

OK Notice FLP-494

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



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

<p>Disposal Date</p> <p>Indefinite</p>	<p>Distribution</p> <p>County Offices</p>
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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)

Exhibit 2

Individuals Delegated to Administratively Review Real Estate Appraisals

Nila Adams

Sue Beets

Gary Bentley

Janell Black

Carolyn Blecha

Phillip Bryslan

Marie Campbell

Jack Carlile

Rickey Clark

Clay Combes

Danny Cox

Diane Crane

Gary Crawley

Larry Daniel

Edgardo Delgado

Sue Dudek

Steven Dusek

LaTonya Garner

Joe Gelnar

Steve Gregory

Carol Haygood

Brian Holland

Joyce Hunter

Mark Huntington

Tracy Rakestraw Imke

Teri Johnson

Jaramie Karcher

Kevin Kelly

Jared Lamb

Bill Lieb

Greg Mathis

Karen Matlock

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

Stephen Vaughan

Patty Crawford Wanger

Ricky Ward

Vernon Whitney

Linda Wingo

Jennifer Worthington