

ATTACHMENT 3

REPORTING STANDARDS FOR WAIVER VALUATIONS

The following are the reporting standards for uncomplicated acquisitions estimated at \$25,000 or less. The report will be placed in the case file.

ACQUISITION PROPERTY

1. Document the date of and response to your offer to the owner to accompany you to the property;
2. Document the date the owner waived his or her right to obtain an appraisal;
3. State the date of inspection (effective date);
4. Provide a description of properties - legal description, assessor parcel number and map, large and small scale topographical map, and photos of the properties;
5. Identify the purpose for the waiver valuation;
6. Describe why the acquisition is considered uncomplicated;
7. State an opinion of highest and best use of the property;
8. Provide an explanation of how the value was developed;
9. Identify sources interviewed and where data was obtained;
10. Provide an opinion of the final value, along with a brief explanation of the rationale or justification; and
11. Date and sign the waiver valuation memorandum (Attachment 2).

COMPARABLE PROPERTIES:

1. Names of the parties;
2. Sales price and terms;
3. Description of properties - legal description, assessor parcel number and map, large and small scale topographical map, and photos of the properties;
4. Copies of transferring (vesting) documents; and
5. Any additional information that may influence the value of the property.