

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

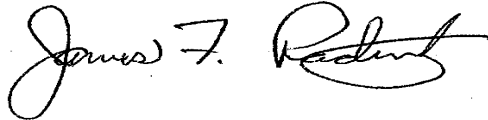
Notice FLP-704

1-FLP, 2-FLP, 3-FLP,
4-FLP, 5-FLP, 6-FLP

For: State and County Offices

Completing and Reviewing Complex Appraisals

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Background

A primary objective of FSA's Appraisal Staff is to appraise and review appraisals of real property. The real estate appraisal and appraisal review processes must follow the requirements and standards accepted and distributed by professional appraisal organizations, the Appraisal Foundation, and the Federal Government. FSA appraisers are responsible for defining appraisal problems and determining the steps necessary for a solution.

The current position description (PD) for FSA appraisers may not accurately reflect the duties and responsibilities required when appraisal problems are considered complex. A complex appraisal is above the level described in PD for GS-12 or lower FSA appraisers.

B Purpose

This notice provides:

- the process:
 - to determine complex appraisals
 - for obtaining complex appraisals and conducting reviews of complex appraisals that are determined to be above PD of the assigned FSA appraiser
- map of FSA Appraisal Regions (Exhibit 1).

Disposal Date	Distribution
April 1, 2016 3-18-15	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

For guidance or questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact the region's lead regional appraiser as follows.

Region	Contact
West	Either of the following: <ul style="list-style-type: none">• Don Howard by either of the following:<ul style="list-style-type: none">• e-mail to don.howard@wdc.usda.gov• telephone at 503-692-1973, ext. 238• Vern Tesch by either of the following:<ul style="list-style-type: none">• e-mail to vern.tesch@wdc.usda.gov• telephone at 406-665-3442, ext. 108.
Midwest	Michael Ittel by either of the following: <ul style="list-style-type: none">• e-mail to mike.ittel@wdc.usda.gov• telephone at 320-251-7800, ext. 117.
Northeast	Chris Tarr by either of the following: <ul style="list-style-type: none">• e-mail to chris.Tarr@wdc.usda.gov• telephone at 315-568-6346, ext. 104.
Southeast	Robert Fleming by either of the following: <ul style="list-style-type: none">• e-mail to robert.fleming@wdc.usda.gov• telephone at 803-435-2201, ext. 103.

Note: If the appropriate lead regional appraiser is not available, contact Thomas Dobbin, Chief Appraiser, by either of the following:

- e-mail to **thomas.dobbin@wdc.usda.gov**
- telephone at 208-378-5671.

2 Completing and Reviewing Complex Appraisals

A Identifying Complex Appraisals

Complex appraisals are appraisals that involve the following issues:

- appraisal problems that require many different and unrelated processes, substantial depth of data and value analysis, and significant departures from established appraisal practices and procedures to estimate values or to develop and implement new methods and analysis techniques
- complex or controversial characteristics, or a large variety of diverse, little known, or undefined market areas and conditions
- valuation of properties involving a mixture of conflicting potential uses and values involving:
 - environmental issues
 - extensive income analysis
 - intangible characteristics
 - unique commercial uses
 - unique uses.

Note: Some assignments involve multiple highest and best uses affecting component parts or component ownership interests and require the appraiser to apply untried, unprecedented, and resourceful approaches.

Example: The highest and best use of the surface rights may be for significant development, whereas the highest and best use of the subsurface rights or estate may exhibit a use that requires complete excavation of the surface. The appraiser must reconcile these conflicting uses to arrive at an opinion of market value, despite the limitations of the neighborhood or a particular property, or lacking comparable sales data.

2 Completing and Reviewing Complex Appraisals (Continued)

B Obtaining Complex Appraisals for Direct Loan Making and Servicing

When an FSA appraiser determines, in consultation with their supervisor, that an appraisal request is more complex than described in their PD, the assignment **must** be contracted out or conducted by a qualified FSA appraiser of a higher grade.

Note: The FSA appraiser **shall** assist in developing the Statement of Work for obtaining a complex appraisal.

The FSA appraiser shall contact the region's lead regional appraiser, according to subparagraph 1 C, for guidance as needed.

C Technical Appraisal Reviews

For the direct loan, guaranteed loan, and FSFL programs, if an administrative review detects serious problems, a technical review is required. When an FSA appraiser receives a request for a technical appraisal review and determines, in consultation with their supervisor, that the appraisal is more complex than described in their PD, the FSA appraiser or supervisor shall contact the Region's lead regional appraiser, according to subparagraph 1 C, for guidance as needed.

Note: A technical appraisal review **must**:

- be completed by a State-certified general appraiser under USPAP Standard 3
- address the substantive aspects of developing a credible opinion of the quality of another appraiser's work that was performed as part of an appraisal or appraisal review and include a determination of compliance with USPAP.

D Administrative Appraisal Reviews

Administrative appraisal reviews are **not** affected by this notice.

Note: An administrative appraisal review:

- is performed as a due diligence function in the context of a loan making or loan servicing decision to ensure compliance with FSA requirements
- does **not** include a determination of compliance with USPAP.

Map of FSA Appraisal Regions

