



APPRAISAL GUIDELINES AND REQUIREMENTS FOR MATCHING GRANT APPLICANTS

The following information is intended to provide guidance to Matching Grant applicants who will be retaining appraisers in connection with the acquisition process. Each appraisal will be reviewed by District staff and, after determining that the appraisal meets the District's Guidelines and Standards for Preparation of Narrative Appraisal Reports, will be submitted to the Open Space Authority Board for approval in closed session.

- Appraisers must hold an active Certification from the State of California Office of Real Estate Appraisers. Preferably, they should be members of a professional appraisal organization recognized by the Appraisal Foundation.
- The District requires appraisal reports to be completed in a self-contained narrative format, as defined by the Uniform Standards of Professional Appraisal Practice. The District requires submission of three (3) copies of a completed report, and one electronic version, including the addenda.
- Appraisers must be furnished a copy of, and be familiar with, the District's Guidelines and Standards for Preparation of Narrative Appraisal Reports. Further, appraisers must agree to prepare the appraisal report in accordance with the District's Guidelines and Standards. Appraisers should be informed that if their appraisal product does not meet the Guidelines and Standards, specifically with regard to Standards 1 through 32, the District may not accept the appraisal. The appraiser's proposal should allow for full compliance with the District's Guidelines and Standards.
- The District is to be included as an intended user of the appraisal report.
- Appraisers must be furnished with a copy of a current preliminary title report.
- For conservation easement appraisals, the appraiser must be furnished with a draft copy of the Deed and Agreement that has been found to be acceptable to both grantor and grantee.
- It is recommended that the applicant include in their RFP a requirement to meet with District staff to discuss methodology and highest and best use issues relating to the project property prior to initiating preparation of the appraisal.
- It is recommended that District staff be given the opportunity to accompany the appraiser at the time of inspection of the property under appraisal.

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(continued)**

- It is recommended that the applicant require the appraiser to submit one (1) draft copy of the appraisal for District review prior to completion of the final narrative appraisal document. This draft document can be submitted in electronic form. The purpose of this recommendation is to ensure that the final appraisal report contains no major errors in methodology or format.

- The applicant's RFP should include any unusual qualifications to the appraisal assignment, i. e., appraisal of a portion rather than the entirety of a property, legal lot issues, effect of lawsuits, long term leases, and the like.