupied but features no deferred maintenance and requires no repair.	<p>A dwelling in C2 condition:</p> <ul style="list-style-type: none"> <li>Has been recently constructed (within the past 36 months), and otherwise exhibits virtually no wear and tear, but is no longer new due to occupancy or use (e.g., model home), <i>or</i></li> <li>Has been fully remodeled “to the studs” including new major components; a new dwelling built utilizing the footprint or façade of a pre-existing dwelling; or a newly converted condo/co-op in a pre-existing building.</li> </ul>
<b>C3</b>	The dwelling has been well-maintained and exhibits only minimal wear and tear. The dwelling may exhibit only minor age-related physical depreciation; or, most components, but not every major building component, has been updated or renovated.	<p>A dwelling in C3 condition will likely have:</p> <ul style="list-style-type: none"> <li>Components or rooms that are older but have been very well maintained or experienced minimal use, and show little or no physical depreciation, <i>or</i></li> <li>Major components or rooms that have been recently updated, but which do not constitute a full-home renovation/remodel.</li> </ul> <p>Examples of major components include but are not limited to a combination of (one or more):</p> <ul style="list-style-type: none"> <li>Newer roof</li> <li>Some newer mechanicals</li> <li>New / newer floor coverings</li> <li>Remodeled kitchen or bathroom(s)</li> </ul>
<b>C4</b>	The dwelling has been adequately maintained and exhibits moderate wear and tear resulting from occupancy and exposure to elements. The dwelling may feature some updating, but otherwise contains deferred maintenance items that are generally minor or cosmetic in nature.	<p>A dwelling in C4 condition may have experienced some periodic updating but most components are near the middle of their life cycle. Common deferred maintenance resulting from typical use is apparent but presents no immediate impact.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Minor damage to walls or trim (interior or exterior)</li> <li>Worn floor finishes or carpet that shows age</li> <li>Kitchen or bathrooms that are dated but fully functional</li> </ul>
<b>C5</b>	The dwelling exhibits significant wear and tear resulting from inadequate maintenance, but the soundness and structural integrity are sufficient to support occupancy. Some components may be missing or near the end of their useful life, but major components are still functional.	<p>A dwelling in C5 condition has items that will need to be repaired, rehabilitated, or replaced in the near future for the dwelling to remain useable and functional.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Roofing that is significantly worn, cupped, or curled but with no apparent active leaks</li> <li>Severely worn, damaged, or missing floor coverings</li> <li>Functional kitchen or bathroom that may be in disrepair (e.g., damaged or missing cabinets or countertops).</li> </ul>
<b>C6</b>	The dwelling features an extreme lack of maintenance, resulting in severe damages, deficiencies, or defects that impact the soundness or structural integrity, and the dwelling is not suitable for occupancy. There are major components that may be missing, no longer functional, or otherwise require immediate correction.	<p>A dwelling in C6 condition is not useable or functional in its current state, and will require immediate repairs, rehabilitation, or replacement of key components.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Active roof leaks</li> <li>Damaged or missing exterior components that allow weather intrusion into the dwelling with resultant structural impact or damage</li> <li>Damaged or failing foundation</li> <li>No functional kitchen or bathrooms</li> </ul>

## Quality Rating Definitions

This chart shows the definitions for

- Overall Quality rating
- Interior Quality, including room size, ceilings, trim, floor material, kitchen, and bathrooms
- Exterior Quality, including doorways, fenestration, architectural details, roof design, and exterior walls

Quality ratings describe the quality of a property as of the effective date of the appraisal on an absolute basis, not on a relative basis or how a property relates to other properties.

Quality Rating Definitions			
In each category, the property must meet the majority of the criteria listed but does not have to meet all criteria.			
Rating	Overall Quality Rating	Interior Quality Rating	Exterior Quality Rating
Q1	The dwelling is an individually designed, one-of-a-kind structure built to exacting standards. Q1 features exceptional quality materials and luxury amenities, and exhibits the highest quality of workmanship and complexity in architectural design. The dwelling features a high degree of refinement and ornamentation that requires specialized construction or installation. A Q1 dwelling is recognized as being very rare or even non-existent in some communities.	<ul style="list-style-type: none"> <li>• Spacious rooms with high ceilings featuring extensive use of treatments (e.g., coved, barrel, cupola, coffered, beamed) and exceptional grade trim and custom millwork throughout.</li> <li>• Exceptional grade, often rare or imported flooring materials, frequently featuring inlay work or other customization.</li> <li>• Spacious kitchens featuring top-grade materials, extensive cabinetry, and countertop surface area; appliances and fixtures are frequently state of the art, custom-designed, built-in, or commercial grade.</li> <li>• Luxury bathrooms, often oversized and featuring exceptional quality materials and multiple ornate or state-of-the-art fixtures and features.</li> </ul>	<ul style="list-style-type: none"> <li>• Custom fenestration and doorways using exceptional grade materials and engineering; featuring keystones or detailed mouldings throughout.</li> <li>• Roof designs using premium materials designed for longevity and resistance to weather; often featuring large ornamental overhangs, multiple hips and valleys, or steep pitches.</li> <li>• Exterior walls constructed using exceptional grade materials, often featuring multiple corners, unique angles and shapes, and extensive use of trim or decorative adornments.</li> </ul>
Q2	The dwelling is a high-quality structure, often using customized or complex, commercially available plans. The materials and amenities have extended life expectancy, high energy efficiency, and greater detail, ornamentation, or custom finishes. A Q2 dwelling can contain a mixture of upgraded, high-end and luxury materials, constructed with high-quality workmanship.	<ul style="list-style-type: none"> <li>• Spacious rooms with higher ceilings that may have custom design elements (e.g., coved, barrel, cupola, coffered, beamed), high-end built-ins, mouldings and wall treatments in communal areas and the main bedroom.</li> <li>• High-grade floor coverings designed for the highest level of durability and occasionally featuring inlays or other customization.</li> <li>• Large kitchens featuring high-end appliances, extensive cabinetry, and countertops.</li> <li>• Large bathrooms specifically dedicated to certain bedrooms as well as at least one common bathroom; containing high-end countertops, cabinetry, and plumbing fixtures.</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple windows and doorways constructed with high-end materials, featuring custom design particularly at the front and rear entry and often featuring keystones or other decorative adornments.</li> <li>• Roof designs using high-end roof materials; typically featuring ornamental overhangs, steep pitches, and multiple ridges, hips and valleys, and gables.</li> <li>• Exterior walls constructed using high-end materials and featuring multiple corners with angled walls, unique shapes, and custom trim at focal points.</li> </ul>

Quality Rating Definitions			
In each category, the property must meet the majority of the criteria listed but does not have to meet all criteria.			
Rating	Overall Quality Rating	Interior Quality Rating	Exterior Quality Rating
Q3	The dwelling represents housing that can be reproduced from standard plans, featuring a higher than standard degree of complexity and some customization in the structural design, amenities, and finishes. A Q3 dwelling can contain a mixture of premium and standard level materials or amenities. They are often characterized as "semi-custom" new construction, or as pre-existing dwellings that are upgraded using some premium materials or amenities.	<ul style="list-style-type: none"> <li>Large general living areas or main bedroom with all other rooms sufficiently sized.</li> <li>Some rooms may have vaulted ceilings, and custom design elements such as built-ins, upgraded trim, finishes, mouldings and wall treatments.</li> <li>Upgraded or high-grade floor coverings that exceed the quality and durability of standard-grade.</li> <li>Moderately sized kitchens featuring upgraded appliances, cabinetry and countertops or a mix of upgraded and high-grade elements.</li> <li>Multiple bathrooms of moderate size with some bathrooms specifically dedicated to certain bedrooms as well as at least one common bathroom; containing upgraded cabinetry and plumbing fixtures or a mixture of upgraded and high-end elements.</li> </ul>	<ul style="list-style-type: none"> <li>Multiple windows and doorways constructed with upgraded materials and featuring decorative design elements adorning at least the front of the home.</li> <li>Roof designs using upgraded roof materials; may have steep pitches, could have more than one ridge with hips and valleys, gables, and overhangs.</li> <li>Exterior walls constructed using upgraded materials and featuring multiple corners with some angled walls or unique shapes.</li> </ul>
Q4	The dwelling is constructed using standard building plans and designs that can be reproduced multiple times with minimal customization or style variations. The materials and amenities are widely available and can contain a mixture of some standard and economy-level materials.	<ul style="list-style-type: none"> <li>Sufficiently sized rooms typically with flat ceilings and some vaulted ceilings in larger rooms, some trim or finishes of basic design.</li> <li>Standard floor coverings that exceed the quality and durability of economy grade.</li> <li>Moderately sized kitchens featuring standard-grade appliances, cabinetry and countertops or a mix of economy and upgraded elements.</li> <li>Usually featuring multiple bathrooms of moderate size containing standard-grade cabinetry and plumbing fixtures or a mixture of economy and upgraded elements.</li> </ul>	<ul style="list-style-type: none"> <li>Windows and doorways constructed of standard-grade material.</li> <li>Simple roof designs using standard-grade roof materials with moderate pitch and could have more than one ridge; may feature some simple decorative elements such as gables or overhangs.</li> <li>Exterior walls constructed using standard-grade materials and featuring multiple corners; but basically rectangular in shape or footprint.</li> </ul>
Q5	The dwelling is basic in design and meets minimum building standards. Dwellings rated Q5 are designed for efficiency in installation and construction representing basic housing. Q5 dwellings have minimal refinements or upgrades but are not considered substandard.	<ul style="list-style-type: none"> <li>Small rooms typically with flat ceilings, minimal trim or finishes of basic design.</li> <li>Economy floor coverings that meet minimum standards.</li> <li>Small kitchens featuring economy-grade appliances, cabinetry, and countertops or a mix of standard and economy grade.</li> <li>Bathrooms that are limited in size and number, and feature economy-grade cabinetry and plumbing fixtures or a mixture of economy and standard-grade elements.</li> </ul>	<ul style="list-style-type: none"> <li>Limited windows and doorways, constructed of economy grade materials, simple in shape and design, and featuring basic trim and finish.</li> <li>Basic roof design, usually low-pitch and single roofline; features economy or standard-grade roof materials.</li> <li>Exterior walls constructed using economy or standard-grade materials and featuring minimal corners; usually a basic rectangular shape.</li> </ul>
Q6	The dwelling is a structure constructed in a manner reflecting a lack of basic architectural designs and may not meet local building standards. The materials and amenities are low quality, alternate, or non-customary; or whose construction or installation reflects unskilled workmanship and may not be adequately equipped to support year-round occupancy. Q6 dwellings may be rare or even non-existent in many communities.	<ul style="list-style-type: none"> <li>Small rooms often with low ceilings, limited closet or storage space, and little or no trim or finishes.</li> <li>Low grade or non-existent floor coverings.</li> <li>Small kitchens featuring only the minimum requirements for function; with limited cabinetry and countertop space; and low-grade or non-existent appliances.</li> <li>Bathrooms that are limited in size and number and feature only the minimum requirements for function; limited or no cabinetry; and low-grade plumbing fixtures.</li> </ul>	<ul style="list-style-type: none"> <li>Limited windows and doorways, constructed of lower-grade materials and featuring minimal or no trim and finish.</li> <li>Basic roof design, usually low-pitch and single roofline; may possess inconsistent rooflines if additions are present; features low-grade or alternate roof materials.</li> <li>Exterior walls constructed using economy or low-grade materials and featuring minimal corners; usually a basic rectangular shape.</li> </ul>

Appendix 3: ANSI Example

This Appendix shows an example of applying the ANSI measurement standard, including standard and nonstandard finished areas.

Cape Cod with Finished Basement and Second Floor

This is an example of a cape cod-style house with some finished area in the basement and on the second floor.

Dwelling Exterior

The **Dwelling Exterior** section provides context with *Dwelling Style* and *Year Built*, in addition to the picture of the home.

Dwelling Exterior

Subject Property Units in	
Structure	1
Dwelling Style	Cape Cod
Front Door Elevation	3-4 Ft.
Year Built	1948
Construction Method	Site Built
Converted Area	None



This is where the Dwelling Exterior photo would display.

## Unit Interior

Standard and nonstandard finished areas are reported separately in the **Area Breakdown** subsection. They are only combined in the **Level and Room Detail** table.

### Unit Interior

<b>Area Breakdown</b>		<b>Levels in Unit</b>	3
Finished Above Grade	1,480 Sq. Ft.	<b>Occupancy</b>	Owner
Finished Above Grade (Nonstandard)	240 Sq. Ft.	<b>Total Bedrooms</b>	3
Unfinished Above Grade	240 Sq. Ft.	<b>Total Bathrooms - Full</b>	2
Finished Below Grade	560 Sq. Ft.	<b>Total Bathrooms - Half</b>	1
Finished Below Grade (Nonstandard)	200 Sq. Ft.		
Unfinished Below Grade	240 Sq. Ft.		
<b>Area Data Source</b>	Physical Measurement		
<b>Below Grade Finish Compared to Above</b>	Similar		

### Level and Room Detail

Level in Unit	Grade Level Detail	Finish	Area	Room Summary
Level B1	Fully Below Grade Interior and Exterior Access Walk-up	Finished	760 Sq. Ft.	1 - Bath - Half 1 - Den 1 - Family Room
		Unfinished	240 Sq. Ft.	
Level 1	Above Grade	Finished	1,000 Sq. Ft.	1 - Bath - Full 2 - Bedroom 1 - Dining Room 1 - Kitchen 1 - Living Room
Level 2	Above Grade	Finished	720 Sq. Ft.	1 - Bath - Full 1 - Bedroom
		Unfinished	240 Sq. Ft.	

*Unit Interior Commentary* is used to more fully describe the standard and nonstandard finished areas, including a description as to why the area is nonstandard.

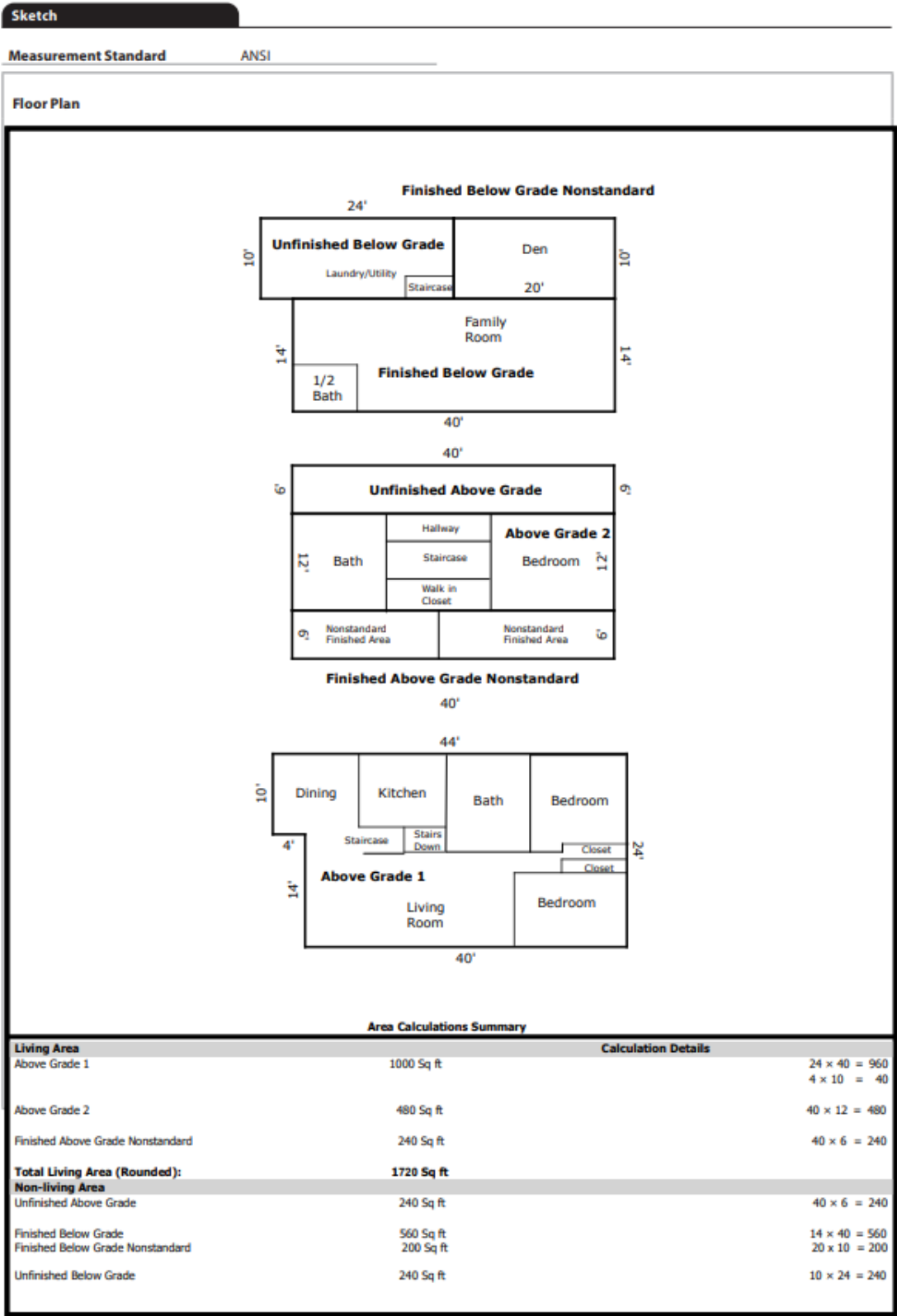
### Unit Interior Commentary

Area Breakdown: Above Grade Finished Area = 1,720 sq. ft. This includes 1,000 sq. ft. of standard finished area on Level 1, 480 sq. ft. of standard finished area on Level 2, and 240 sq. ft. of Nonstandard Finished Area on Level 2. The 12' x 40' (480 sq. ft.) area (Level 2) has a ceiling height of 7', is reported as finished area. Level 2 also has a 6' x 40' area that is finished but has a sloped ceiling that is less than 7' and is reported as Nonstandard Finished Area (240 sq. ft.). The remaining 6' x 40' section also has a sloped ceiling that is less than 7', is not finished, and is reported as unfinished area.

In Level B1 there is a finished den that measures 10' x 20' (200 sq. ft.) with a drop ceiling that measures 6' in height which is reported as Nonstandard Finished Area. The family room on this level is 14' x 40' (560 sq. ft.) is fully finished, and has drywall ceilings that measure 7' in height. This is reported as finished area. There is also a 10' x 24' (240 sq. ft.) unfinished area on level B1.

Level and Room Detail: Standard and nonstandard finished areas are combined as "Finished" in the Level and Room Detail table. Level B1 finished area includes the den (200 Sq. Ft.) and family room (560 sq. ft.) for a total of 760 sq. ft. of finished area. Level 2 includes the 12' x 40' standard finished area (480 sq. ft.) and nonstandard finished area (240 sq. ft.) for a total of 720 sq. ft. of finished area.

Sketch



## Appendix 4: Detached Garage Examples

This appendix shows examples of detached garages and how they are reported in different sections of the URAR. Applicable URAR sections for each example are summarized in this table.

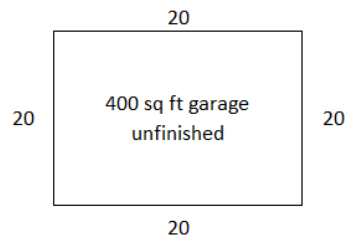
Note: Only the portions of **Unit Interior** and **Sales Comparison Approach** that address area and rooms are included in these examples. The entire **Unit Interior** section displays for the ADU, as does the **ADU Interior Quality and Condition** subsection of the **Sales Comparison Approach**.

Detached Garage Examples						
Example (Subject Property)	Outbuilding (Subject Property)	Unit Interior	Vehicle Storage	Sales Comparison Example (Comp #1)	Relevant Sales Comparison Approach Subsections	Cost Approach Subsection for Detached Garage
1 Detached garage – vehicle storage only • Garage is heated.			√	<ul style="list-style-type: none"> <li>Heated detached garage with half bath</li> <li>Additional outbuilding: Greenhouse</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle Storage</li> <li>Outbuilding</li> </ul>	As Is Value of Site Improvements
2 Detached garage with additional separate area (no ADU) • Has dividing wall. • Garage is heated.	Workshop/ Garage		√	<ul style="list-style-type: none"> <li>Detached garage with additional unfinished area (outbuilding: Shed/Garage)</li> <li>Garage is not heated.</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle Storage</li> <li>Outbuilding</li> </ul>	Depreciated Cost - Outbuilding
3 Detached garage with ADU (no additional separate area) • Has dividing wall. • Garage is not heated. • ADU has heat and air conditioning.	ADU/Garage	For the ADU	√	<ul style="list-style-type: none"> <li>Heated detached garage with no additional separate area</li> <li>No outbuildings</li> <li>ADU in basement of primary dwelling</li> </ul>	<ul style="list-style-type: none"> <li>Unit(s) <i>for the ADU</i></li> <li>Vehicle Storage</li> </ul>	Depreciated Cost - Outbuilding
4 Workshop with ADU and vehicle storage • Has dividing walls. • Workshop and garage are not heated. • ADU has heat and air conditioning.	ADU/ Workshop/ Garage	For the ADU	√	<ul style="list-style-type: none"> <li>Heated detached garage with no additional separate area</li> <li>No outbuildings</li> <li>ADU in basement of primary dwelling</li> </ul>	<ul style="list-style-type: none"> <li>Unit(s) <i>for the ADU</i></li> <li>Vehicle Storage</li> <li>Outbuilding</li> </ul>	Depreciated Cost – Outbuilding
5 Oversized detached garage (no dividing wall)			√	<ul style="list-style-type: none"> <li>Detached garage with no extra area</li> <li>No outbuildings</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle Storage</li> </ul>	As Is Value of Site Improvements



### Example 1: Detached Garage – Vehicle Storage Only

In this example, the subject has a 400 sq. ft. detached heated garage with no additional separate area.



### No Outbuilding Section

When the detached garage has no additional separate area, it is not reported as an outbuilding, so the **Outbuilding** section does not display.

### Vehicle Storage

When the detached garage has no additional separate area, it is reported in the **Vehicle Storage** section only. Any defects, damages, or deficiencies for the structure are reported in this section. If the garage has unique features, they are noted in **Vehicle Storage Commentary**.

- In this example, the 400 sq. ft. detached garage is reported, and the heated garage is noted in **Vehicle Storage Commentary**.

#### Vehicle Storage

Storage	Number of Parking Spaces	Detail
Driveway	4	Asphalt
Garage	2	Detached 400 Sq. Ft.

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

None

#### Vehicle Storage Commentary

Garage is heated.

### Sales Comparison Approach

In this example, Comparable #1 has a 2-car heated garage with a half bath, and an additional outbuilding for which *Outbuilding Type* is Greenhouse.

### Vehicle Storage Subsection

Information about the subject property's driveway and garage populates from the **Vehicle Storage** section. If the subject or comparable(s) have additional features that impact value and/or marketability, dynamic rows are utilized to support adjustments and conclusions.

## Sales Comparison Approach

Subject Property		Comparable #1	
Vehicle Storage			\$XX
Type   Spaces   Detail	Driveway   4   Asphalt Garage   2   Detached 400 Sq. Ft.	Driveway   4   Asphalt Garage   2   Detached	
Heated Garage	Yes		Yes
Bath - Half	0		1

In this example, rows were utilized for heating and baths, and the adjustment for Comparable #1 is attributable exclusively to the half bath.

## Outbuilding Subsection

The detached garage for the subject property is reported as **Vehicle Storage**.

- If the subject and all comparables do not have outbuildings, the **Outbuilding** subsection does not display.
- If a comparable has outbuildings and the subject does not, the **Outbuilding** subsection displays with “dashes” for the subject.

Subject Property		Comparable #1	
Outbuilding (ADU and vehicle storage are not included in Finished Area, Unfinished Area, or room counts)			
Outbuilding Type	—	Greenhouse	\$XX
Gross Building Area	—	120 Sq. Ft.	
Utilities	—	Electricity   Water	

In this example, Comparable #1 has an outbuilding (greenhouse), and the subject does not. The outbuilding displays with “dashes” for the subject.

## Cost Approach (As Is Value of Site Improvements)

Because the vehicle storage is not considered an outbuilding, if the **Cost Approach** is included in the appraisal, the depreciated cost of the detached garage is reported in the **As Is Value of Site Improvements** subsection instead of **Depreciated Cost – Outbuilding**.

## As Is Value of Site Improvements

Description	Amount
Utility connections, driveway, patio	\$XX
Depreciated cost of detached garage	\$XX
<b>Total</b>	<b>\$XX</b>

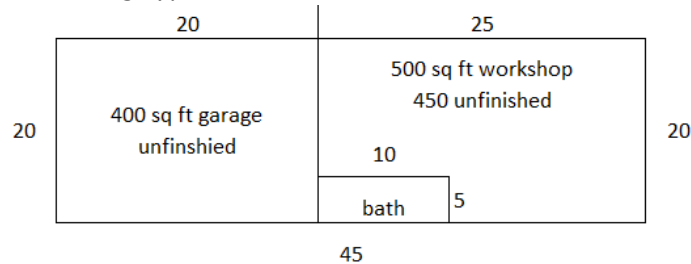
### Example 2: Detached Garage with Additional Separate Area (No ADU)

In this example the subject has a multipurpose outbuilding with 900 sq. ft. of Gross Building Area (GBA) for the outbuilding that includes:

- 400 sq. ft. 2-car garage
- 450 sq. ft. unfinished area that is used for a workshop
- 50 sq. ft. finished area (full bath)

The entire outbuilding is heated.

*Outbuilding Type* is selected as Other, and described as Workshop/Garage.




Note: This example applies regardless of the square footage of the additional area.

### Outbuilding – Workshop/Garage

In this example, *Outbuilding Type* is selected as Other, and described as Workshop/Garage.

- *Units in Structure* is 0 because the outbuilding does not include an ADU.
- For *Gross Building Area*, the total GBA is reported (400 sq. ft. 2-car garage + 450 sq. ft. unfinished area + 50 sq. ft. finished area = 900 sq. ft.) regardless of usage.
- Heating is reported in the outbuilding **Detail** subsection (checkboxes), in addition to utilities.
- In the **Outbuilding Area** table, the finished and unfinished area not related to vehicle storage is reported, along with the full bath.
  - Area detail for the 2-car garage is reported in **Vehicle Storage** and not in the **Outbuilding Area** table.

Outbuilding (Workshop/Garage)															
Considered Real Property	Yes														
Units in Structure	0														
Gross Building Area	900 Sq. Ft.														
Gross Building Area for the outbuilding includes area for vehicle storage, ADU(s), and any other uses															
 <p>This is where the Workshop/Garage photo would display.</p>															
<table border="1"> <thead> <tr> <th colspan="2">Detail</th> </tr> <tr> <th></th> <th>Yes No</th> </tr> </thead> <tbody> <tr> <td>Heating</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/></td> </tr> <tr> <td>Cooling</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/></td> </tr> <tr> <td>Utilities</td> <td>Electricity</td> </tr> <tr> <td></td> <td>Sanitary Sewer</td> </tr> <tr> <td></td> <td>Water</td> </tr> </tbody> </table>		Detail			Yes No	Heating	<input checked="" type="checkbox"/> <input type="checkbox"/>	Cooling	<input type="checkbox"/> <input checked="" type="checkbox"/>	Utilities	Electricity		Sanitary Sewer		Water
Detail															
	Yes No														
Heating	<input checked="" type="checkbox"/> <input type="checkbox"/>														
Cooling	<input type="checkbox"/> <input checked="" type="checkbox"/>														
Utilities	Electricity														
	Sanitary Sewer														
	Water														
<table border="1"> <thead> <tr> <th colspan="3">The table below depicts the area of the outbuilding, excluding vehicle storage and any ADU(s)</th> </tr> <tr> <th>Finish</th> <th>Total Area</th> <th>Room Summary</th> </tr> </thead> <tbody> <tr> <td>Finished</td> <td>50 Sq. Ft.</td> <td>1 - Bath - Full</td> </tr> <tr> <td>Unfinished</td> <td>450 Sq. Ft.</td> <td></td> </tr> </tbody> </table>		The table below depicts the area of the outbuilding, excluding vehicle storage and any ADU(s)			Finish	Total Area	Room Summary	Finished	50 Sq. Ft.	1 - Bath - Full	Unfinished	450 Sq. Ft.			
The table below depicts the area of the outbuilding, excluding vehicle storage and any ADU(s)															
Finish	Total Area	Room Summary													
Finished	50 Sq. Ft.	1 - Bath - Full													
Unfinished	450 Sq. Ft.														
<b>Apparent Defects, Damages, Deficiencies (Workshop/Garage)</b> None															
<b>Outbuilding Commentary</b> The subject's outbuilding contains a workshop and 2-car garage. Please see Vehicle Storage for garage details.															

Vehicle Storage

Only the area and details that are specific to the subject’s driveway and garage are reported in this section.

Vehicle Storage		
Storage	Number of Parking Spaces	Detail
Driveway	4	Asphalt
Garage	2	Detached 400 Sq. Ft.

Sales Comparison Approach

In this example, Comparable #1 has a multipurpose outbuilding with 550 sq. ft. of GBA that includes:

- 400 sq. ft. 2-car garage
- 150 sq. ft. unfinished area (shed)

The outbuilding is not heated.

*Outbuilding Type* is selected as Other, and described as Shed/Garage.

Vehicle Storage Subsection

Information about the subject property’s garage populates from the **Vehicle Storage** section. If the subject or comparable(s) have additional features that impact value and/or marketability, dynamic rows are utilized to support adjustments and conclusions.

Subject Property		Comparable #1	
Vehicle Storage			\$0
Type   Spaces   Detail	Driveway   4   Asphalt Garage   2   Detached 400 Sq. Ft.	Driveway   4   Asphalt Garage   2   Detached	

In this example:

- None of the comparables have additional features impacting value and/or marketability, so no dynamic rows were needed.
- There are no measurable differences between the vehicle storage for the subject and Comparable #1, so no adjustment is made.

### Outbuilding Subsection

For the subject property, the *Outbuilding Type* and any relevant dynamic rows (e.g., area, bathrooms, heating) populate from the **Outbuilding** section.

- Adjustments for comparables are made in a “lump sum” that includes consideration of the outbuilding, its associated square footage, and amenities.
- Adjustments for the 400 sq. ft. garage portion are made in the **Vehicle Storage** subsection and are not included in the **Outbuilding** subsection adjustments.

Subject Property		Comparable #1	
Outbuilding (ADU and vehicle storage are not included in Finished Area, Unfinished Area, or room counts)			
Outbuilding Type	Workshop/Garage	Shed/Garage	XXX
Finished Area	50 Sq. Ft.		0 Sq. Ft.
Unfinished Area	450 Sq. Ft.		150 Sq. Ft.
Baths - Full	1		0
Heating	Yes		None

In this example, the adjustment for Comparable #1 reflects the differences in finished and unfinished area, bath, heating, and the marketability of a shed vs. a workshop.

### Cost Approach (Depreciated Cost - Outbuilding)

If the **Cost Approach** is included in the appraisal, the depreciated cost of the outbuilding is reported in the **Depreciated Cost – Outbuilding** subsection. The entire finished and unfinished area of the outbuilding is reported here, including the garage.

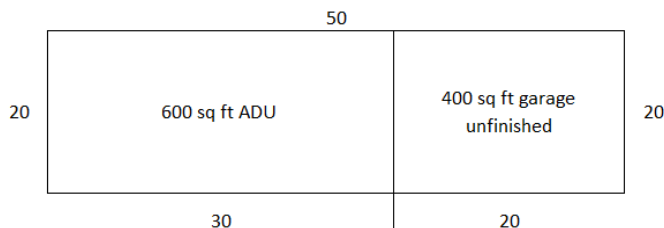
Depreciated Cost - Outbuilding - Workshop/Garage		
Finished Area	50 Sq. Ft. @ \$XX	\$XX
Unfinished Area	450 Sq. Ft. @ \$XX	\$XX
Garage	400 Sq. Ft. @ \$XX	\$XX
Total Depreciation	10%	(\$XX)
	<b>Total</b>	<b>\$XX</b>

In this example, *Area Type* for the garage is Garage.

### Example 3: Detached Garage with ADU

In this example the subject has a multipurpose outbuilding with 1000 sq. ft. of GBA that includes:

- 400 sq. ft. 2-car garage (not heated)
- 600 sq. ft. ADU (includes heat and air conditioning)




Note: This example would also apply when the ADU is above the garage.

## Outbuilding – ADU/Garage

In this example, *Outbuilding Type* is ADU/Garage.

- *Units in Structure* is 1 because the outbuilding includes an ADU.
- For *Gross Building Area*, the total GBA is reported (400 sq. ft. 2-car garage + 600 sq. ft. ADU = 1000 sq. ft.) regardless of usage.
- Utilities are reported in the outbuilding **Detail** subsection.
- In the **Outbuilding Area** table, the finished and unfinished areas are reported as 0 sq. ft., and the Room Summary column is blank.
  - Area detail for the 2-car garage is reported in **Vehicle Storage** and not in the **Outbuilding Area** table.
  - The area and rooms for the ADU are reported as part of the **Unit Interior** section for the ADU, and not in the **Outbuilding Area** table.
- Because the outbuilding includes an ADU, heating and cooling information is reported in the **Mechanical System Details** subsection, instead of the **Detail** subsection (checkboxes).

Outbuilding (ADU/Garage)											
Considered Real Property	Yes										
Units in Structure	1										
Gross Building Area	1,000 Sq. Ft.										
Gross Building Area for the outbuilding includes area for vehicle storage, ADU(s), and any other uses											
 This is where the ADU/Garage photo would display.											
Detail											
Utilities	Electricity	The table below depicts the area of the outbuilding, excluding vehicle storage and any ADU(s)									
	Sanitary Sewer										
	Water										
		<table border="1"> <thead> <tr> <th>Finish</th> <th>Total Area</th> <th>Room Summary</th> </tr> </thead> <tbody> <tr> <td>Finished</td> <td>0 Sq. Ft.</td> <td></td> </tr> <tr> <td>Unfinished</td> <td>0 Sq. Ft.</td> <td></td> </tr> </tbody> </table>	Finish	Total Area	Room Summary	Finished	0 Sq. Ft.		Unfinished	0 Sq. Ft.	
Finish	Total Area	Room Summary									
Finished	0 Sq. Ft.										
Unfinished	0 Sq. Ft.										
Mechanical System Details											
	System	Detail									
Heating	Forced Warm Air	Electric									
Cooling	Centralized										
Apparent Defects, Damages, Deficiencies (ADU/Garage)											
None											
Outbuilding Commentary											
The subject's outbuilding contains an ADU and a 2-car garage. Please see Unit Interior for ADU details.											

## Unit Interior – ADU/Garage - ADU

Notes:

- Only the portions of **Unit Interior** that address areas and rooms for the ADU are included in this appendix. Reference the [10 Unit Interior](#) chapter of this document for details on the reporting and display of this section.
- In this example, *Outbuilding Type* is ADU/Garage, and *Unit Identifier* is ADU.

## Area Breakdown

### Unit Interior - ADU/Garage - ADU

#### Area Breakdown

Finished Above Grade	600 Sq. Ft.
Unfinished Above Grade	0 Sq. Ft.
Finished Below Grade	0 Sq. Ft.
Unfinished Below Grade	0 Sq. Ft.

## Level and Room Detail

### Level and Room Detail

Level in Unit	Grade Level Detail	Finish	Area	Room Summary
Level 1	Above Grade	Finished	600 Sq. Ft.	1 - Bath - Full 1 - Bedroom 1 - Kitchen 1 - Living Room

## Vehicle Storage

Only the area and details that are specific to the subject's driveway and garage are reported in this section.

### Vehicle Storage

Storage	Number of Parking Spaces	Detail
Driveway	4	Asphalt
Garage	2	Detached 400 Sq. Ft.

## Sales Comparison Approach

In this example, Comparable #1 has an ADU in the basement of the primary dwelling, and a heated 2-car garage with no additional separate area. Comparable #1 has no additional outbuildings.

### Unit(s) Subsection for the ADU

Information about the subject property's ADU populates from the **Unit Interior** section.

- Location of ADU – in this example, *Location of ADU* is ADU/Garage for the subject, and Dwelling for Comparable #1.
- Floor Number – the floor number of the ADU reflects the level on which the ADU is located (e.g., an ADU in the below grade level of the primary dwelling is reported as B1, an ADU located above a detached garage is reported as 2).
  - In this example, *Floor Number* is 1 for the subject and B1 for Comparable #1.

Unit(s)	Subject Property	Comparable #1	
	ADU/Garage	Dwelling	\$XX
Location of ADU	ADU/Garage	B1	\$XX
Floor Number	1	B1	\$XX
Bedrooms	1	1	
Baths - Full   Half	1   0	1   0	
Finished Area Above Grade	600 Sq. Ft.	0 Sq. Ft.	\$XX
Finished Area Below Grade	0 Sq. Ft.	600 Sq. Ft.	\$XX

### Vehicle Storage Subsection

Information about the subject property's garage area populates from the **Vehicle Storage** section. If the subject or comparable(s) have additional features that impact value and/or marketability, dynamic rows are utilized to support adjustments and conclusions.

Subject Property		Comparable #1	
Vehicle Storage			\$XX
Type   Spaces   Detail	Driveway   4   Asphalt Garage   2   Detached 400 Sq. Ft.	Driveway   4   Asphalt Garage   2   Detached	
Heated Garage	No		Yes

In this example, the vehicle storage portion of the subject is not heated, and Comparable #1 is heated. Therefore an additional row is needed, and the adjustment for Comparable #1 is attributable exclusively to the heating.

### No Outbuilding Subsection

ADU/Garages do not redisplay in the **Outbuilding** subsection.

### Cost Approach (Depreciated Cost - Outbuilding)

If the **Cost Approach** is included in the appraisal, the depreciated cost of the outbuilding is reported in the **Depreciated Cost – Outbuilding** subsection. The entire finished and unfinished area of the outbuilding is reported here, including the garage. In this example, *Area Type* for the garage is Garage.

#### Cost Approach

##### Depreciated Cost - Outbuilding - ADU/Garage

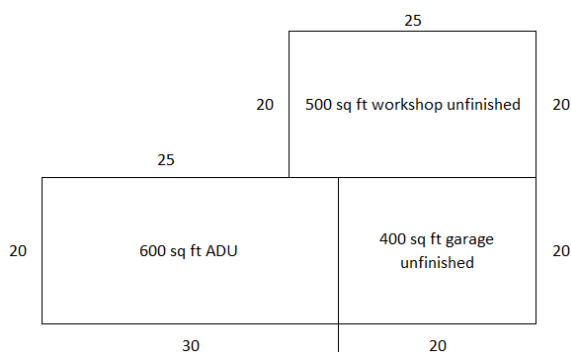
Finished Area	600 Sq. Ft. @ \$XX	\$XX
Garage	400 Sq. Ft. @ \$XX	\$XX
Total Depreciation	10%	(\$XX)
Total		\$XX

### Example 4: Workshop with ADU and Vehicle Storage

In this example the subject has a multipurpose outbuilding with 1500 sq. ft. of GBA that includes:

- 400 sq. ft. 2-car garage (not heated)
- 600 sq. ft. Accessory Dwelling Unit (includes heat and air conditioning)
- 500 sq. ft. unfinished space used as a workshop - (not heated)

*Outbuilding Type* is selected as Other, and described as ADU/Workshop/Garage.






## Outbuilding – ADU/Workshop/Garage

In this example, *Outbuilding Type* is selected as Other, and described as ADU/Workshop/Garage.

- *Units in Structure* is 1 because the outbuilding includes an ADU.
- For *Gross Building Area*, the total GBA is reported (400 sq. ft. 2-car garage + 600 sq. ft. ADU + 500 sq. ft. unfinished workshop space = 1500 sq. ft.) regardless of usage.
- Utilities are reported in the outbuilding **Detail** subsection.
- In the **Outbuilding Area** table, the finished area is reported as 0 sq. ft., and the unfinished area is reported as 500 sq. ft. reflecting the area of the workshop. The Room Summary column is blank because there are no rooms outside of the ADU.
  - Area detail for the 2-car garage is reported in **Vehicle Storage** and not in the **Outbuilding Area** table.
  - The area and rooms for the ADU are reported as part of the **Unit Interior** section for the ADU, and not in the **Outbuilding Area** table.
- Because the outbuilding includes an ADU, heating and cooling information is reported in the **Mechanical System Details** subsection, instead of the **Detail** subsection (checkboxes).

Outbuilding (ADU/Workshop/Garage)											
Considered Real Property	Yes										
Units in Structure	1										
Gross Building Area	1,500 Sq. Ft.										
Gross Building Area for the outbuilding includes area for vehicle storage, ADU(s), and any other uses											
 <p>This is where the ADU/Workshop/Garage photo would display.</p>											
Detail											
Utilities	Electricity	The table below depicts the area of the outbuilding, excluding vehicle storage and any ADU(s)									
	Sanitary Sewer										
	Water										
		<table border="1"> <thead> <tr> <th>Finish</th> <th>Total Area</th> <th>Room Summary</th> </tr> </thead> <tbody> <tr> <td>Finished</td> <td>0 Sq. Ft.</td> <td></td> </tr> <tr> <td>Unfinished</td> <td>500 Sq. Ft.</td> <td></td> </tr> </tbody> </table>	Finish	Total Area	Room Summary	Finished	0 Sq. Ft.		Unfinished	500 Sq. Ft.	
Finish	Total Area	Room Summary									
Finished	0 Sq. Ft.										
Unfinished	500 Sq. Ft.										
Mechanical System Details											
	System	Detail									
Heating	Forced Warm Air	Electric									
Cooling	Centralized										
Apparent Defects, Damages, Deficiencies (ADU/Workshop/Garage)											
None											
Outbuilding Commentary											
The subject's outbuilding contains an ADU, a workshop, and a 2-car garage. Please see Unit Interior for ADU details and Vehicle Storage for garage details.											

## Unit Interior – ADU/Workshop/Garage - ADU

Notes:

- Only the portions of **Unit Interior** that address areas and rooms for the ADU are included in this appendix. Reference the [10 Unit Interior](#) chapter of this document for details on the reporting and display of this section.
- In this example, *Outbuilding Type* is selected as Other and described as ADU/Workshop/Garage, and *Unit Identifier* is ADU.

## Area Breakdown

### Unit Interior - ADU/Workshop/Garage - ADU

#### Area Breakdown

Finished Above Grade	600 Sq. Ft.
Unfinished Above Grade	0 Sq. Ft.
Finished Below Grade	0 Sq. Ft.
Unfinished Below Grade	0 Sq. Ft.

## Level and Room Detail

### Level and Room Detail

Level in Unit	Grade Level Detail	Finish	Area	Room Summary
Level 1	Above Grade	Finished	600 Sq. Ft.	1 - Bath - Full 1 - Bedroom 1 - Kitchen 1 - Living Room

## Vehicle Storage

Only the area and details that are specific to the subject's driveway and garage are reported in this section.

### Vehicle Storage

Storage	Number of Parking Spaces	Detail
Driveway	4	Asphalt
Garage	2	Detached 400 Sq. Ft.

## Sales Comparison Approach

In this example, Comparable #1 has an ADU in the basement of the dwelling, and a heated detached garage with no additional separate area. Comparable #1 has no additional outbuildings.

### Unit(s) Subsection for the ADU

Information about the subject property's ADU populates from the **Unit Interior** section for the ADU.

- Location of ADU – in this example, *Location of ADU* is ADU/Workshop/Garage for the subject, and Dwelling for Comparable #1.
- Floor Number – the floor number of the ADU reflects the level on which the ADU is located (e.g., an ADU in the below grade level of the primary dwelling is reported as B1, an ADU located above a detached garage is reported as 2).
  - In this example, *Floor Number* is 1 for the subject and B1 for Comparable #1.

Subject Property		Comparable #1	
Unit(s)			
Location of ADU	ADU/Workshop/Garage	Dwelling	\$XX
Floor Number	1	B1	\$XX
Bedrooms	1	1	
Baths - Full   Half	1   0	1   0	
Finished Area Above Grade	600 Sq. Ft.	0 Sq. Ft.	\$XX
Finished Area Below Grade	0 Sq. Ft.	600 Sq. Ft.	\$XX

### Vehicle Storage Subsection

Information about the subject property's garage area populates from the **Vehicle Storage** section. If the subject or comparable(s) have additional features that impact value and/or marketability, dynamic rows are utilized to support adjustments and conclusions.

Subject Property		Comparable #1	
Vehicle Storage			\$XX
Type   Spaces   Detail	Driveway   4   Asphalt Garage   2   Detached 400 Sq. Ft.	Driveway   4   Asphalt Garage   2   Detached	
Heated Garage	No	Yes	

In this example, the vehicle storage portion of the subject is not heated, and Comparable #1 is heated. Therefore an additional row is needed, and the adjustment for Comparable #1 is attributable exclusively to the heating.

### Outbuilding Subsection

For the subject property, the *Outbuilding Type* and relevant dynamic rows (e.g., unfinished area) populate from the **Outbuilding** section.

- Adjustments for the comparables are made in a “lump sum” that includes consideration of the outbuilding and its associated square footage and amenities.
- Adjustments for the 400 sq. ft. garage portion are made in the **Vehicle Storage** subsection and are not included in the **Outbuilding** subsection adjustments.
- Adjustments for the ADU's finished area, bedrooms and bathrooms are made in the **Unit(s)** subsection and are not included in the **Outbuilding** subsection adjustments.

Subject Property		Comparable #1	
Outbuilding (ADU and vehicle storage are not included in Finished Area, Unfinished Area, or room counts)			
Outbuilding Type	ADU/Workshop/Garage	—	\$XX
Unfinished Area	500 Sq. Ft.		—

In this example:

- A dynamic row was utilized to account for the remaining workshop area.
- Comparable #1 does not have a corresponding outbuilding, and the detached garage does not have any additional separate area, so it is not reported as an outbuilding, and therefore “dashes” display.
- The adjustment for Comparable # 1 reflects the marketability of the additional 500 sq. ft. of unfinished area.

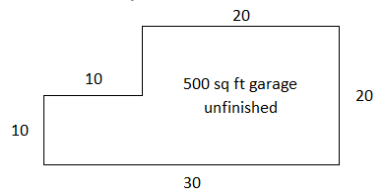
### Cost Approach (Depreciated Cost - Outbuilding)

If the **Cost Approach** is included in the appraisal, the depreciated cost of the outbuilding is reported in the **Depreciated Cost – Outbuilding** subsection. The entire finished and unfinished area of the outbuilding is reported here, including the garage. In this example, *Area Type* for the garage is Garage.

Depreciated Cost - Outbuilding - ADU/Workshop/Garage			
Finished Area	600 Sq. Ft. @ \$XX		\$XX
Unfinished Area	500 Sq. Ft. @ \$XX		\$XX
Garage	400 Sq. Ft. @ \$XX		\$XX
Total Depreciation		10%	(\$XX)
		Total	\$XX

### Example 5: Oversized Detached Garage (No Dividing Wall)

In this example, the subject has a 500 sq. ft. detached garage that includes 100 sq. ft. of extra unfinished area with no separation of the area.



### No Outbuilding Section

When the detached garage has no dividing wall, it does not have to be reported as an outbuilding. In this example, no outbuilding was reported, so the **Outbuilding** section does not display.

### Vehicle Storage

When the detached garage has no dividing wall, it is reported in the **Vehicle Storage** section only.

Vehicle Storage		
Storage	Number of Parking Spaces	Detail
Driveway	4	Asphalt
Garage	2	Detached 500 Sq. Ft.

- In this example, the 500 sq. ft. detached garage is reported.

### Sales Comparison Approach

In this example, Comparable #1 has a 400 sq. ft. detached garage with no additional area, and no outbuildings.

### Vehicle Storage Subsection

Information about the subject property's garage area populates from the **Vehicle Storage** section. If the subject or comparable(s) have additional features that impact value and/or marketability, dynamic rows are utilized to support adjustments and conclusions.

Subject Property		Comparable #1	
Vehicle Storage			\$XX
Type   Spaces   Detail	Driveway   4   Asphalt Garage   2   Detached 500 Sq. Ft.	Driveway   4   Asphalt Garage   2   Detached 400 Sq. Ft.	

In this example, any adjustment would be made for the differences in garage area.

### No Outbuilding Subsection

In this example, the subject and all comparables do not have outbuildings, so the **Outbuilding** subsection does not display.

### Cost Approach (As Is Value of Site Improvements)

Because the vehicle storage is not considered an outbuilding, if the **Cost Approach** is included in the appraisal, the depreciated cost of the detached garage is reported in the **As Is Value of Site Improvements** subsection instead of **Depreciated Cost – Outbuilding**.

#### As Is Value of Site Improvements

Description	Amount
Utility connections, driveway, patio	\$XX
Depreciated cost of detached garage	\$XX
<b>Total</b>	<b>\$XX</b>