

\*This appraisal job aid is a TOOL only and does not constitute an approval of the appraisal.  
\*\*Use of the appraisal job aid is not a requirement for Essent Mortgage Insurance

APPRAISAL TYPE		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you have the correct appraisal report form (or better) as requested by the DU Finding or LP Feedback?

Project Information				Actions/Comments/Notes
1.	Does the project descriptions match the photographs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no – have the appraiser provide necessary clarifications and/or corrections.
2.	Is the project's primary occupancy Principle Residence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no – verify that loan is eligible for the loan program.
3.	Is the developer/builder in control of the homeowners association?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes – Use careful consideration as the association's ability to maintain adequate reserves and manage the property has not been demonstrated.
4.	Does any single entity own more than 10% of the units? *20% for Fannie Mae only (June 2018)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes – the project is ineligible. HOWEVER, units owned by the developer and are vacant and being marketed for sale are NOT included in the calculation.
5.	Is the project a conversion of an existing building into a condo?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes – determine whether this is a new conversion which could impact the review method or an older conversion which requires careful review of zoning.
6.	Are the units, common elements, and recreation facilities complete?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no – use careful consideration as this could represent a project risk from construction costs and could negatively impact marketability if not completed.
7.	Is more than 25% of the total building square footage non-residential? * 35% for Fannie Mae only (June 2018)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes – verify that the loan is eligible for the program.
8.	Are any common elements leased to or by the Homeowners Association?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes – review the appraisers comments on how this will impact marketability.

Project Analysis				Actions/Comments/Notes
9.	Did the appraiser analyze the the project budget?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no – be aware that the lender may still be required to review the budget based on the required review method.
10.	Are there any other fees for the use of the project facilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes – verify that comparables have the same characteristic or a reasonable adjustment. Also review the appraisers comments on how this will impact value and marketability.
11.	Are there any special or unusual characteristics of the project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes – verify that the appraiser has noted the impact on marketability.

Unit Description				Actions/Comments/Notes
12.	Are the heating and cooling for the individual units separately metered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no – determine if this practice is common for the local market where the project is located.
13.	Are there any physical deficiencies or adverse conditions that affect the livability, soundness or structural integrity of the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes – an inspector's report may be required.
14.	Does the property generally conform to the neighborhood?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no – determine how the appraiser thinks this will impact value and marketability.

SALES COMPARISON APPROACH				Actions/Comments/Notes
15.	Is property in a new subdivision or a new (or recently converted) condo?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes – Appraiser must provide at least 1 comp from the subject subdivision or project and one comp from outside the subject subdivision or project. NOTE: GSE's will accept two pending sales in lieu of one closed sale in the subject subdivision or project in the event closed sales are not yet available. (2017) Must have three closed sales.
16.	Are the comparables similar to the subject? Compare the locations, designs, gross living areas, room counts, ages, conditions and other amenities of the comparables to the subject.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	The appraiser must explain why the specific comps were chosen. Adjustments to the comparables must be reasonable and should be explained and supported. BE AWARE OF: Use of across the board adjustments (particularly if not explained or supported by information). Square footage adjustments that are not consistent for each comp. NOTE: For properties in Rural Areas and Small Communities large adjustments can often be expected. In these situations verify that the appraiser has used sound judgment and provided reasonable explanations for large adjustments.

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17.	Did the appraiser complete the project section?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No – Request that the appraiser complete.
18.	Did the appraiser address any trends for the project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Review the trends for their impact on value and marketability.