

**COMMONWEALTH OF PENNSYLVANIA**  
**Department of Conservation and Natural Resources**

***Bureau of Recreation and Conservation (BRC)***  
***Administrative Policy/Grant Guidelines***

**SUBJECT:** BRC Acquisition Policy: Requirements for Property Appraisals, Boundary Surveys and Title Work.

**EFFECTIVE DATE:** 10/5/09

**REVISED DATE:** 12/27/10, 01/03/12, 1/6/12, 12/28/12, 7/1/14

**BACKGROUND:** The following provides guidance on requirements for appraisals, boundary surveys and title work for acquisition grants.

**POLICY:**

Eligible land acquisition costs will be determined by DCNR on the basis of appraisal reports prepared by state certified general real estate appraisers. Appraisals need to be ordered by and prepared for the grant applicant. Grants may be in an amount of up to 50% of the approved market value estimate for a property or easement, or the actual purchase price, whichever is less. DCNR may choose to provide partial funding for a land acquisition project based on limited rights or partial public access to a property. DCNR's funding contribution is based on 50% of the highest protection area designated (PALTA easement model).

Related land acquisition project expenses for items, such as appraisals, phase 1 environmental site assessment, boundary survey, title search, title insurance, settlement costs, certain legal costs, taxes, Bureau required signage and PNDI surveys, may be included as part of the project cost and are eligible for up to 50% reimbursement.

DCNR will reimburse up to 50% of the combined costs of the land acquisition and the eligible related acquisition project expenses, as listed in the previous paragraph. The combined eligible costs are reimbursed up to the awarded grant amount. The Grantee is responsible for all costs incurred above the awarded grant amount.

If land (or an easement) will be purchased by a grant applicant at a price that is less than the appraised value of the land (for example, in a bargain sale), the difference between the appraised value and the purchase price may be considered a donation to the applicant (DCNR's grantee). The value of this "land donation" may be used by the applicant as a one-time non-cash match for the acquisition grant which can be for up to but not more than 50% of the appraised market value which is clearly identified in the grant application. Any donated value approved can only be applied to that grant; excess value cannot be carried over to another project. All land donated as match for DCNR funding must meet all other grant requirements. For acquisition projects, this type of match is the only form of non-cash match that is permitted

by the Bureau. The appraised value of donated land can also be used as non-cash match on development projects. Applicants/grantees should not take title to the land until the grant being applied for is approved. The non-cash value of the land can only be used as match if the grantee accepts title to the property within the grant agreement period. In either case, grants that include donated land value must be supported with appropriate documentation (for example, IRS Form 8283) that demonstrates the value and the fact that the land/easement value was actually donated.

## **Appraisals, Boundary Survey and Title Search/Certification Requirements:**

### **A. Appraisals:**

All acquisition projects funded by the Bureau of Recreation and Conservation are required to have two (2) appraisals, a boundary survey plan sealed by a PA registered land surveyor, and a title report covered with a certificate of title or certificate of title letter from an attorney. The DCNR project manager will review the appraisal report(s), boundary survey and title work for determination of an approved market value. Appraisals need to be current - generally speaking, no more than 6 months to one year old and ordered by and prepared for the applicant. DCNR must be listed in the appraisal reports as a permitted user.

One appraisal must be submitted at the time of application. If a grant is awarded, a second appraisal is normally required. All appraisals must be ordered by and prepared for the applicant and completed by a State Certified **General** Real Estate Appraiser. Appraisals prepared by Certified Residential Appraisers or Broker Appraisers will not be accepted by the Bureau. In limited circumstances, the requirement for a second appraisal may be waived. For example, when the market value stated in the first appraisal will substantially exceed twice the value of the grant and the first appraisal is current and meets DCNR standards, then the second appraisal requirement may be waived.

Appraisals need to clearly indicate the spectrum of interests/rights being appraised. The inclusion or exclusion of rights appraised including but not limited to surface, mineral (coal and hard mineral), oil, and gas, wind, timber, etc. needs to be clearly disclosed. To ensure that the appraisal reflects the value of the rights being acquired a title search should be done prior to or as part of the appraisal process. A title search and certificate of title signed by an attorney is required prior to project completion and closeout. Applicants are strongly encouraged to complete this prior to the appraisal being ordered and conducted.

**Minimum Appraisal Standards** are provided at the following attachments and should be provided to the appraiser preparing your report(s):

Attachment A – Acquisition in fee – USPAP (Comprehensive Format);

Attachment B – Acquisition of a Conservation Easement – USPAP (Comprehensive Format);

Attachment C – Acquisition involving federal funding source(s) either as a grant or when federal funds are being used as match for a grant.

### **B. Boundary Survey:**

A boundary survey plan is required to close out the project. The boundary survey establishes the property lines and correct acreage for all the property or easement acquired under the grant project. The boundary survey plan should contain the following: the location of the monuments

(placed or found) at the property corners; location of existing easements and rights-of-way of record; calculation of acreage; a description of the property; signature and seal by a PA Registered Land Surveyor.

It is highly recommended the boundary survey plan be recorded in the County Recorder of Deeds Office to place the public on notice of the boundary of the property or easement acquired.

For additional information please review the Boundary Survey - Frequently Asked Questions attached at the end of this policy.

### **C. Title Work Requirements:**

Prior to DCNR approval to proceed to settlement, DCNR must receive a copy of the title report and the certificate of title/certificate of title letter verifying in writing that no outstanding title issues exist. Title insurance is also required. The grantee should consider having a title search performed prior to submitting a grant application. The title work should determine if any rights, such as oil, gas, mineral (coal and hard mineral), timber and/or wind have been severed from the property. This information should be provided to the appraiser in order to allow the appraiser to clearly indicate and evaluate the spectrum and value of the interests/rights being appraised.

Also, any recorded oil and gas leases, farm leases and/or any other leases and/or agreements associated with the property should be submitted with the grant application and provided to the appraiser to include a copy of the sales agreement, if one has been executed. DCNR needs to verify that the terms of a lease(s); severed right(s); and/or conditions within a sales agreement will not have a negative impact on the project scope.

This policy remains in effect until revised or rescinded.

**ATTACHMENT A**  
**FEE ACQUISITION**  
**MINIMUM APPRAISAL STANDARDS UNDER USPAP**

The following is intended to assist the appraiser in providing the client with an appraisal report which complies with the Uniform Standards of Professional Appraisal Practice and meets DCNR/Bureau of Recreation & Conservation grant program guidelines. It is important that an appraisal communicate the reasoning, logic and analysis used to formulate an estimate of market value. While the methodology and technique employed in an appraisal are at the discretion of the appraiser, the report must demonstrate to the reader the reasonableness of the values reported. Appraisals must be set forth in a clear and accurate manner, and meet the minimum appraisal standards outlined below to be considered acceptable.

**I. MINIMUM APPRAISAL STANDARDS**

1. Conform to the most recently published version of the Uniform Standards of Professional Appraisal Practice (USPAP) promulgated by the Appraisal Standards Board of the Appraisal Foundation.
2. Be written and contain sufficient information and analysis to support the decision to engage in the transaction.
3. Be based on the following definition of market value:

"The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming that the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- a. Buyer and seller are typically motivated;
- b. Both parties are well informed or well advised, and are acting in what they consider their own best interests;
- c. A reasonable time is allowed for exposure in the open market;
- d. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- e. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale."

**REFERENCES:** Appraisal Dictionary 5<sup>th</sup> Edition, Appraisal Institute, Copyright 2010

# REQUIRED CONTENT

Appraisal reports are expected to include a sufficient depth of analysis, commensurate with the complexity of the appraisal assignment, to assist the intended users in understanding the rationale of the value conclusions.

## Introduction

### A. Title Page

Include the name and address of the property appraised, the name and address of the individual(s) making the report and the effective date of the appraisal

### B. Letter of Transmittal

The contents of the letter of transmittal should include:

1. Date of the report;
2. Identification of the property type, property name if applicable and the property location (street address, municipality, county, state);
3. Identification of the interest or property rights being appraised;
4. The estimated value(s) and effective date(s) of value.
5. Extraordinary assumptions and hypothetical conditions affecting the assignment results must be clearly and conspicuously stated. State that their use may have affected the assignment results;

### C. Table of Contents

Address all major headings in this outline and reference with page number

### D. Summary of Salient Facts and Conclusions

Report the major facts and conclusions that lead to the final opinion of value. The following items shall be organized in a summary format:

1. Owner of record
2. Location (Address)
3. Land Area
4. Brief description of the improvements
5. Zoning
6. Highest and Best Use conclusion "As Vacant" and "As Improved"
7. Property rights appraised
8. Indicated value for each approach to value employed
9. Effective date(s) of value
10. Date of Inspection

**E. Photographs of Subject Property**

At minimum, photographs shall include the front elevation of the major improvements and any unusual features, views of abutting properties on either side, and the property directly opposite. Include interior views of unique features. Except for an overall view, photographs may be included with the discussion or description of the photograph's contents or may be placed in the addenda of the report.

Each photo shall be numbered and shall identify the property, the date taken, and the name of the person taking the photograph. A "Key Plan" identifying the location from which each photograph was taken and the direction the camera lens was facing shall be shown on an aerial view of the property (may be located in the addenda).

**F. Statement of Assumptions and Limiting Conditions**

State any assumptions and limiting conditions.

**G. Scope of Work**

Summarize the scope of work used to develop the appraisal. (Refers to the extent of the process of collecting, confirming, and reporting data)

**H. Identity of the Purpose, Client and Intended Use**

Explain the reason for the appraisal and the definition of all value opinions required. State the identity of the client and any intended users by name or type and the intended use of the appraisal.

**I. Definition of the Interest or Property Rights Appraised**

Identify the interest or property rights being appraised. The inclusion or exclusion of rights appraised including but not limited to surface, mineral (coal and hard mineral), oil, and gas, wind, timber, etc. needs to be clearly disclosed.

**J. Summary of Appraisal Problem**

Acquaint the reader of the appraisal report with the specific appraisal problems, if any that have been encountered by the appraiser.

## **Factual Data**

**K. Legal Description**

Description shall be complete as to properly identify the property appraised. If lengthy, it should be referenced and included in the addenda of the report.

**L. Market Area Analysis**

Consider and describe the relevant physical, economic, social and governmental factors.

#### **M. Property Data**

Describe all pertinent information including at minimum:

1. Site – Describe the present uses, accessibility and road frontage, land contours, soils, vegetation (including timber and/or permanent plantings), views, area, land shape, utilities, mineral deposits, subsurface rights, water rights associated with property, easements, etc. **Note: if a title report is available, analyze and incorporate it into the report. Include a copy of the title report in the addenda.**
2. Improvements – Describe all improvements including their dimensions, square footage, actual and effective ages, etc.
3. Fixtures – describe any fixtures included in the value opinion
4. Use History
5. Sales History - Report a three year sales history for the subject.
6. Rental History
7. Assessed value and Annual Tax Load
8. Zoning and other Land Use Regulations

### **Data Analysis and Conclusions**

#### **N. Highest and Best Use Analysis**

Analyze the Highest and Best Use of the subject "As If Vacant" and "As Improved." Fully describe the findings of the Highest and Best Use analysis, as if vacant, and as improved. The four tests, *legally permissible, physically possible, financially feasible and maximally productive uses* should be discussed. If the Highest and Best Use analysis concludes that a change in use is warranted, provide sufficient information and support for the reader to understand the conclusion.

#### **O. Land Value Analysis (if applicable)**

The site should be valued "As if Vacant and Available" for its Highest and Best Use.

The sales comparison approach is the preferred method of estimating land value.

A preferred analysis includes the following:

1. An adjustment grid with quantitative adjustments. (Quantitative is preferred; if qualitative adjustments are considered, a comprehensive discussion of factors used in development of adjustment grid must be provided.)
2. A narrative discussion of each adjustment and its **market-based support**.
3. Adequate information concerning each comparable sale used and the comparative analysis to enable the reader of the report to follow the appraiser's logic. Suggested data includes: location map, photographs, a copy of tax map or sketch illustrating the shape of each comparable sale, and verification process used. (Comparable data may be located in the addenda).

**P. Cost Approach (If applicable)**

Describe:

1. The estimation of cost new, (***provide support for estimation***)
2. Support the rationale for the estimates of physical deterioration, functional and external obsolescence.

If the cost approach is not developed proper justification must be given.

**Q. Income Approach (if applicable)**

The appraisal report shall fully describe adequate factual data to support each figure and factor used. Arrange in a comprehensive format to show at least:

1. Estimated gross economic, or market, rent or income;
2. Allowance for vacancy and credit losses;
3. An itemized estimate of total expenses;
4. An itemized estimate of the reserves for replacements, if applicable.

Capitalization of net income shall be at the rate prevailing for this type of property and location. The capitalization method and rate or discount should be explained and ***supported*** by sources of rates and factors. The preferred source of an applicable capitalization rate or discount rate is from actual capitalization rates or discount rates reflected by comparable sales.

If the income approach is not developed proper justification must be given.

**R. Sales Comparison Approach (if applicable)**

In selecting the comparable sales used in valuing a given property, it is fundamental that all sales have the same economic Highest and Best Use as the property under appraisal and the greatest weight be given to the properties most comparable to the subject property.

A preferred analysis includes the following:

1. Adequate information concerning each comparable sale used and the comparative analysis to enable the reader of the report to follow the appraiser's logic. Recommended data includes location map, photographs and a copy of tax map or sketch illustrating the shape of each comparable sale, and the verification process used. (Comparable data may be located in the addenda).
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If the sales comparison approach is excluded, proper justification must be given.

**S. Reconciliation and the Final Value Opinion**

Discuss the relevance, advantages and disadvantages of each approach and the rationale for the exclusion of any approach. The final value conclusion must be stated together with the interest appraised and the effective date of the appraisal.

**T. Certification**

The appraiser must include a signed certification which is similar in content found in (USPAP 2-3).

**NOTE:** The appraiser must disclose any services performed relating to the subject property within the prior three years.

## **Addendum**

The contents of the Addendum should include:

1. Engagement Letter
2. Qualifications of the Appraiser
3. Copy of the appraiser's state certification for the state in which the subject property is located.
4. Miscellaneous Documents (As appropriate)
  - a. Supporting data, etc.
  - b. Zoning codes, etc.
  - c. Subject photographs
  - d. Legal descriptions
  - e. Title Report
  - f. Maps (Aerial, Topography, Location, Soils, Etc.)
  - g. Comparable Sales
  - h. Copy of recorded deed for the current landowner(s) of record (if client already acquired the property then copy of the previous landowner)
  - i. Any other pertinent information

**ATTACHMENT B**  
**CONSERVATION EASEMENT**  
**MINIMUM APPRAISAL STANDARDS UNDER USPAP**

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5. Sales History - Report a three year sales history for the subject.
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## **Before Data Analysis and Conclusions**

**O. Highest and Best Use Analysis**

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**P. Land Value Analysis (if applicable)**

The site should be valued "As if Vacant and Available" for its Highest and Best Use.

The sales comparison approach is the preferred method of estimating land value.

A preferred analysis includes the following:

1. An adjustment grid with quantitative adjustments. (Quantitative is preferred; if qualitative adjustments are considered, a comprehensive discussion of factors used in development of adjustment grid must be provided.)
2. A narrative discussion of each adjustment and its **market-based support**.
3. Adequate information concerning each comparable sale used and the comparative analysis to enable the reader of the report to follow the appraiser's logic. Suggested data includes: location

map, photographs, a copy of tax map or sketch illustrating the shape of each comparable sale, and verification process used. (Comparable data may be located in the addenda).

**Q. Cost Approach (If applicable)**

Describe:

1. The estimation of cost new, (*provide support for estimation*)
2. Support the rationale for the estimates of physical deterioration, functional and external obsolescence.

If the cost approach is not developed proper justification must be given.

**R. Income Approach (if applicable)**

The appraisal report shall fully describe adequate factual data to support each figure and factor used. Arrange in a comprehensive format to show at least:

1. Estimated gross economic, or market, rent or income;
2. Allowance for vacancy and credit losses;
3. An itemized estimate of total expenses;
4. An itemized estimate of the reserves for replacements, if applicable.

Capitalization of net income shall be at the rate prevailing for this type of property and location. The capitalization method and rate or discount should be explained and *supported* by sources of rates and factors. The preferred source of an applicable capitalization rate or discount rate is from actual capitalization rates or discount rates reflected by comparable sales.

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**S. Sales Comparison Approach (if applicable)**

In selecting the comparable sales used in valuing a given property, it is fundamental that all sales have the same economic Highest and Best Use as the property under appraisal and the greatest weight be given to the properties most comparable to the subject property.

A preferred analysis includes the following:

1. Adequate information concerning each comparable sale used and the comparative analysis to enable the reader of the report to follow the appraiser's logic. Recommended data includes location map, photographs and a copy of tax map or sketch illustrating the shape of each comparable sale, and the verification process used. (Comparable data may be located in the addenda).
2. An adjustment grid with quantitative adjustments. (Quantitative is preferred; if qualitative adjustments are considered, a comprehensive discussion of factors used in development of adjustment grid must be provided.)
3. A detailed discussion of each adjustment and its *market-based support*.

If the sales comparison approach is excluded, proper justification must be given.

**T. Reconciliation and the Final Value Opinion**

Discuss the relevance, advantages and disadvantages of each approach and the rationale for the exclusion of any approach. The final value conclusion must be stated together with the interest appraised and the effective date of the appraisal.

## **After Data Analysis and Conclusions**

**U. Highest and Best Use Analysis**

Analyze the Highest and Best Use of the subject "As If Vacant" and "As Improved." Fully describe the findings of the Highest and Best Use analysis, as if vacant, and as improved. The four tests, *legally permissible, physically possible, financially feasible and maximally productive uses* should be discussed. If the Highest and Best Use analysis concludes that a change in use is warranted, provide sufficient information and support for the reader to understand the conclusion.

**V. Land Value Analysis (if applicable)**

The site should be valued "As if Vacant and Available" for its Highest and Best Use.

The sales comparison approach is the preferred method of estimating land value.

A preferred analysis includes the following:

1. An adjustment grid with quantitative adjustments. (Quantitative is preferred; if qualitative adjustments are considered, a comprehensive discussion of factors used in development of adjustment grid must be provided.)
2. A narrative discussion of each adjustment and its **market-based support**.
3. Adequate information concerning each comparable sale used and the comparative analysis to enable the reader of the report to follow the appraiser's logic. Suggested data includes: location map, photographs, a copy of tax map or sketch illustrating the shape of each comparable sale, and verification process used. (Comparable data may be located in the addenda).

**W. Cost Approach (If applicable)**

Describe:

1. The estimation of cost new, (**provide support for estimation**)
2. Support the rationale for the estimates of physical deterioration, functional and external obsolescence.

If the cost approach is not developed proper justification must be given.

**X. Income Approach (if applicable)**

The appraisal report shall fully describe adequate factual data to support each figure and factor used. Arrange in a comprehensive format to show at least:

1. Estimated gross economic, or market, rent or income;
2. Allowance for vacancy and credit losses;
3. An itemized estimate of total expenses;

4. An itemized estimate of the reserves for replacements, if applicable.

Capitalization of net income shall be at the rate prevailing for this type of property and location. The capitalization method and rate or discount should be explained and **supported** by sources of rates and factors. The preferred source of an applicable capitalization rate or discount rate is from actual capitalization rates or discount rates reflected by comparable sales.

If the income approach is not developed proper justification must be given.

#### **Y. Sales Comparison Approach (if applicable)**

In selecting the comparable sales used in valuing a given property, it is fundamental that all sales have the same economic Highest and Best Use as the property under appraisal and the greatest weight be given to the properties most comparable to the subject property.

A preferred analysis includes the following:

1. Adequate information concerning each comparable sale used and the comparative analysis to enable the reader of the report to follow the appraiser's logic. Recommended data includes location map, photographs and a copy of tax map or sketch illustrating the shape of each comparable sale, and the verification process used. (Comparable data may be located in the addenda).
2. An adjustment grid with quantitative adjustments. (Quantitative is preferred; if qualitative adjustments are considered, a comprehensive discussion of factors used in development of adjustment grid must be provided.)
3. A detailed discussion of each adjustment and its **market-based support**.

If the sales comparison approach is excluded, proper justification must be given.

#### **Z. Reconciliation and the Final Value Opinion**

Discuss the relevance, advantages and disadvantages of each approach and the rationale for the exclusion of any approach. The final value conclusion must be stated together with the interest appraised and the effective date of the appraisal.

## **Acquisition Analysis (Easement Value)**

### **AA. Recapitulation**

The appraiser shall show the difference between the value of the whole property and the value of the remainder by deducting the property's after value from its before value.

## **Addendum**

The contents of the Addendum should include:

1. Engagement Letter
2. Qualifications of the Appraiser
3. Copy of the appraiser's state certification for the state in which the subject property is located.
4. Miscellaneous Documents (As appropriate)
  - a. Supporting data, etc.
  - b. Zoning codes, etc.
  - c. Subject photographs
  - d. Legal descriptions
  - e. Title Reports
  - f. Maps (Aerial, Topography, Location, Soils, Etc.)
  - g. Comparable Sales
  - h. Copy of the recorded deed of the current landowner(s) of record.
  - i. Any other pertinent information

**ATTACHMENT C**  
**ACQUISITION**  
**MINIMUM APPRAISAL STANDARDS UNDER UASFLA**

The following is intended to assist the appraiser in providing client with an appraisal report which complies with the Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book) and meets DCNR/Bureau of Recreation & Conservation grant program guidelines. It is important that an appraisal communicate the reasoning, logic and analysis used to formulate an estimate of market value. While the methodology and technique employed in an appraisal are at the discretion of the appraiser, the report must demonstrate to the reader the reasonableness of the values reported. Appraisals must be set forth in a clear and accurate manner, and meet the minimum appraisal standards outlined by UASFLA. The appraiser should certify in writing that each appraisal complies with Uniform Appraisal Standard for Federal Land Acquisition.

**I. MINIMUM APPRAISAL STANDARDS**

1. Conform to the most recently published version of the Interagency Land Acquisition Conference's Uniform Appraisal Standards of Federal Land Acquisitions (UASFLA), Washington DC 2000
2. Be written and contain sufficient information and analysis to support the decision to engage in the transaction.
3. Be based on the following definition of market value:

"The amount in cash, or in terms reasonably equivalent to cash, for which in all probability the property would have sold on the effective date of the appraisal, after a reasonable exposure time on the open competitive market, from a willing and reasonably knowledgeable seller to a willing and reasonable knowledgeable buyer, with neither acting under and compulsion to buy or sell, giving due consideration to all available economic uses of the property at the time of the appraisal."

**REFERENCES:** Uniform Appraisal Standards for Federal Land Acquisition, Section A-9, Page 13

**REQUIRED CONTENT**

UASFLA - Section A. Data Documentation and Appraisal Reporting Standards (Page 7) Parts I – IV & VII

Acquisition – UASFLA (Yellow Book)

## Boundary Survey FAQs

### What is a boundary survey?

A boundary survey determines the property lines of a parcel of land described in a deed. It will also indicate the extent of any easements or encroachments and may show the limitations imposed on the property by state or local regulations, right-of-ways, easements, encroachments, etc.

### What does a standard boundary survey entail?

The surveyor thoroughly examines the historical records relating to the land in question and often all lands surrounding it. In addition to the Registry of Deeds this research may include: the Registry of Probate, county commissioners' offices, town offices, historical associations and the Department of Transportation. The surveyor may also talk with prior owners and adjoining.

The field work begins after the research and involves establishing a control network of known points called a traverse. The points are used to search for and locate existing monuments and other evidence of the boundaries. Although the field portion of a survey is the most visible phase of surveying, it usually represents only a third of the entire boundary survey.

The results of the field work are compared with the research and the surveyor then reconciles all the information to arrive at a final conclusion about the boundaries. A second field trip is then needed to set the new monuments. Finally, the surveyor will draft a boundary survey plan, prepare a legal description and write a report.

### What are the results of a boundary survey?

Depending on the services agreed on, a boundary survey may produce:

1. Monuments at all property corners (see types of monuments below)
2. A written description of the property
3. A boundary survey plan
4. A report explaining the basis of decisions and judgments made to determine the boundaries.

### How will the boundaries be marked?

This also depends on what the client and the surveyor have agreed to. Monuments may include wooden posts, iron pins or pipes, marked trees or concrete monuments. Additionally, you may want to have the surveyor blaze and/or paint trees along the boundary line.

### Boundary survey plan

The plan provides the client with a permanent record of the survey. If any of the monuments are lost or destroyed, they can be replaced with the information shown on the boundary survey plan. All boundary survey plans must be sealed and signed by the surveyor indicating that the survey conforms to State standards and that the surveyor has checked the work and stands ready to defend it.

The boundary survey plan should also be recorded in the Registry of Deeds. This not only preserves the work for future reference, but also puts the public on notice that the area shown has been thoroughly researched and documented. In a sense it provides insurance against most claims or disputes.

If a boundary survey already exists is a new one required?

When an existing survey is available but the grantee is not sure it will meet the Bureau guidelines, it can be forwarded to the Bureau for a review and determination.

If the seller is required to do a subdivision in order to separate and sell off a portion of land from the parent tract is a boundary survey required?

When the seller is required to do a subdivision plan then a copy of the final subdivision plan is needed. This fulfills the seller's obligation needed to get approval for the subdivision as the new tract will need its own metes and bounds, etc. as part of the legal mechanism put in place by municipalities when landowners want to create new parcels of land. A copy of the final subdivision will be accepted as the boundary survey.