|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project C/R/S | |  | | Auditor’s Parcel # |  | | | |
| R/W Parcel # | | - | | Construction Plans |  | | | |
| PID | |  | | R/W Plans |  | | | |
| Owner | | State of Ohio | | **FHWA Participation?** | Yes No | | | |
| **All Appraisals Must Be Reviewed By A Qualified Review Appraiser** | | | | | | | | |
| 1. | The Appraiser And Review Appraiser Shall Be Pre Qualified By ODOT [Check ODOT website(s)] | | | | | | | |
| Does FHWA Need To Approve This Real Property Disposal Prior To Sale? | | | | | Y | N |  |
| A. | FHWA Representative | |  | | | | |  |
| B. | Review Appraiser | |  | | | | |  |
| C. | Appraiser | |  | | | | |  |
| 2. | For Fee Contractors, Money Shall Be Programmed Before Beginning Work | | | | | | |  |
| 3. | The Appraiser Shall Be Provided A Copy Of The Completed Title Report (from file) | | | | | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4. | Perform The Valuation Problem Analysis Process And Appraisal Scoping  (Note: It is wise to involve the FHWA representative in the scoping process if they have approval authority over the final agreement) | | | | | | | | | | | |
| A. | The Review Appraiser Must Be Engaged Prior To Engaging The Appraiser | | | | | | | | | | |  |
| B. | Reviewer and Agency must complete the Valuation Problem Analysis Process which includes consideration of each of the following items (at a minimum). Once the agency and the review appraiser have considered all of the pertinent issues, it is time to scope the appraiser. | | | | | | | | | | |  |
| Are there any Structures? |  | Building Setback | | Front Yard |  | Public Utilities | Water | |  | Is the Road Paved? |  |
| Zoning Classification |  | Side Yard |  | Sewer | |  | Storm Sewer? |  |
| Zoning Definition |  | Rear yard |  | Gas | |  | Sidewalk? |  |
| Minimum Site Size |  | Is the Parcel Landlocked? | | |  | Electric | |  | Curb & Gutter? |  |
| Actual Site Size |  | Width of Access at Road | | |  | Potential Billboard Site? | | |  | Street Lights? |  |
| Existing Easements? |  | Flood Zone Area? | | |  | Mineral Rights? | | |  | Enviro. Contamination? |  |
| C. | The Reviewer and the Agency Official must come to a preliminary agreement about proper report type prior to the appraisal scope meeting with the property appraiser: | | | | | | | | | | |  |
| Purpose | | | Valuation Problem | | | | | Report Type | | |  |
| Disposal of Excess Land | | | Simplistic - Vacant Land Only | | | | | RE 27 – L | | |  |
| Complex or Includes Buildings | | | | | RE 27 | | |  |
| Access Modification | | | Simplistic | | | | | H & B Use Analysis | | |  |
| Complex | | | | | RE 25-18 | | |  |
| D. | The Review Appraiser Must Also Assist In Scoping the Appraiser | | | | | | | | | | |  |
| 5. | The Appraiser Shall Be Provided a Final Copy of the Scope Of Work: | | | | | | | | | | |  |
| 6. | The Appraiser Shall Be Provided a Final Copy of the RE 95 (Realty Vs. Personalty) | | | | | | | | | | |  |
| 7. | The Appraiser Shall Be Provided Sufficient Drawings Of The Site(s) And Structures | | | | | | | | | | |  |
| Provide the appraiser pertinent parts of the site plans to enable the appraiser to understand the impacts of the disposal to abutting properties and any other pertinent information relating to the property that is the subject of the appraisal assignment are necessary. | | | | | | | | | | |  |
| 8. | The appraiser shall be provided legal descriptions of the properties being evaluated. | | | | | | | | | | |  |
| 9. | Once the reviewer and the agency are fully knowledgeable of the valuation problems they must then scope the appraiser to provide an appraisal product that meets the agency’s needs. | | | | | | | | | | |  |