**UNITED STATES DEPARTMENT OF AGRICULTURE**

OK Notice FLP-407

Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

**For:** County Offices

**Farm Loan Program Real Estate Appraisals**

**Approved by:** State Executive Director

Jim Reese

## 1 Overview

### A Background

Handbook 1-FLP, paragraph 141E requires a state supplement be issued providing guidance on the process to request chattel and RE Appraisals. Blanket Purchase Agreements commencing June 6, 2002 started a three-year cycle for Real Estate Appraisals. Administrative Real Estate Appraisals are to be completed by trained individuals. Only employees who have been trained and received written delegation of authority to conduct administrative reviews may conduct and sign an administrative review form. A recently held training meeting allows nine individuals to be added to exhibit 2.

### B Purpose

This notice provides instructions for Farm Loan Program Offices to order farm real estate appraisals. Also noted are individuals trained and delegated authority to administratively review farm real estate appraisals.

### C Action

1-When the county office determines a real estate appraisal is needed, Farm Loan Managers will complete Exhibit 1, Farm Real Estate Appraisal Delivery Order/Ticket (DO). Attachments such as the aerial photo for subject property, legal description(s), 851 or similar environmental survey, etc. with the DO will be sent to the Appraisal Unit, STO.

2-The Appraisal Unit will assign the order to a contract appraiser or complete the appraisal, generally within 21 days of receipt of order from county offices.

**Continued**

| Disposal Date | Distribution |
|---|---|
| Indefinite | County Offices |

**Continued**

**C Action (continued)**

3-If the county office personnel is the review official, this is noted by a check mark by the county office name in item # 21 on the DO. Individuals authorized to review appraisals (listed in exhibit 2), will complete Form 1922-15, Administrative Appraisal Review for Single Family Housing, or 1922-16, Administrative Appraisal Review (whichever form is applicable), send provided copy of appraisal with form 1922-15/16 to STO, AU. This must be completed within 7 days of receipt of appraisal.

4-When major errors are noted on the 1922-15/16 by the county office reviewer, the AU will complete a technical and/or field review before payment to contractor is recommended.

5- When no problems are noted, the AU will complete the necessary paper work for payment to contract appraiser.

6- **Administrative reviews of guaranteed RE Loans will be completed as stated in 1-FLP, par.143 C. A copy of the form 1922-15/16 will be submitted to the STO-AU upon completion.**

Exhibit 1

Ordering Office Location_____
Ordering Office phone #_____
Task Order Completed by: _____
Date Sent to Appraisal Unit_____

# FARM REAL ESTATE APPRAISAL DELIVERY ORDER/TICKET

COUNTY OFFICE WILL COMPLETE ALL ITEMS EXCEPT #1 & 21

1. BPA #_____ DELIVERY ORDER #_____ APPRAISAL COST_____
   START DATE_____ DUE DATE_____
2. Borrower/Applicant Name_____ or Owner_____
3. Case No.42-____-_____ Loan #____ OR Advice #_____
4. Borrower/Applicant Mailing Address_____ Town_____
   Street Address-if applicable_____ Town_____
   (example: Borrower lives within city limits)

5. Charge to Borrower Account: Yes____ No____ (If yes, complete #6)
6. Loan made prior to 10-91_____ OR Loan made after 10-91_____
7. Loan Making:_____ Loan Servicing_____
8. Specify reason/use for appraisal_____
   (Ie: Loan making, foreclosure, graduation, 1951-S, voluntary sale, shared appreciation)

9. Send Appraisal report to_____ Location of Property_____
   (City) (County)

(CHECK ALL APPROPRIATE PROPERTY TYPES BELOW -BLOCKS 10-12)

10._____ Inventory OR _____ Non-Inventory
11._____ Program OR _____ Not Suitable for Program
(Farms require 3 approaches to value)
12._____ As Is Appraisal OR _____ As Improved Appraisal

13.**Legal Descrip. & Original Aerial Photo (REQUIRED)
_____ 13a.Number of Acres_____
_____ 13b.___ House in City Limits use 1922-8, URAR form
_____
(Attaching copy of mortgage or typed legal is acceptable)

14.___Minerals to be included in appraisal
15.___Purchase Contract for $_____ (Please attach copy of contract)

16._____ Bare land tract OR _____ Dwelling/Improvements on tract
17._____ Dwelling Occupied OR _____ Dwelling Vacant
18._____ Considered Typical (common for area) OR _____ Considered Highly Improved (out of ordinary for area)

19.To Gain Access: _____Contact County Office at_____
_____ContactRealtor/Name_____
Address_____ Phone_____
_____Contact Borrower Home Phone_____ Work #_____

20.Plat, survey, or location map if available and/or directions to property, other comments.

_____

21.ATTN: FSA Contractor: Deliver Original & 1 copy of Appraisal Report to:
_____ Connie Burk _____ Ordering Office (use address stamp below)
_____ Jim McDaniel
100 USDA, Suite 102
Stillwater, OK 74074

_____ _____ _____
CONTRACTOR SIGNATURE (Required) Appraisal Unit/COR Signature Date

(Revised 08-15-02)

**Individuals Delegated to Administratively Review Real Estate Appraisals**

Sue Beets
Gary Bentley
Janell Black
Phillip Bryslan
Jennifer Butcher

Marie Campbell
Jack Carlile
Rickey Clark
Clay Combes
Danny Cox
Diane Crane
Gary Crawley

Larry Daniel
Edgardo Delgado
Sue Dudek
Steven Dusek

Don Ford

LaTonya Garner
Joe Gelnar
Steve Gregory

Carol Haygood
Brian Holland
Joyce Hunter
Mark Huntington-

Tracy Rakestraw Imke

Jaramie Karcher
Kevin Kelly

Jared Lamb
Anne Levens
Bill Lieb

Greg Mathis
Karen Matlock
Carl Myers

Tom McCullough
LaNelda McDaniel
Cody McMurphy
Custer McFalls
Billy Murray
Shirley Murray

Karl Nail
Warren Newell

David Oakman

Chris Pharaoh
Buddy Phillips

Roy Rankin
Jo Ricks
Ricky Riley
Mike Roberts
Chad Rudd

Mark Stokes

Amanda Tye

Melody Urban
Ritson Urban

John VanMeter

Patty Crawford Wanger
Ricky Ward
Vernon Whitney
Zack Williams
Linda Wingo