

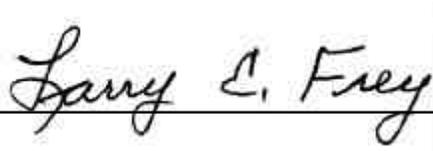
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State Office
Tualatin, OR 97062-8121

General Program Administration 1-FLP	Amendment 1
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Approved By: State Executive Director

LEF:LEV:dlh



1 Amendment Transmittal

A Reasons for Issuance

To provide state guidance regarding general administrative functions of Farm Loan Programs (FLP) for delegation of authorities, appraisal review process, appraisal contracting requirements, appraisal request process and guaranteed appraisal review.

This Amendment will provide the following:

- specify the steps to be followed when FSA employee requires delegated authorities to complete chattel and real estate appraisals, and administrative appraisal reviews
- identify the process to request a real estate appraisal to be completed by a contract appraiser
- specify the requirements and process to complete administrative appraisal reviews for all real estate appraisals
- specify the process to complete technical appraisal reviews of guaranteed lenders appraisals.

B Obsolete Material

The following is obsolete:

- Oregon FmHA Instruction 1922-D
- Oregon Notice FLP-89.

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OR Exhibits

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24 Delegating Appraisal Authority**B Chattel Appraisals**

A request for delegation of authority to complete chattel appraisals will be submitted to the State Executive Director (SED) from the employee's Supervisor through the District Director. The District Director must concur with the recommendation for delegation of authority. The transmittal memorandum will request the delegation and document the employees experience and training. The minimum training requirements are further described in subparagraph 145 A.

C Real Estate Appraisals Involving Transactions of \$100,000 or Less

The SED will delegate authority to FSA employees to complete real estate appraisals involving loan transactions of \$100,000 or less. A request can be submitted to the FLP division to obtain a listing of FSA employees with the delegated authority.

D Administrative Appraisal Reviews

A request for delegation of authority to complete administrative appraisal reviews will be submitted to the SED from the employees Supervisor through the District Director. The District Director must concur with the recommendation for delegation of authority. The transmittal memorandum will request the delegation and document the employees experience and training. The minimum training requirements are further described in subparagraph 143 B.

141 General Appraisal Requirements

E Obtaining Appraisals

Appraisals may be conducted by designated FSA employees, those with appropriate delegated authorities, or by a contract appraiser. The procedure to obtain an appraisal, chattel or real estate, and contractual requirements are further described by OR Exhibit 2.

142 Appraisal Reports

A Chattel Appraisals

Form RD 440-21 OR will be used to when completing a chattel appraisal.

143 FSA Review of Appraisal Reports**B Administrative Appraisal Reviews**

Administrative appraisal reviews can only be conducted by FSA employees that have received delegated authority from the SED. Additionally, the completion of an administrative appraisal review of a real estate appraisal requires additional supplemental standards to be considered.

1) Administrative Appraisal Review Training Requirements:

- FSA employees must complete certain training requirements in order to receive delegated authority to completed administrative appraisal reviews. These requirements are:
 - Meet the requirements of Uniform Standards of Professional Appraisal Practices (USPAP), Advisory Opinion (AO) 6
 - Complete administrative appraisal review training approved by the delegated state appraiser or designated person. Successful completion of the course is necessary
 - Perform at least one (1) administrative appraisal review with over sight by an FSA employee with designated administrative appraisal review authority.

2) Request for delegation of authority to complete administrative appraisal reviews:

- The FSA employee who has met the training requirements to complete administrative appraisal reviews may request SED delegated authority by submitting a memorandum from their immediate Supervisor recommending the delegation documenting the training and experience that has been completed
- The District Director must provide concurrence.

3) Completing Administrative Appraisal Reviews:

- Administrative appraisal reviews will be completed for both real estate and chattel appraisals upon receipt of the appraisal that were completed by a FSA designated contract appraiser or a third party appraiser
- OR Exhibit 3 provides further guidance in completing real estate and chattel administrative appraisal reviews.

143 FSA Review of Appraisal Reports (Continued)**C When Administrative Appraisal Reviews May Be Conducted**

1) Contracted appraisals obtained for any direct loan purpose:

- OR Exhibit 3 provides further information regarding administrative appraisal reviews
- Any real estate appraisal that is determined unacceptable for FSA use should have the discrepancy documented by use of FSA 1922-16, and FSA 1922-16 OR – Farms or FSA 1922-16 OR – Non-Farm. The state designated appraiser should be notified of the discrepancy and the following will be submitted to the STO:
 - A memorandum requesting a technical appraisal review and identifying the discrepancies in the appraisal
 - A copy of FSA 1922-16 and FSA 1922-16 OR – Farms or FSA 1922-16 OR – Non-Farm as appropriate
 - Minor errors or typos that the reviewer determines that should be corrected may be discussed with the contract appraiser. The reviewer may request change pages. However, the designated state appraiser will be notified of the minor discrepancy by memorandum or email documenting the discrepancy. The designated state appraiser will be provided copies of any change pages for each appraisal copy that was provided by the contracting appraiser.

2) Chattel appraisals completed by FSA employees:

- The immediate Supervisor with delegated authority to complete chattel appraisals and administrative appraisal reviews will review 20 percent of all chattel appraisals that are completed by subordinate employees during the fiscal year
- If the immediate Supervisor of the employee doesn't have delegated authority to complete chattel appraisals and administrative appraisal reviews the District Director will delegate the FSA employee to complete the review
- OR Exhibit 3 provides further information regarding administrative appraisal reviews.

3) Real estate appraisals completed by FSA employees

- For each staff appraiser that is delegated authority to complete real estate appraisals when the total credit transaction is less than \$100,000 will have 20 percent of their real estate appraisals completed each fiscal year reviewed by the designated state appraiser. Form FSA 1922-16 will be used to document the review.

D Technical Appraisal Reviews Overview

Technical appraisal reviews are completed only on real estate appraisals. The designated state appraiser is the only FSA employee who can complete technical appraisal reviews.

When a contract appraiser completes a real estate appraisal there are certain contractual requirements that must be met prior to the contractor receiving payment. OR Exhibit 4 provides further guidance and procedure required to complete a technical review.

E When Technical Appraisal Reviews May Be Conducted

OR Exhibit 5 provides further guidance and procedure required when technical appraisal reviews may be conducted.

144 Appeals of Decisions Based on Appraisals**D Real Estate Independent Technical Appraisal Review**

1) Applicant or Borrower Request Independent Technical Appraisal Review:

- When a borrower or applicant requests a real estate independent technical appraisal review, as allowed by 1-APP, the authorized agency official will:
 - Provide a list of State-certified general appraisers that are approved by FSA. The list of State-certified general appraisers are described by OR Exhibit 16
 - In form the applicant or borrower that they may obtain an independent technical appraisal review from any State-certified general appraiser.

2) Submitting Independent Technical Appraisal Review:

- Upon receipt of an independent technical appraisal review from the borrower the authorized agency official will forward the original technical appraisal review to the state designated appraiser:
 - A cover memorandum should provided the purpose, “Independent Technical Review – Appeal,” the name, case number of the borrower, the adverse decision that was based on the FSA appraisal
 - Additionally, if an opinion of value is provided by the independent technical review the authorized agency official should indicate if the value is reasonable.
- The designated state appraiser will review the independent technical appraisal review to determine if the review meets USPAP Standard 3 requirements. The designated state appraiser will respond within 30 days upon receipt of the review. However, if the designated state appraiser determines that a field review is necessary additional time to provide a final decision may be necessary. The designated state appraiser will notify the authorized agency official is additional time is necessary.

145 Appraiser Qualifications**A Chattel Appraisals**

FSA employees must have delegated authority from the SED to complete chattel appraisals. In order to have delegated authority the FSA employee must complete the following training requirements:

- Successfully complete chattel appraisal training approved by the designated state appraiser or designated person
- Performed at a minimum three (3) chattel appraisals with over sight by an FSA employee with designated authority to complete chattel appraisals and administrative appraisal reviews. It is recommend that the 3 chattel appraisals be completed on a variety of chattels before requesting delegation.

To request delegation of authority:

- The FSA employee who has met the training requirements to complete chattel appraisal may request SED delegated authority by submitting a memorandum from their immediate Supervisor recommending the delegation documenting the training and experience that has been completed
- The District Director must provide concurrence.

D FSA Limited Authority Real Estate Appraisers

The SED will delegate authority to FSA employees who have limited appraisal authority that meet certain training requirements. These individuals are individuals who's primarily responsibility is the administration of FSA programs. The delegation will limit authority to performing real estate appraisals when the total credit transaction is less than \$100,000. The SED will consult the state designated appraiser and the Farm Loan Chief (FLC) for recommendation of individuals that may receive the delegation. The minimal training requirements are:

- Successfully completed two basic real estate appraisal training courses that have a majority concentration in farm real estate in sales comparison, cost and income approach
- Complete an approved administrative appraisal review course
- Complete an approved technical appraisal review course
- Successfully complete an approved USPAP course.

162 Allocating PLCE Funds

B State Office Allocation of PLCE's

- PLCE Liaison

The Farm Loan Program Technician in the STO will be the PLCE Liaison that is responsible for monitoring obligations and disbursements of PLCE-allocated monies by account. A Farm Loan Program Specialist or the Farm Loan Program Chief may act as the PLCE Liaison if the Farm Loan Program Technician is unavailable.

- Appraisal Requests

Appraisal requests will be handled in accordance with OR Exhibit 2 of this State Amendment.

- Non-contractual Requests

To process a non-contractual request, contact the PLCE Liaison in the STO and provide the following information:

- Account code (A, L or R), the program authority code (PAC), payment amount and purpose
- Prepare and submit by fax or mail the following forms:
 - AD 838-7, "Purchase Order"
 - RD 838-B, "Invoice," and Invoice attachment
 - AD-700, "Procurement Request."
- The signed form AD 700 will be returned to the field office for filing. The PLCE Liaison signature is evidence that program loan cost expense funds have been set-aside. The County Office can proceed with the payment of cost item upon receipt of a signed AD 700.
- Contractual Requests
 - Submit AD-700 to the PLCE Liaison with the Vendor Name, Address and Tax Id Number completed on the form
 - The PLCE Liaison will submit the AD-700 to the Contracting Officer in the STO for further processing. The Contracting Officer will notify the County Office when the contract is awarded, if appropriate
 - When services are completed or the contract is completed in accordance with the Statement of Work (SOW) and verified by the County Office, the County Office will submit to the Contracting Office the RD 838-B or the original invoice from the vendor for payment. The designated COR or COTR must certify that the contractor has met the contractual requirements when the County Office submits the invoice for payment.

Reports, Forms, Abbreviations, and Redelegations of Authority

Forms This table lists all forms referenced in this amendment.

Number	Title	Display Reference	Reference
FSA 1922-16 OR-Farm (08-18-03)	Oregon Supplemental Appraisal Review – Farm Real Estate		143
FSA 1922-16 OR-Non-Farm (08-18-03)	Oregon Supplemental Appraisal Review – Non-Farm Real Estate		143
FSA 1922-16 OR-Chattel (08-18-03)	Oregon Administrative Chattel Appraisal Review		143

Reports, Forms, Abbreviations, and Redelegations of Authority

Forms This table lists all forms referenced in this amendment.

Number	Title	Display Reference	Reference
RD 440-21 OR (08-18-03)	Oregon Appraisal Of Chattel Property		142

General Appraisal Requirements (Continued)

E Obtaining Appraisals

1) Farm Appraisals

Real estate appraisals can be completed by FSA employees with delegated authority or by contract appraiser. When considering an appraisal request for farm real estate the County Offices shall:

a) For Appraisals for Loan Making and Loan Servicing Applications:

- Submit a complete OR Exhibit 6, “Appraisal Purchase Order Description Sheet,” to the state designated appraiser with appropriate attachments as soon as it is determined that an appraisal would be necessary
- Timely submittal of the request is important so that the STO has adequate time to solicit and have the appraisal completed by the contractor
- Individuals are encouraged to submit the appraisal request via fax with the minimal information that would include:
 - A complete Appraisal Purchase Order Description sheet
 - Legal description of the property
 - Aerial photo outlining (clearly) all parcels
 - A copy of the plat clearly outlining all tax lots. If the purpose of the appraisal is a **partial release** you will need to provide a plat map that clear identifies which parcels that are to remain and which parcels that are to be released. (A clearly marked plat map would be the boundaries of the parcels marked and labeled as remaining or released so that it can be easily read on the fax
 - If the appraisal request form is submitted to the STO by fax an email message should be sent to [state designated appraiser](#) to inform the individual that a fax has been transmitted giving the property owner’s name, acres, county and date of transmission. Additionally, a hard copy of the request, with the appropriate attachments, should be submitted by mail
 - The state designated appraiser will solicit and order the appraisal. It may take up to two (2) business days for the solicitation to be issued, up to five (5) business days after the solicitation is issued for the award of the contract. The average processing time is 45 day period after the award of the solicitation before the completion of the appraisal.

b) For Appraisals Involving Shared Appreciation Agreement (SAA)

- Submit a complete OR Exhibit 6, “Appraisal Purchase Orders Description Sheet,” to the state designated appraiser with appropriate attachments **NINE** months before the expiration of the agreement

General Appraisal Requirements (Continued)

E Obtaining Appraisals (Continued)

1) Farm Appraisals (Continued)

b) For Appraisals involving Shared Appreciation Agreement (SAA) (Continued):

- The state designated appraiser will solicit and order the appraisal. You should anticipate 45 day period after the award of the solicitation before the completion of the appraisal
- For SAA ending period appraisals, a copy of the appraisal, the write-down was based on, should be included. This copy should only contain the information on the subject property and not on the sale properties, etc.
- If the request includes a contributory value for improvements made during a SAA period, the county office must identify the specific improvement. If the improvement replaces another improvement that was present at the beginning of the SAA period, the county office must also identify the old improvement. The assigned appraiser will determine the contributory value of the new development in consideration of the replace/removed item.

c) Information to be submitted with an appraisal request for real estate:

- A legal description of the property
- A plat map with the tax lots clearly marked
- One aerial photo with the property boundary clearly marked
- A copy of FSA's last mortgage and any order mortgage showing fixtures or personal property taken for security with a copy of any partial release executed after the mortgage
- A copy of the shared appreciation agreement, if applicable
- The last mortgagee title insurance report
- Two complete sets of plans and specifications on any planned improvements to be made to the property and to be included in the appraised value. These should be on 8 ½ x 11 inch size paper
- A copy of any buy/sell agreement or lease on the property
- If the purpose of the appraisal is for a partial release, a memorandum should be submitted explaining the partial release and complete the partial release section of OR Exhibit 6, "Appraisal Purchase Order Description Sheet."

General Appraisal Requirements (Continued)

E Obtaining Appraisals (Continued)

1) Farm Appraisals (Continued)

c) Information to be submitted with an appraisal request for real estate (Continued):

- Any of the documents listed on OR Exhibit 6, “Appraisal Purchase Order Description Sheet,” that applies to the property to be appraised
- The complete information for an appraisal request should be mailed to the STO the same day you fax your request.

Title companies will provide, at no cost, consumer information reports on properties. Appraisers obtain a trio with a plat map, the assessor’s improvement information and a copy of the deed. Brokers often obtain a similar package. This information is helpful on properties FSA does not have a mortgage on.

2) Residential Appraisal

For appraisal requests that will involve residential real estate or lot, the County office should:

- Complete and submit an AD-700 to STO to obtain funds
- Locate a licensed appraisers that could perform the appraisal in the county that the property is located and submit their name, address, designation, phone number and fax number
- Complete OR Exhibit 3, “Appraisal Purchase Order Description Sheet,” sections A & B
- Provide a copy of the legal description
- Provide a copy of the plat clearly identifying the location of the property or tax lots involved
- Provide a copy of the purchase agreement, if applicable
- The Contracting Officer or state designated appraiser can assist with locating the appraiser and will complete the necessary purchase order.

3) Non-Farm Appraisals

For appraisal requests that involve properties other than farm or residential the County Office should:

- Complete and submit an AD-700 to STO to obtain funds
- Complete OR Exhibit 6, “Appraisal Purchase Order Description Sheet,” sections A & B

General Appraisal Requirements (Continued)

E Obtaining Appraisals (Continued)

3) Non-Farm Appraisals (Continued)

- Provide a copy of the legal description
- Provide a copy of the plat clearly identifying the location of the property or tax lots involved
- Provide a copy of the purchase agreement, if applicable
- The Contracting Officer or state designated appraiser can assist with locating the appraiser and will complete the necessary purchase order.

4) Chattel Appraisals

Typically, chattel appraisals will be completed by FSA employees that have delegated authority to complete chattel appraisals. Only in unusual circumstances will FSA contract chattel appraisals. If FSA employees are not able to complete a chattel appraisal then the County Office may solicit services from qualified chattel appraisers. The authorized agency official is reminded that FSA must use (48 CFR, Part 1), Agriculture Acquisition Regulation, USDA DR's and notices and FSA notices to manage acquisitions.

To solicit chattel appraisal services the authorized agency official should:

- Acquire listing of potential chattel appraisers. The recommended minimum qualifications for a chattel appraiser are:
 - To be licensed in the State of Oregon
 - Have at least 3 years experience in appraising the personal property you need to be appraised
 - Have completed at least 2 course on real estate and/or chattel appraisal methods or techniques
 - Be a member National Auctioneers Association or Oregon Auctioneers Association or any other organization that provide oversight of chattel appraisers.
 - Complete Sections A through E of OR Exhibit 7, "Chattel Appraisal Request & Bid Solicitation Sheet," and complete the appropriate attachments:
 - OR Exhibit 8 – 11 should be used to document equipment (OR Exhibit 8), livestock (OR Exhibit 9), growing crops (OR Exhibit 10), and inventory (OR Exhibit 11).
 - Base Acres should be documented CCC 509E, "Direct and Counter-Cyclical Statement of Estimated Payments," and a copy of CCC 509, "Direct and Counter Cyclical Program Contract," for the particular producer or any other appropriate form, if applicable.
 - A copy of form FSA 0440-04A or 0440-04, "Security Agreement (Chattels and Crops)," if applicable

General Appraisal Requirements (Continued)

E Obtaining Appraisals (Continued)

4) Chattel Appraisals (Continued)

- A map or plat map that clearly identifies the location of the property to be appraised.
- Submit OR Exhibit 7, OR Exhibit 12 and appropriate attachments to the potential contractor(s) requesting a bid
- Upon receipt of the completed Section F of OR Exhibit 7 from each solicited contractor, the unauthorized agency official will review the bids
- Prior to awarding the contract, submit to the STO by providing a completed AD 700 that indicates the estimated cost of the appraisal, name of the contract with address, phone number, fax number and email
- Upon receipt of a signed AD 700 authorizing funding the unauthorized agency official may award the contract to the selected contractor. The following exhibit are provided to be used to award the contract:
 - OR Exhibit 14, “Call Order Letter Example”
 - OR Exhibit 13, “Call Order – Chattel Appraisals.”

The County Office may request assistance from the state designated appraiser or the Contracting Officer in the STO if necessary.

Review of Appraisal Reports (Continued)

B Administrative Appraisal Reviews

1) General:

County Offices will complete administrative reviews when you receive a copy of the complete appraisal for either real estate or chattels that were completed by a third party or contract appraiser. You are reminded that:

- Only delegated individuals can complete an administrative review
- Timely completion of the administrative appraisal review is necessary for the State Office to process the contracting appraiser's invoices within regulatory timeframes
- The administrative appraisal review should be completed within 7 business days upon receipt of the appraisal
- For real estate appraisals a copy of FSA Form 1922-16 and the appropriate Oregon Supplemental Appraisal Review Sheet should be should be faxed to the STO and a copy mailed to the STO
- For chattel appraisal form FSA 1922-16 OR – Chattels will be completed
- If there is not an Oregon Supplemental Appraisal Review Sheet, the reviewer must determine if the contractual requirements described by the appropriate Statement of Work (SOW) are met.
- The original administrative review should be placed in the 1-FLP operational file
- An automated format form FSA 1922-16, FSA 1922-16 OR – Farms, FSA 1922-16 OR – Non-Farm are available to the field office on the public server available through the agency network. The location of the Microsoft Word version of the forms are:

\\Ortualatinc001\shared\USDA_Forms\FSA\Oregon\Appraisal

OR Exhibit 15 provides information on the automated forms and exhibits that are available to the County Office at this directory and instructions on how to setup hyperlinks to the documents and use of the forms.

2) Supplemental Standards for Administrative Appraisal Reviews

When completing an administrative appraisal review of farm or non-farm real estate appraisals, FSA Form 1922-16 and the appropriate Oregon Supplemental Appraisal Review Sheet will be completed. Depending on the type of property that was appraised the following Oregon Supplemental Appraisal Review Sheets are applicable:

- Farms – FSA 1922-16 OR – Farms, “Oregon Supplemental Appraisal Review – Farm Real Estate”

Review of Appraisal Reports (Continued)

B Administrative Appraisal Reviews (Continued)

2) Supplemental Standards for Administrative Appraisal Reviews (Continued)

- Non-Farm – FSA 1922-16 OR – Non-Farm, “Oregon Supplemental Appraisal Review – Non-Farm.”
(typically used for residential appraisals)

Review of Appraisal Reports (Continued)

D Technical Appraisal Reviews Overview (Continued)

1) Shared Appreciation Agreement (SAA) Servicing

- A technical appraisal review will be completed on all appraisals that are completed for borrowers that are considered for Shared Appreciation Agreements (SAA) recapture. The authorized agency official will:
 - Complete an administrative appraisal review of the appraisal within 7 business days upon receipt
 - Submit the administrative appraisal review to the designated state appraiser with a cover memorandum requesting a technical appraisal review and providing the due date that the information must be provided to the borrower
 - The appraisal **WILL NOT** be released or the value discussed with the borrower until the designated state appraiser has notified the County Office that the appraisal is acceptable and meets USPAP standards.

Review of Appraisal Reports (Continued)

E When Technical Appraisal Reviews May Be Conducted

- 1) Contract appraisal completed for a direct loan making or loan servicing action
 - Typically, the designated state appraiser will randomly select appraisals that were completed by FSA contract appraisers to complete a technical appraisal review.

- 5) Guaranteed Lender Appraisal Reviews:
 - a) Technical Review:
 - The designated state appraiser will notify the appropriate field offices of the guaranteed lenders that will have a technical appraisal review completed by end of the 2nd quarter of the current fiscal year. The Farm Loan Manager (FLM) will provide the following information to the state designated appraiser:
 - If at all possible, the original copy of the real estate appraisal that was completed by the lender will be submitted. If the original real estate appraisal is not available then a copy. When the appraisal report is submitted a cover memorandum should be attached describing the purpose to be Guaranteed Lender Admin. Appraisal Review, the name of the guaranteed lender, borrower and the return address for return of the original appraisal
 - The schedule of the guaranteed lender review, if applicable.
 - The coordination of the guaranteed lender review should involve the designated state appraiser in order to allow any concerns regarding the appraisal to be incorporated in the final summary of the guarantee review. The FLM should make a diligent effort to cooperate with the designated state appraiser when they schedule their guaranteed lender reviews.
 - b) Technical Review Findings:
 - If the technical appraisal review completed by the state designated appraiser or FSA contract appraiser as tasked doesn't meet USPAP standards, there are serious mathematical errors in the report or that the a value opinion is stated the state designated appraiser will:
 - Advise the FLC in writing of the concerns that guaranteed loan real estate appraisal doesn't meet USPAP standards and provide a copy of the technical review
 - The designated state appraiser will cooperate with the FLC in determining what corrective action would be appropriate, if any. The FLC will make the final determination as to what action would be appropriate
 - The designated state appraiser or FSA contract appraiser will be available to assist the County Office in providing the Guaranteed Lender information regarding the technical review

Review of Appraisal Reports (Continued)

E When Technical Appraisal Reviews May Be Conducted (Continued)

2) Guaranteed Lender Appraisal Reviews (Continued):

b) Technical Review Findings (Continued):

- If the technical review determines that the real estate appraisal for the guaranteed loan doesn't meet USPAP standards a copy of the technical review will be provided to the guaranteed lender and will be part of the annual file review and included with either form FSA 1980-03 or FSA 1980-04, as appropriate
- If the FLM has not completed an annual file review for the particular lender, the FLM will complete an annual file review for the particular guaranteed loan associated with the real estate appraisal that was completed. The annual file review will be completed in accordance with 2-FLP, Paragraph 267.

3) Third Party Appraisal Reviews:

- Third party appraisals that are received in conjunction with loan making or loan servicing applications will need to have a technical appraisal review completed. The following information should be submitted to the state designated appraiser:
 - An administrative appraisal review will be completed
 - After completion of the administrative appraisal review the original appraisal, if available or a copy, with the FSA 1922-16 and FSA 1922-1 OR - Farms will be submitted to the designated state appraiser
 - Approval of the loan or loan servicing action will not occur until the loan approval official receives notification from the designated state appraiser that the appraisal is acceptable for FSA use.

Appraisal Purchase Order Description Sheet

SECTION A		General Information		<i>(Complete for all properties)</i>
County Office: _____		Date of Request: _____		
Property to be Appraised: <input type="checkbox"/> FARM <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> NON-FARM				
Property Information: County Property Is Located In: _____				
Date Appraisal Needed: _____		Estimate Value of Property: \$ _____		
<i>(Enter Township, Range & Section where the residence or most of the land is located)</i>				
Township: _____		Range: _____	Section: _____	Number of Parcels: _____
Address: _____ City: _____				
Ownership History: _____				
Owner Information:		Case No.: _____		
Name: _____		Phone Number: _____		
Address: _____		City: _____	State: _____	
Oldest Loan Obligated Prior to 10/01/91: <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes, Fund Code & Loan Number of the oldest loan secured by collateral to be appraised: _____				
Attitude of owner toward FSA? <input type="checkbox"/> Cooperative <input type="checkbox"/> Uncooperative				
Applicant Information:		Case No.: _____		
Name: _____		Phone Number: _____		
Address: _____		City: _____		
Contract : <input type="checkbox"/> Owner <input type="checkbox"/> Buyer <input type="checkbox"/> Other: _____ Phone Number _____				
SECTION B		Attached Documents		<i>(Complete for all properties)</i>
<input type="checkbox"/> FSA Mortgage <input type="checkbox"/> Aerial Photo <input type="checkbox"/> Plat Map <input type="checkbox"/> Purchase Agreement <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Title Report <input type="checkbox"/> CRP Info <input type="checkbox"/> WR Certificate <input type="checkbox"/> Grazing Permit <input type="checkbox"/> Environ. Survey <input type="checkbox"/> Plans, Specs & Cost Estimates on Planned Improvements <input type="checkbox"/> Other: _____				
If development, describe: _____				
SECTION C		Farm Information		<i>(Complete for farm property only)</i>
Purpose of Appraisal:				
<input type="checkbox"/> Loan/Transfer	<input type="checkbox"/> 1951-S Primary Servicing	<input type="checkbox"/> Partial/Release	<input type="checkbox"/> Inventory Sale	
<input type="checkbox"/> Conservation Contract	<input type="checkbox"/> Shared Appreciation	<input type="checkbox"/> Bankruptcy	<input type="checkbox"/> Foreclosure	
<input type="checkbox"/> Voluntary Conveyance	<input type="checkbox"/> Homestead Protection	<input type="checkbox"/> Leaseback/Buyback	<input type="checkbox"/> Other: _____	
Type of Property to be Appraised: <input type="checkbox"/> FARM <input type="checkbox"/> RANCH Total Deeded Acres: _____				
Irrigated Crop Acres: _____		Dry Crop Acres: _____	Range/Pasture Acres: _____	
BLM Grazing Permit Units: _____		Forest Service Grazing Permit Units: _____		
Irrigation System: _____				
Farmstead & Improvements (existing and/or planned) consist of: _____				
SECTION D		Partial Release Information		<i>(Complete for farm property only)</i>
Remaining Property: Total Acres: _____		To Be Released Property: Total Acres: _____		
Irrigated Acres: _____		Irrigated Acres: _____		
Dry Crop Acres: _____		Dry Crop Acres: _____		
Range/Pasture Acres: _____		Range/Pasture Acres: _____		
Improvements: _____		Improvements: _____		

Chattel Appraisal Request & Bid Solicitation Sheet

SECTION A	County Office Information	<i>(FSA Use Only)</i> <i>(Complete for chattel properties)</i>
County Office: _____	Contact Person: _____	Request Date: _____
Address: _____	Phone Number: _____	
City/State: _____	Fax Number: _____	
SECTION B	Property & Owner Information	<i>(FSA Use Only)</i> <i>(Complete for chattel properties)</i>
Property Information:	County Property Is Located In: _____	
Address: _____	City/State: _____	
Landmarks to Property: _____		
Owner Information:	Case No.: _____	
Name: _____	Phone Number: _____	
Address: _____		
City/State: _____	Borrower Cooperative with FSA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contract Person: <input type="checkbox"/> Owner <input type="checkbox"/> Other: _____	Phone Number _____	
Oldest Loan Obligated Prior to 10/01/1991: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, Fund Code & Loan Number of the oldest loan secured by collateral to be appraised: _____		
SECTION C	Purpose for Appraisal	<i>(FSA Use Only)</i> <i>(Check the appropriate boxes)</i>
<input type="checkbox"/> Loan/Transfer <input type="checkbox"/> Loan Servicing <input type="checkbox"/> Sale Price Determination <input type="checkbox"/> Other:		
Description: _____		
SECTION D	Items to be Appraised	<i>(FSA Use only)</i> <i>(Check the appropriate boxes)</i>
<input type="checkbox"/> Equipment <input type="checkbox"/> Livestock <input type="checkbox"/> Growing Crops <input type="checkbox"/> Inventory <input type="checkbox"/> Base Acres <input type="checkbox"/> Other:		
Description: _____		
SECTION E	Attached Documents	<i>(FSA Use Only)</i> <i>(Check the appropriate boxes)</i>
<input type="checkbox"/> FSA 0440-04A <input type="checkbox"/> Equipment List <input type="checkbox"/> Livestock List <input type="checkbox"/> Growing Crop List		
<input type="checkbox"/> Inventory of Crops, Feed On Hand or Other Items <input type="checkbox"/> Base Acres Description <input type="checkbox"/> Other:		
Description: _____		
SECTION F	Items Appraiser will Appraise	<i>(Appraiser Use only)</i> <i>(Check the appropriate boxes)</i>
Appraiser please indicate the items identified in Section D that you are willing to appraise by checking the appropriate box(es) below:		
<input type="checkbox"/> Equipment <input type="checkbox"/> Livestock <input type="checkbox"/> Growing Crops <input type="checkbox"/> Inventory <input type="checkbox"/> Base Acres <input type="checkbox"/> Other:		
Comments: _____		
I am willing to appraise the property items checked in Section F for the bid indicated in that section. The chattel appraisal report will be completed and submitted to the County Office as described in Section A by the delivery date indicated in Section F.		Bid Amount: \$ Delivery Date:
I certify that I am not a debarred, suspended or ineligible Contractor by any Agency of the Government. <input type="checkbox"/> Yes <input type="checkbox"/> No		
I am also enclosing a statement of my qualifications to show that I am competent to perform this appraisal.		

Chattel Appraisal Request & Bid Solicitation Sheet

Appraiser/Contractor Signature

Statement of Work Chattel Appraisal

The Farm Service Agency (FSA), an agency of the U. S. Department of Agriculture, makes and services loans secured by personal properties. FSA has a need for appraisal reports to be completed for various loan making and loan servicing responsibilities.

I. OBJECTIVE

FSA intends for the Contractor to provide a chattel appraisal of the identified property to be delivered to the FSA Office requesting the appraisal by the specified date. The Contractor shall furnish all materials, supplies, tools, equipment, personnel, and travel and shall complete all requirements of the Agreement or Contract by the specified date. The equipment and livestock are to be appraised on the appropriate Agency form. Other personal property will be appraised in a narrative report and attached to the Agency appraisal form.

II. MARKET VALUE

The property will be appraised by using the orderly liquidation market value. This value is the estimated gross amount, expressed in terms of money, which could be typically realized from a sale, given a reasonable period of time to find a purchaser(s) with the seller being competed to sell on an as is-where is basis.

III. MARKETING PERIOD

For the purpose of this appraisal a 90 day marketing period is considered appropriate as a reasonable time for exposure in the open market, assuming that the subject property is professionally and actively marketed.

IV. PROPERTY IDENTIFICATION

All of the personal property to be appraised is described on an attachment titled, OR Exhibit 7, "Chattel Appraisal Request & Bid Solicitation Sheet." Detailed descriptions of the personal property are further described the following exhibits:

- OR Exhibit 8, "Equipment List," if applicable
- OR Exhibit 9, "Livestock List," if applicable
- OR Exhibit 10, "Growing Crops List," if applicable
- OR Exhibit 11, "Inventory," if applicable.

Other attachments may be attached. This property is owned by or taken care of by the person(s) named as "Owner" on the OR Exhibit 7. In addition to the personal property listed, FSA security agreements cover all additions to and replacements to the property listed on the security agreement. Therefore, as the appraiser performs the appraisal, if the appraiser becomes aware of additional equipment, livestock, and other farm personal property, the appraiser is too describe this additional property with an appraised value on an attachment to the appraisal.

V. PROPERTY LOCATION AND ACCESS

FSA understands the property is located at the location described in the Section B of the OR Exhibit 7. If the location of some of the property is not located at the location described and the new location will add considerable cost to the appraiser to inspect the property, the appraiser should contact the FSA County Executive Director (CED) and negotiate an increase in the contract amount. FSA requires that the appraiser inspects all security; and if unable to do so, then the reason why not must be explained and concurred with by the CED. The Appraiser is to contact the person listed in Section B of the OR Exhibit 5 for access to inspect and appraise the property. If the Appraiser is denied access, the Appraiser is to immediately inform the CED that issued the Call Order. The report is to describe the location of all property that is not located at the property described by FSA.

VI. THE REPORT

The report is to consist of an appropriate Agency form, with attachment, as needed, to explain and document the appraisal.

- A. At a minimum the livestock and the equipment will be appraised by use of RD 440-21 OR. Form RD 440-21 OR can be used to appraise other chattel property.

The web site that you can download the Agency acceptable chattel appraisal for is: <http://www.fsa.usda.gov/or/>. This web site will have the most recent version of the form or appropriate link. The form will be in PDF format.

**Statement of Work
Chattel Appraisal**

- B. Inventory of crops on hand, feed on hand, etc. will be appraised in a narrative format by describing the item, the quantity, the quality, the unit value, and the final value. Then the cost to market and convert the item to cash will be explained and deducted for the market value.
- C. All crops growing on the real estate described in item 1 of Form FSA 0440-04A, Security Agreement (Chattels and Crops), will be appraised if FSA provided a copy of the security agreement to the Appraiser. The growing crops will be described in a narrative format by the location (use of FSA aerial photos would be good), quantity, quality, age or maturity, unit value and present gross crop value. The cost to harvest or market will be deducted, if the crop will be harvested within 90 days. If the crop will not be harvested within 90 days, then the cost invested in the crop may be used. In either case, the appraiser should deduct all known liens or landlord leases due against the crop. The appraiser is not required to conduct a lien search, only to advise FSA of his findings.
- D. Base acres are to be appraised using actual sales of base acres of the same crop for the same processor. If the appraiser can not obtain sale information, the Contracting Officer Representative (COR) may authorize an alternative method after the Appraiser reports the search of the market to the COR and the COR finds that the Appraiser's efforts were satisfactory.

**Call Order
Chattel Appraisal**

BPA NUMBER	Call Number: Farm Service Agency
<hr/>	
Purpose:	PAC Code: F B
Owner's Name:	County Property Located in:
Case Number: 43- -	
Instructions: See the attached OR Exhibit 10 and appropriate attachments as indicated in addition to the following special instructions: See the Call Order letter attached to this document.	
Attachments: <input type="checkbox"/> OR Exhibit 6, "Equipment List" <input type="checkbox"/> OR Exhibit 7, "Livestock List" <input type="checkbox"/> OR Exhibit 8, "Growing Crop List" <input type="checkbox"/> Base Acres Information <input type="checkbox"/> Plat Map <input type="checkbox"/> Aerial Photo <i>(not necessary if plat is attached)</i> <input type="checkbox"/> OR Exhibit 9, "Inventory List" <input type="checkbox"/> FSA 0440-04A or 0440-04, "Security Agreement (Chattels and Crops)" <input type="checkbox"/> Other:	
Cost: \$	Completion Date Promised:
Appraisal Report Delivery Instructions: copy(ies) to the County FSA Office.	Actual Date Appraisal Report was Received: _____
Contracting Officer Representative (COR): _____	Authorized Offer: Date: _____ Phone: _____ Ext. _____ Email: _____ Fax: _____

Call Order
Letter (Example)



United States
Department of
Agriculture

Farm Service
Agency

Oregon State
Office

7620 SW Mohawk
Tualatin, Oregon
97062-8121

Telephone
(503) 692-3688
Ext. 228

Facsimile
(503) 692-8139

e-mail
Don.Howard
@or.usda.gov

TDD
(202) 720-2600

June 19, 2003

-

Dear Mr. _:

Your quote of \$__.00 to complete and deliver a chattel appraisal(s) of the personal property located at _, Oregon is acceptable with FSA. The appraisal is to be performed according to our Statement of Work for chattel appraisals revised June 16, 2003 and reported by _, 2003. If the appraisal is delivered after COB on _, there may be a 1 percent penalty fee for each calendar day the appraisal is late from the delivery date unless written authorization for an extension is received. We provide the following information:

- The **purpose of this assignment** is for FSA to obtain a Current Market Value to use for loan _ decisions.
- The **intended users** of the report are the FSA Farm Loan Staff in our _ County Office.
- I am **your client** and the FSA inspector under the FAR contract. The report needs to contain sufficient information for me to understand the appraisal procedures followed, and the reasoning that supports the analyses, opinions, and conclusions.
- FSA's **intended use** of this appraisal is for our field office staff in our _ County Office, to use this appraisal to determine the value _.

In addition to the information enclosed, FSA provides the following additional instructions:

1. Appraise the property in the 'as is' condition. This is the property as you find it during your inspection.
2. We enclose the Call Order – Chattel Appraisal that documents the attachments.

FSA's County Offices are directed by our National Office to release the necessary information to appraisers working for FSA for the appraiser to complete the appraisal. To acquire needed information please provide a copy of this work order at the time of your request. Therefore, you may want to carry this letter with you.

_ copy(ies) of each report are required. Please send all copies to me at the above address.

If any of the above, or your inspection of the subject, indicates the conditions of our agreement for you to perform this appraisal are different than we discussed, please contact me.

If you have any questions or need any further information, please contact me, at (503) _- extension _.

Sincerely,

-
-

Enclosures

cc: _



USDA is an Equal Opportunity Employer

Creating Windows XP Desktop Shortcuts & Using Word Form Documents

A Create Windows XP Desktop Shortcut

Forms that are listed in OR Exhibit 1, exhibits 6-11,13 and 14 of this instruction, example letter(s) and Statement of Work documents are available on the FSA network, typically know as the S drive. The location of the Microsoft Word version of the forms are:

[\\Ortualatinc001\shared\USDA_Forms\FSA\Oregon\Appraisal\](\\Ortualatinc001\shared\USDA_Forms\FSA\Oregon\Appraisal)

Individuals can create shortcut icons on their Windows XP desktop to access the forms. The following are the procedures to create desktop icons:

Step	Action	Result
1	At the XP Windows desktop, right click.	You will receive a drop down menu.
2	Select option, “New”.	You will receive a second drop down menu.
3	Select option, “Shortcut”.	You will receive “Create Shortcut” dialog box.
4	Type the following URL into the “Type the location of the item:” field: \\Ortualatinc001\shared\USDA_Forms\FSA\Oregon\Appraisal\	
5	Left click on the “Next” icon button	You will receive the “Select the Title for the Program” screen in the dialog box.
6	At the “Type the name for the shortcut” field type: Appraisal Forms	
7	Left click on the “Finish” icon button.	You should receive a shortcut icon on your desktop called “Appraisal Forms”.
8	To open the directory for the listing of the Appraisal Forms, Statement of Works, Form Letters, Appraiser Listing and other information you need to double left click on the shortcut icon.	An XP Window will open with a listing of files, documents, etc. that you may select.

B Using Word Form Documents

1) Open a Word Form Document

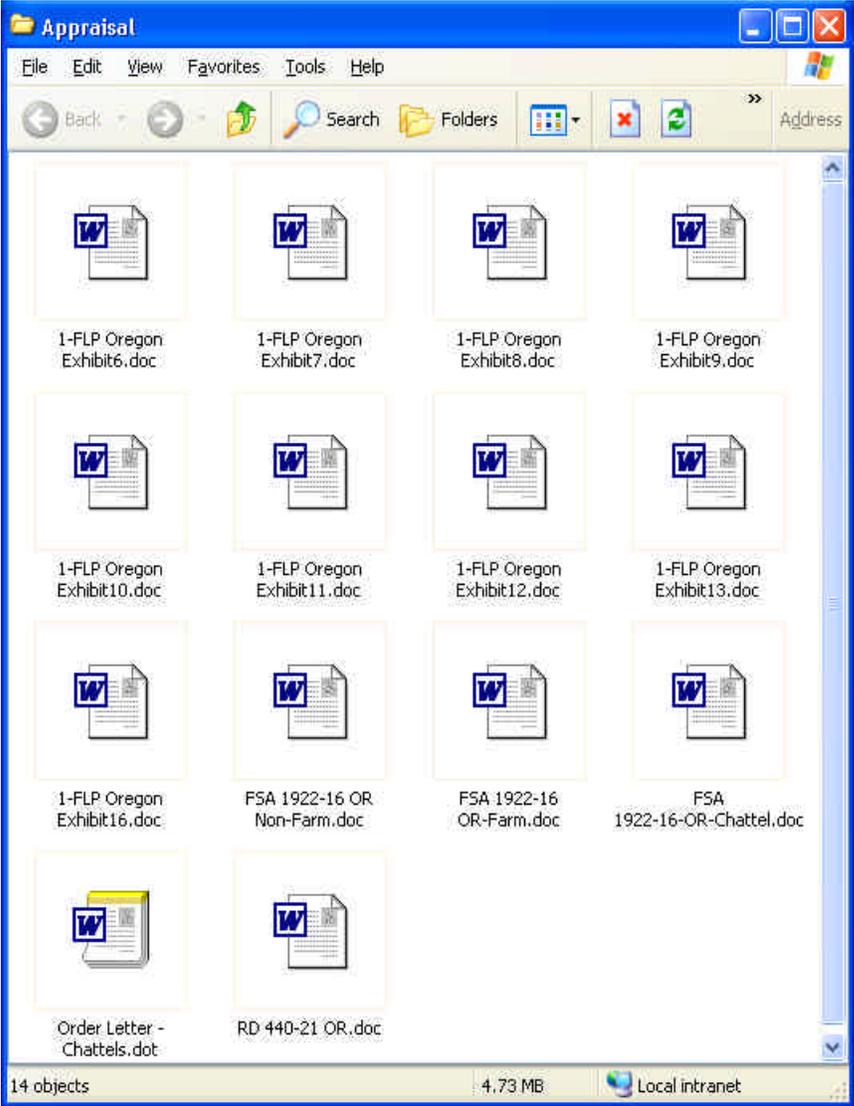
To open or use one of the Word Form documents listed in the Appraisal directory the user will need to double left click on the file name. A file with a suffix “doc” will execute a macro when opened. A file with a suffix “dot” is a template and will not execute a macro when opened. A double click on the file name or icon will open the document in Microsoft Word. When the user opens a Microsoft Word form the document will be locked and will allow only data entry.

Creating Windows XP Desktop Shortcuts & Using Word Form Documents

B Using Word Form Documents (Continued)

1) Open a Word Form Document (Continued)

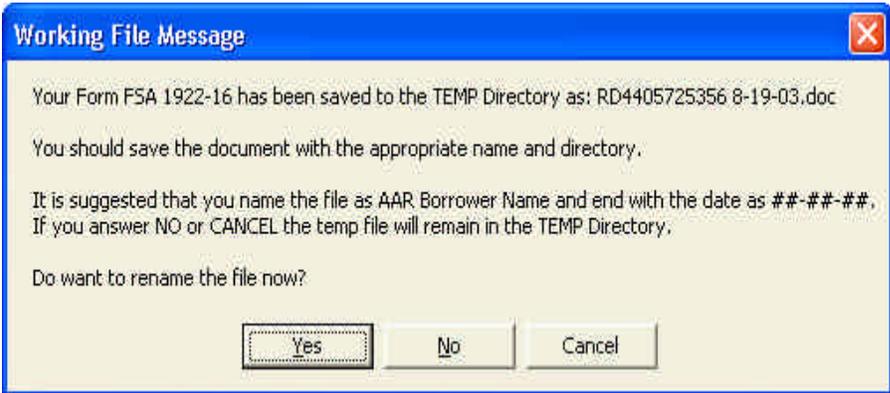
All files with a suffix “doc” will have a macro that creates a temporary copy of the document on the user’s TEMP directory on their PC. Documents that have a “doc” suffix are actual word documents and the following procedures to open the documents should be followed:

Step	Action	Result
1	Double left click on the Appraisal Forms icon on the PC Desktop.	 <p>Note: There may be a different view in the Appraisal Window. Files might be listed with detail information.</p>

Creating Windows XP Desktop Shortcuts & Using Word Form Documents

B Using Word Form Documents (Continued)

1) Open a Word Form Document (Continued)

Step	Action	Result
2	<p>If the user has virus security on for word documents the user will receive Macro Warning screen.</p> <p>Double left click on the file you want to open.</p>	 <p>The screenshot shows a 'Microsoft Word' dialog box with a blue title bar. The text inside reads: '\\Ortualatinc001\shared\USDA_Forms\FSA\Oregon\Appraisal\RD 440-21 OR.doc contains macros.' Below this, it says: 'Macros may contain viruses. It is always safe to disable macros, but if the macros are legitimate, you might lose some functionality.' At the bottom, there are three buttons: 'Disable Macros', 'Enable Macros', and 'More Info'.</p>
3	<p>Left click on the "Enable Macros" icon button.</p>	<p>Document will open and may hesitate a few seconds while a temporary copy of the document is saved to the PC hard drive, C drive, in the TEMP directory.</p> <p>After the document is saved a dialog box will appear:</p>  <p>The screenshot shows a 'Working File Message' dialog box with a blue title bar. The text inside reads: 'Your Form FSA 1922-16 has been saved to the TEMP Directory as: RD4405725356 8-19-03.doc'. It continues: 'You should save the document with the appropriate name and directory. It is suggested that you name the file as AAR Borrower Name and end with the date as ##-##-##. If you answer NO or CANCEL the temp file will remain in the TEMP Directory. Do want to rename the file now?'. At the bottom, there are three buttons: 'Yes', 'No', and 'Cancel'.</p> <p>Note: If the user selects, "Yes" the user can rename the file. Selecting, "No" or "Cancel" will leave the file name as mentioned in the dialog box.</p>

Some of the form documents are called, "templates" and end with the suffix of "dot". This will allow Word to create a new document typically, called "Document#," where # is a number, when the template document is open. The file name of the document will be viewable in the title bar of the Microsoft Word window. A template document prevents the user from actually modifying the template by creating a new document.

Creating Windows XP Desktop Shortcuts & Using Word Form Documents

B Using Word Form Documents (Continued)

1) Saving the document

When the user has completed their data entry or wants to save the document the user can save the document at any location on their PC or server. Typically, the user will default to the H drive to save the document. The user may name the file of the word document.

2) Entering data in a form document

a) Entering data in text fields

The user will only be able to enter information or data in designated fields within the document. The field locations are typically, highlighted. Formatting of text within a text field is prohibited and the font is predefined.

b) Check box field

To select a check box field, to insert a “X,” the user uses the “space bar” when the cursor is located at that check box field. Pressing the “space bar” will turn on the “X” or turn off the “X”.

c) Field Help

Field help is available in certain fields. The status bar provides information on what information is need and size restrictions on the particular field. The status bar is located in the lower left side of the Word screen. Additionally, the user can press the “F1” key to view field help if available for the particular field that the cursor is located in.

3) Toolbars

a) Special Toolbars

When the documents are opened only certain tool bars will be viewable. Additionally, some documents will have special toolbars that will appear below the Menu bar. These tool icons are to assist the user in saving the document, viewing the document and headers and footers in certain view modes, view in print preview and to move to different sections of the document. Each toolbar icon has a help tip associated with the icon to provide information about the particular icon.

b) Turning on and off Toolbars

The user can turn on other toolbars by clicking on the “View” option of the Menu bar and select, “Toolbars” in the drop down submenu and at the second drop down submenu select the appropriate toolbar. To turn off a toolbar the user can follow the procedure again but remove the “v” next to the toolbar name.

c) Reset normal Toolbars

When the user exits the document the normal Word toolbars are reset to default toolbars and should appear in a normal Word session. If the user has certain toolbars that they prefer to be opened in Word the user will need to follow the procedures described in 3 b to turn the toolbars on.

OREGON FSA CONTRACT APPRAISERS

<i>Appraiser</i>	<i>Company</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Phone</i>	<i>Business Fax</i>
Brainerd, Harold	Brainerd Appraisals Inc.	3926 NW Lower Village Rd.	Bend	Oregon	97701	(541) 389-4016	(541) 389-4016
Brush, Kenneth		4010 Laster Lane	Caldwell	Idaho	83607	(208) 454-9090	(208) 455-9890
Brush, Mel		P O Box 434	Tangent	Oregon	97389	(541) 967-4039	(541) 926-0855
Cordill, Les		33501 S. Hwy 213	Molalla	Oregon	97038	(503) 829-7280	(503) 829-7280
Crane, Claude	Crane Real Estate Appraisals	2884 Hubbard Creek Rd	Umpqua	Oregon	97486	(541) 459-3279	(541) 459-3279
Crouch, Glen		180 Commercial Street, N.E.	Salem	Oregon	97301	(503) 581-2070	(503) 581-8917
Cutter, Tom	Real Estate Analyses	1727 S.W. Evans Street	Portland	Oregon	97219	(503) 246-8732	(503) 452-0512
Dill, Marlo	Bancroft Appraisal Company	P O Box 225	Bend	Oregon	97709	(541) 389-2345 x12	(541) 389-6326
Filipek, Lonnie	Filipek & Associates	925 S. W. Coronado St.	Portland	Oregon	97219	(503) 977-3558	(503) 977-3558
Frakes, Lester		2586 Greentree Drive NE	Salem	Oregon	97305	(503) 585-8821	(503) 585-8931
Fredrickson, Michael	Associated Appraisers	2 West Main St.	Walla Walla	Washington	99362	(509) 522-2272	(509) 529-5821
LaFranchi, Scott		P O Box 762	Hines	Oregon	97738-0762	(503) 807-8191	(541) 382-2251
Marineau, Jeffrey	Marineau & Associates	510 Highland Ave.	Coos Bay	Oregon	97420	(541) 267-2224	
Nicholson, Dave		P O Box 21375	Keizer	Oregon	97307-1375	(503) 390-2246	(503) 390-2870
Richey, Rick	RR Richey Company	P O Box 4366	Medford	Oregon	97501	(541) 773-5533	(541) 535-5326
Ruddell, Rebecca	R. S. Ruddell	8620 Booth Rd.	Klamath Falls	Oregon	97603	(541) 882-1582	(541) 882-1582
Rutherford, Jack		P.O. Box 13993,	Salem	OR	97309-1993	(503) 588-1528	(503) 391-6748
Smith, Tim		P O Box 770	Harper	Oregon	07906	(541) 358-2130	(541) 358-2139
Vandagriff, Cliff		734 Palm St.	Medford	Oregon	97501	(541) 779-1666	(541) 779-1667
Williams, Kurt	Associated Appraisers	2 West Main St.	Walla Walla	Washington	99362	(509) 522-2272	(509) 529-5821
Wirth, Elwood		P O Box 195 35540 Vanecar Rd	Durkee	Oregon	97905	(541) 877-2324	(541) 877-2231

Last Update: 6/20/2003

**OREGON FSA CONTRACT APPRAISERS
List with Service Area**

<i>Appraiser</i>	<i>Service Area by County</i>
Brainerd, Harold	Crook, Deschutes, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Wasco, Wheeler
Brush, Kenneth	Grant, Harney, Lake, Malheur
Brush, Mel	Klamath, Benton, Harney, Malheur, Grant, Marion, Linn, Lane, Polk
Cordill, Les	All Counties, Baker, Benton, Clackamas, Clatsop, Columbia, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Malheur, Marion, Morrow, Multnomah, Polk, Sherman, Tillamook, Umatilla, Wasco, Washington, Wheeler, Yamhill
Crane, Claude	Benton, Clackamas, Clatsop, Columbia, Coos, Curry, Douglas, Jackson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Washington
Crouch, Glen	All Counties, Benton, Clackamas, Clatsop, Columbia, Douglas, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Lane, Linn, Marion, Morrow, Multnomah, Polk, Sherman, Tillamook, Umatilla, Wasco, Washington, Wheeler, Yamhill
Cutter, Tom	Wallowa, Clatsop, Tillamook, Clackamas, Washington, Umatilla, Multnomah, Marion, Lane, Coos, Columbia, Baker
Dill, Marlo	Klamath, Wallowa, Deschutes, Baker, Malheur, Harney, Douglas, Grant, Crook, Gilliam, Union, Lake, Wheeler
Filipek, Lonnie	All Counties, Baker, Benton, Business, Clackamas, Clatsop, Columbia, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Malheur, Marion, Morrow, Multnomah, Polk, Benton, Clackamas, Clatsop, Columbia, Lane, Lincoln, Linn, Marion, Polk, Tillamook, Washington
Frakes, Lester	Benton, Clackamas, Clatsop, Columbia, Lane, Lincoln, Linn, Marion, Polk, Tillamook, Washington
Fredrickson, Michael	Baker, Morrow, Umatilla, Union, Wallowa
LaFranchi, Scott	Crook, Deschutes, Harney, Jefferson, Klamath, Lake
Marineau, Jeffrey	Coos, Curry
Nicholson, Dave	Benton, Clackamas, Clatsop, Columbia, Coos, Curry, Deschutes, Douglas, Hood River, Klamath, Lake, Lincoln, Linn, Marion, Polk, Tillamook, Wallowa, Wasco, Washington, Yamhill
Richey, Rick	Coos, Curry, Deschutes, Douglas, Jackson, Josephine, Klamath, Lake
Ruddell, Rebecca	Coos, Curry, Klamath, Lake
Rutherford, Jack	All Counties, Baker, Benton, Clackamas, Clatsop, Columbia, Competition, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Lincoln, Linn, Malheur, Marion, Morrow, Multnomah, Polk, Sherman, Umatilla, Wasco, Washington, Wheeler, Yamhill
Smith, Tim	Baker, Harney, Malheur, Union
Vandagriff, Cliff	Coos, Curry, Deschutes, Douglas, Jackson, Josephine, Klamath, Lake
Williams, Kurt	Baker, Morrow, Umatilla, Union, Wallowa
Wirth, Elwood	Baker, Grant, Harney, Malheur, Union, Wallowa

Last Update: 6/20/200