

USPAP COMPLIANCE Checklist (Illinois)

Attempting to Upgrade to: Certified Residential Certified General

Applicant _____

Supervisor _____

Property Address _____

City, State _____

Effective Date of Value _____

Board Member _____

<input type="checkbox"/>	This work sample has been ACCEPTED
<input type="checkbox"/>	This work sample has been DEFERRED
<input type="checkbox"/>	This work sample has been REJECTED

Compliance			USPAP & Illinois Requirements
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		This report matches <u>exactly</u> what was requested from Licensing & Testing
<input type="checkbox"/>	<input type="checkbox"/>		Applicant has submitted a <u>signed</u> report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor has <u>signed</u> the report (<i>if required</i>)
<input type="checkbox"/>	<input type="checkbox"/>		Applicant's <u>significant contribution</u> is clear and conspicuous (<i>if report is unsigned by Applicant</i>)
<input type="checkbox"/>	<input type="checkbox"/>		The report is legible – details are NOT redacted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	License number, title & expiration (<i>licensed appraisers ONLY</i>)

Compliance			Standards Rules	USPAP Requirements
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>		SR 1	In developing a real property appraisal, an appraiser must identify the problem to be solved, determine the scope of work necessary to solve the problem, and correctly complete research and analyses necessary to produce a credible appraisal.
In developing a real property appraisal, an appraiser must:				
<input type="checkbox"/>	<input type="checkbox"/>		1-1 (a)	be aware of, understand, and correctly employ those recognized methods and techniques that are necessary to produce a credible appraisal;
<input type="checkbox"/>	<input type="checkbox"/>		1-1 (b)	not commit a substantial error of omission or commission that significantly affects an appraisal; and
<input type="checkbox"/>	<input type="checkbox"/>		1-1 (c)	not render appraisal services in a careless or negligent manner, such as by making a series of errors that, although individually might not significantly affect the results of an appraisal, in the aggregate affects the credibility of those results.

Compliance			Standards Rules	USPAP Requirements
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>		1-2 (a)	identify the client and other intended users;
<input type="checkbox"/>	<input type="checkbox"/>		1-2 (b)	identify the intended use of the appraiser's opinions and conclusions;
<input type="checkbox"/>	<input type="checkbox"/>		1-2 (c)	identify the type and definition of value, and, if the value opinion to be developed is market value, ascertain whether the value is to be the most probable price: (i) in terms of cash; or (ii) in terms of financial arrangements equivalent to cash; or (iii) in other precisely defined terms; and (iv) if the opinion of value is to be based on non-market financing or financing with unusual conditions or incentives, the terms of such financing must be clearly identified and the appraiser's opinion of their contributions to or negative influence on value must be developed by analysis of relevant market data;
<input type="checkbox"/>	<input type="checkbox"/>		1-2 (d)	identify the effective date of the appraiser's opinions and conclusions;
<input type="checkbox"/>	<input type="checkbox"/>		1-2 (e)	identify the characteristics of the property that are relevant to the type and definition of value and intended use of the appraisal, including: (i) its location and physical, legal, and economic attributes; (ii) the real property interest to be valued; (iii) any personal property, trade fixtures, or intangible items that are not real property but are included in the appraisal; (iv) any known easements, restrictions, encumbrances, leases, reservations, covenants, contracts, declarations, special assessments, ordinances, or other items of a similar nature; and (v) whether the subject property is a fractional interest, physical segment, or partial holding;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-2 (f)	identify any extraordinary assumptions necessary in the assignment;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-2 (g)	identify any hypothetical conditions necessary in the assignment; and
<input type="checkbox"/>	<input type="checkbox"/>		1-2 (h)	determine the scope of work necessary to produce credible assignment results in accordance with the SCOPE OF WORK RULE .
When necessary for credible assignment results in developing a <u>market value</u> opinion, an appraiser must:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-3 (a)	identify and analyze the effect on use and value of existing land use regulations, reasonably probable modifications of such land use regulations, economic supply and demand, the physical adaptability of the real estate, and market area trends; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-3 (b)	develop an opinion of the highest and best use of the real estate.
In developing a real property appraisal, an appraiser must collect, verify, and analyze all information necessary for credible assignment results.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-4 (a)	When a sales comparison approach is necessary for credible assignment results, an appraiser must analyze such comparable sales data as are available to indicate a value conclusion.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-4 (b)	When a cost approach is necessary for credible assignment results, an appraiser must: (i) develop an opinion of site value by an appropriate appraisal method or technique; (ii) analyze such comparable cost data as are available to estimate the cost new of the improvements (if any); and (iii) analyze such comparable data as are available to estimate the difference between the cost new and the present worth of the improvements (accrued depreciation).

Compliance			Standards Rules	USPAP Requirements
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-4 (c)	When an income approach is necessary for credible assignment results, an appraiser must: (i) analyze such comparable rental data as are available and/or the potential earnings capacity of the property to estimate the gross income potential of the property; (ii) analyze such comparable operating expense data as are available to estimate the operating expenses of the property; (iii) analyze such comparable data as are available to estimate rates of capitalization and/or rates of discount; and (iv) base projections of future rent and/or income potential and expenses on reasonably clear and appropriate evidence.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-4 (d)	When developing an opinion of the value of a leased fee estate or a leasehold estate, an appraiser must analyze the effect on value, if any, of the terms and conditions of the lease(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-4 (e)	When analyzing the assemblage of the various estates or component parts of a property, an appraiser must analyze the effect on value, if any, of the assemblage. An appraiser must refrain from valuing the whole solely by adding together the individual values of the various estates or component parts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-4 (f)	When analyzing anticipated public or private improvements, located on or off the site, an appraiser must analyze the effect on value, if any, of such anticipated improvements to the extent they are reflected in market actions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-4 (g)	When personal property, trade fixtures, or intangible items are included in the appraisal, the appraiser must analyze the effect on value of such non-real property items.
When the value opinion to be developed is <u>market value</u>, an appraiser must, if such information is available to the appraiser in the normal course of business:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-5 (a)	analyze all agreements of sale, options, and listings of the subject property current as of the effective date of the appraisal; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-5 (b)	analyze all sales of the subject property that occurred within the three (3) years prior to the effective date of the appraisal.
In developing a real property appraisal, an appraiser must:				
<input type="checkbox"/>	<input type="checkbox"/>		1-6 (a)	reconcile the quality and quantity of data available and analyzed within the approaches used; and
<input type="checkbox"/>	<input type="checkbox"/>		1-6 (b)	reconcile the applicability and relevance of the approaches, methods and techniques used to arrive at the value conclusion(s).
Standard 2				
In reporting the results of a real property appraisal, an appraiser must communicate each analysis, opinion, and conclusion in a manner that is not misleading. Each written or oral real property appraisal report must:				
<input type="checkbox"/>	<input type="checkbox"/>		2-1 (a)	clearly and accurately set forth the appraisal in a manner that will not be misleading;
<input type="checkbox"/>	<input type="checkbox"/>		2-1 (b)	contain sufficient information to enable the intended users of the appraisal to understand the report properly; and
<input type="checkbox"/>	<input type="checkbox"/>		2-1 (c)	clearly and accurately disclose all assumptions, extraordinary assumptions, hypothetical conditions, and limiting conditions used in the assignment.
<input type="checkbox"/>	<input type="checkbox"/>		2-2	Each written real property appraisal report must be prepared under one of the following three options and prominently state which option is used: Self-Contained Appraisal Report, Summary Appraisal Report, or Restricted Use Appraisal Report. (<i>Refer to the individual charts</i>)

Yes	No	Standards Rules	USPAP Requirements
<input type="checkbox"/>	<input type="checkbox"/>	2-3	Each written real property appraisal report must contain a signed certification that is similar in content to the following form: I certify that, to the best of my knowledge and belief:
<input type="checkbox"/>	<input type="checkbox"/>	2-4	To the extent that it is both possible and appropriate, an oral real property appraisal report must address the substantive matters set forth in Standards Rule 2-2(b).

Comments as to why the sample is deferred or rejected:

Summary (2008-2013) Appraisal Report (2014-2015)

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	state the identity of the client and any intended users, by name or type;
<input type="checkbox"/>	<input type="checkbox"/>	state the intended use of the appraisal;
<input type="checkbox"/>	<input type="checkbox"/>	summarize information sufficient to identify the real estate or personal property involved in the appraisal, including the physical and economic property characteristics relevant to the assignment;
<input type="checkbox"/>	<input type="checkbox"/>	state the property interest appraised;
<input type="checkbox"/>	<input type="checkbox"/>	state the type and definition of value and cite the source of the definition;
<input type="checkbox"/>	<input type="checkbox"/>	state the effective date of the appraisal and the date of the report;
<input type="checkbox"/>	<input type="checkbox"/>	summarize the scope of work used to develop the appraisal;
<input type="checkbox"/>	<input type="checkbox"/>	summarize the information analyzed, the appraisal methods and techniques employed, and the reasoning that supports the analyses, opinions, and conclusions; exclusion of the sales comparison approach, cost approach, or income approach must be explained;
<input type="checkbox"/>	<input type="checkbox"/>	state the use of the property existing as of the date of value and the use of the real estate or personal property reflected in the appraisal; and, when an opinion of highest and best use or the appropriate market or market level was developed by the appraiser, summarize the support and rationale for that opinion;
<input type="checkbox"/>	<input type="checkbox"/>	(2014-2015) when an opinion of highest and best use or the appropriate market or market level was developed by the appraiser, summarize the support and rationale for that opinion.
<input type="checkbox"/>	<input type="checkbox"/>	clearly and conspicuously state all extraordinary assumptions and hypothetical conditions; and that their use might have affected the assignment results; and
<input type="checkbox"/>	<input type="checkbox"/>	include a signed certification in accordance with Standards Rule 2-3 or 8-3.

Restricted (Use) Appraisal Report

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	state the identity of the client by name or type; and state a prominent use restriction that limits use of the report to the client and warns that the appraiser's opinions and conclusions set forth in the report may not be understood properly without additional information in the appraiser's workfile;
<input type="checkbox"/>	<input type="checkbox"/>	state the intended use of the appraisal;
<input type="checkbox"/>	<input type="checkbox"/>	state information sufficient to identify the real estate or personal property involved in the appraisal;
<input type="checkbox"/>	<input type="checkbox"/>	state the property interest appraised;
<input type="checkbox"/>	<input type="checkbox"/>	state the type of value, and cite the source of its definition;
<input type="checkbox"/>	<input type="checkbox"/>	state the effective date of the appraisal and the date of the report;
<input type="checkbox"/>	<input type="checkbox"/>	state the scope of work used to develop the appraisal;
<input type="checkbox"/>	<input type="checkbox"/>	state the appraisal methods and techniques employed, state the value opinion(s) and conclusion(s) reached and reference the workfile; exclusion of the sales comparison approach, cost approach, or income approach must be explained;
<input type="checkbox"/>	<input type="checkbox"/>	state the use of the property existing as of the date of value and the use of the real estate or personal property reflected in the appraisal; and, when an opinion of highest and best use or the appropriate market or market level was developed by the appraiser, state that opinion;
<input type="checkbox"/>	<input type="checkbox"/>	(2014-2015) when an opinion of highest and best use or the appropriate market or market level was developed by the appraiser, summarize the support and rationale for that opinion.
<input type="checkbox"/>	<input type="checkbox"/>	clearly and conspicuously state all extraordinary assumptions and hypothetical conditions; and that their use might have affected the assignment results; and
<input type="checkbox"/>	<input type="checkbox"/>	include a signed certification in accordance with Standards Rule 2-3 or 8-3.

Self-Contained Appraisal Report – Until December 31, 2013 ONLY

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	state the identity of the client and any intended users, by name or type;
<input type="checkbox"/>	<input type="checkbox"/>	state the intended use of the appraisal;
<input type="checkbox"/>	<input type="checkbox"/>	describe information sufficient to identify the real estate or personal property involved in the appraisal, including the physical and economic property characteristics relevant to the assignment;
<input type="checkbox"/>	<input type="checkbox"/>	state the property interest appraised;
<input type="checkbox"/>	<input type="checkbox"/>	state the type and definition of value and cite the source of the definition;
<input type="checkbox"/>	<input type="checkbox"/>	state the effective date of the appraisal and the date of the report;
<input type="checkbox"/>	<input type="checkbox"/>	describe the scope of work used to develop the appraisal;
<input type="checkbox"/>	<input type="checkbox"/>	describe the information analyzed, the appraisal methods and techniques employed, and the reasoning that supports the analyses, opinions, and conclusions; exclusion of the sales comparison approach, cost approach, or income approach must be explained;
<input type="checkbox"/>	<input type="checkbox"/>	state the use of the property existing as of the date of value and the use of the real estate or personal property reflected in the appraisal; and, when an opinion of highest and best use or the appropriate market or market level was developed by the appraiser, summarize the support and rationale for that opinion;
<input type="checkbox"/>	<input type="checkbox"/>	clearly and conspicuously state all extraordinary assumptions and hypothetical conditions; and that their use might have affected the assignment results; and
<input type="checkbox"/>	<input type="checkbox"/>	include a signed certification in accordance with Standards Rule 2-3 or 8-3.