

ASA MTS CANDIDATE REPORT REVIEW CHECKLIST INSTRUCTIONS

Basic Report Requirements and General Report Quality

This checklist was designed to be a useful resource tool by offering convenient criteria to help Candidates evaluate the MTS appraisal reports they submit to the Board of Examiners as part of ASA's advancement procedures. It is important to note that the examiners will use a similar checklist when reviewing the Candidates' report work product. We believe that this checklist provides reasonable guidelines of the standard elements that should be found within an acceptable appraisal report.

In order to successfully meet the report review criteria, one appraisal report must be submitted. Candidates whose employers' policies do not allow them to write complete narrative appraisal reports will need to submit demonstration reports that are based upon actual appraisal assignments, but altered to be specific to the candidate.

Not all components on the checklist are required or appropriate for every appraisal report. This checklist is applicable only to the ASA advancement process, to demonstrate their appraisal expertise, and is not intended for any other purpose. Candidates should select appraisals that address as many items on this checklist as possible. The following are criteria for the reports submitted.

- The demonstration report must be solely the work of the candidate. No reports will be accepted with multiple appraisers. If the employer does not allow for the candidate to produce reports of their own, then the demonstration report described in the previous paragraph would apply.
- No Restricted Reports. Restricted reports are limited to the intended user only and often are restricted and limited in content as well. To demonstrate understanding of the appraisal process, no Restricted Reports will be accepted.
- Reports for Insurance purposes (demonstration or actual) must show depreciated Replacement Cost as the purpose of the appraisal, not Replacement Cost New only, in order to demonstrate the appraiser's ability to provide a complete understanding of an approach to value; and are acceptable as long as the candidate works for a company that primarily performs insurance valuations.
- If the assets appraised are done so using a depreciation schedule, a sample of the assets with adjustments should be provided.
- Demonstration reports should be of tangible personal property **ONLY**, which falls under the MTS specialty (i.e., Machinery, Equipment, Furniture, Fixtures, Office Equipment, Computers, etc.). If the candidate's work product is not specific to MTS assets, then a demonstration report may be prepared altering a multiple discipline report to consist only of those assets.
- Signatures of the candidate must be on the certificate and letter. Any signatures in the report, including the letter of the transmittal, must be that of the candidate.

- Please provide page number of the report for each item on the checklist.

This checklist was developed in accordance with **Standard 8** of the **Uniform Standards of Professional Appraisal Practice (USPAP)**. The items are referenced [see bracket] to the corresponding subsections of USPAP. Please note that certain items are identified as “Pass/Fail” items. For ASA accreditation purposes, any report that fails to pass one of these items will be immediately rejected regardless of the quality of the rest of the report. However, in these cases, the examiner should still complete the review in order to provide the candidate feedback on the entire report. For items not listed as “Pass/Fail”, examiners will use the following quantitative scoring system.

- There are a total of 38 report components: 20-Pass/Fail and 18-Yes/No
- Therefore, the maximum number of “Yes/No” questions is 18. However, the number of “Yes/No” answers depend on the individual report since certain items may not be applicable for all reports. Consequently, the examiner should adjust the overall total to reflect non-applicable items and indicate “N/A” for these items on the checklist during their review process. Then divide the total number of “Yes” answers the candidate received by the total answers available.
- The report must receive a grade of 80% or higher to be deemed acceptable.

If the report fails, the Board of Examiners will provide a complete critique addressing each item that was found unacceptable as well as stating the action(s) needed from the candidate to correct the issue(s).

CANDIDATE CHECKLIST

	Report Page	
		<u>1.0 IDENTIFICATION</u>
PASS	_____	<u>1.1 Pass/Fail</u> – Identity of the Client, Intended Use, and Intended Users by name & type [8.2i]
PASS	_____	<u>1.2 Pass/Fail</u> – Property to be appraised [8.2iii]
YES	_____	<u>1.3 Significant</u> – Rights or interest in the property to be appraised (e.g. free and clear, leasehold, fractional) [8.2iv]
YES	_____	<u>1.4 Material</u> – Basic description of products and / or services of the subject company
		<u>2.0 STATEMENT OF OBJECTIVES</u>
PASS	_____	<u>2.1 Pass/Fail</u> - Describe the scope of work, i.e., the problem to be solved. The value definition to be determined, the approach(es) used, research and analyses performed etc.[8.2vii]
PASS	_____	<u>2.2 Pass/Fail</u> – Effective valuation date [8.2vi]
PASS	_____	<u>2.3 Pass/Fail</u> – Date report prepared [8.2vi]
PASS	_____	<u>2.4 Pass/Fail</u> – Purpose clearly stated [8.2ii]
PASS	_____	<u>2.5 Pass/Fail</u> – Definition and source or authority for the value provided [8.2v]
YES	_____	<u>2.6 Significant</u> – Premise of value appropriate for the stated use of the appraisal [8.2]
		<u>3.0 APPRAISAL METHODOLOGY</u>
YES	_____	<u>3.1 Significant</u> – Identification of any sources used as the basis for the appraisal (e.g., Depreciation schedules, lease exhibits, asset lists, comparable sales and any other research sources)
YES	_____	<u>3.2 Material</u> – Details of any site visits

- YES _____ 3.3 **Significant** – Discussion about the condition of the Assets
- PASS _____ 3.4 **Pass/Fail** – Income approach described and explained [8.2viii]
- PASS _____ 3.5 **Pass/Fail** – Market approach described and explained [8.2viii].
- PASS _____ 3.6 **Pass/Fail** – Cost approach described and explained [8.2viii]
- PASS _____ 3.7 **Pass/Fail** – Explanation for not using an approach [8.2viii]
- YES _____ 3.8 **Significant** – Are the approaches used appropriate for the type of property and for the stated purpose of the report?

4.0 APPRAISER'S QUALIFICATIONS

- YES _____ 4.1 **Critical** – Demonstrated experience and professional involvement
- YES _____ 4.2 **Significant** – Professional Qualifications or Curriculum Vitae

5.0 APPRAISER'S CERTIFICATION [8.3]

- PASS _____ 5.1 **Pass/Fail** –Appraiser's signed statement of disinterest [8.2vii]
- PASS _____ 5.2 **Pass/Fail** – Performed in conformance with USPAP
- PASS _____ 5.3 **Pass/Fail** – Includes statement that compensation was not contingent on value reported or on any predetermined value
- PASS _____ 5.4 **Pass/Fail** – Includes statement that no person other than Those identified had any significant professional input [8.2vii]

- PASS _____ 5.5 **Pass/Fail** – Includes statement that, to the best of the appraiser’s knowledge, all statements are true and correct
- PASS _____ 5.6 **Pass/Fail**– I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment

6.0 STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS

- PASS _____ 6.1 **Pass/Fail** – Statement included that the opinion of value is **only** for the stated valuation date [8.2vi, 8.2viii]
- PASS _____ 6.2 **Pass/Fail** – Statement included that the opinion of value is ONLY for the stated Intended Use and Purpose. [8.2vi, 8.2viii]
- YES _____ 6.3 **Material** – Statement included listing reliance on data supplied by others without independent verification
- YES _____ 6.4 **Significant** – Are the listed assumptions and limiting conditions appropriate for the engagement?
- YES _____ 6.5 **Significant** – Where applicable, state all extraordinary assumptions and hypothetical conditions and how their use might affect the results of the assignment [8.2x]

7.0 OVERALL

- YES _____ 7.1 **Critical** – Is the report understandable to the reader?
- YES _____ 7.2 **Significant & Critical**– Is there replicability? Could another competent appraiser follow the thought process leading to the conclusion (not necessarily agree, but be able to understand how it was formed). Does the report logically provide convincing support for the conclusion(s) reached?
- YES _____ 7.3 **Significant** – Is the appraisal methodology appropriate for the purpose of the appraisal?
- YES _____ 7.4 **Material** – Is the report internally consistent (e.g., nothing in one place that seems to contradict something somewhere else)?
- YES _____ 7.5 **Significant** – No obvious omissions were found in the Report

YES

7.6 Critical – Is the format acceptable professionally (spelling, grammar, layout)?

Comments:
