



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
& PUBLIC FACILITIES

APPRAISAL REPORT CHECKLIST

PROJECT NAME: _____

STATE PROJECT #: _____

FEDERAL-AID PROJECT #: _____

PARCEL #: _____

UNIT #: _____

Appraiser: _____

Special Instructions or priorities: _____

Note: If item is not applicable, write "N/A" by the box for that item

Administrative/Contract:

- Appraisal logged
- scope matches contract
- Appraiser matches contract
- Appraiser is Alaska Certified General in good standing
- desk review or written justification for field review sent to Statewide ROW Chief on _____ and written approval received
- value of acquisition approaching \$1 million+, Region and Statewide ROW Chief notified 2nd appraisal needed or waived

Appraisal Overview:

- owner contact stated/documented/verified/adequate
- current ROW Plans and contract scope attached
- Appraisal matches plans
- title report and legal description
- Narrative Appraisal Summary Completed (25A-R445)
- Certificate of Appraiser (25A-R450) signed (or certificate includes all content)
- scope of appraisal, purpose, and function
- assumptions & limiting conditions
- area & neighborhood analysis
- land area and shape
- access/frontage
- topography
- soils
- utilities
- rights to be acquired
- easements and encroachments shown
- existing ROW
- present use, parking, improvements, functionality
- zoning/restrictions (Before & After)
- known hazards: environmental, flood, etc.
- improvements described + sketched + shown on plat
- specialty items/tenant-owned improvements (realty/personalty)
- assessed value/tax trends
- plat/plot plan/parcel map
- photographs: land & improvements
- 5-year sales history (note UASFLA* requires 10-year history)
- Highest and Best Use
- approaches: Market/Income/Cost (Before)
- support for adjustments or assumptions
- value of the whole
- conclusion and, if applicable, correlation
- value of acquisition & allocation

remainder as a part of the whole

Comparable Sales Data Includes:

- comparable sales map
- photographs
- land area/shape
- topography
- utilities
- soils
- use/zoning/restrictions
- access and grade relationship
- improvement allocation
- verification by Appraiser

After Value: Has Appraiser considered/measured:

- Highest & Best Use change
- access/frontage issues
- land area/shape
- elevation or drainage change
- parking, improvements, functionality
- approaches: Market/Income/Cost
- remainder value After acquisition
- support for Damages/Special Benefits/Cost to Cure

Overall Compliance

- USPAP
- ROW Manual
- value conclusion credible/reasonable/consistent
- Appraisal contract terms met
- UASFLA* ("Yellow book")
- Progress Payment Approval (send Recommendation for Payment of 75% to the Region)
- issues or advisories

Review Report and Work File

- Review contract terms met
- apply 10% fee value to extinguish underlying fee simple
- final appraisal assembled, voided pages marked/in work file
- Review work file assembled
- 25A-R505 complete, or N/A
- red file for any LAW involvement
- log complete
- report and work file delivered electronically to Statewide ROW Chief

Date

Review Appraiser

Signature