

UNITED STATES DEPARTMENT OF AGRICULTURE

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

OK Notice FLP-385

1-FLP

For: County Offices

Farm Loan Program Real Estate Appraisals

Approved by: State Executive Director



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.

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 will be submitted to the STO-AU upon completion.**
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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 OR _____ Considered Highly Improved
 (common for area) (out of ordinary for area)

19. To Gain Access: _____ Contact County Office at _____
 _____ Contact Realtor/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
Phillip Bryslan
Jennifer Butcher

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

Larry Daniel
Edgardo Delgado
Sue Dudek

Don Ford

Joe Gelnar
Steve Gregory

Carol Haygood
Mark Huntington

Tracy Rakestraw Imke

Kevin Kelly

Jared Lamb
Bill Lieb

Greg Mathis
Karen Matlock
Carl Myers
Tom McCullough
LaNelda McDaniel
Custer McFalls
Billy Murray
Shirley Murray

Karl Nail
Warren Newell

David Oakman

Buddy Phillips

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