***URA COMPLIANCE CHECKLIST #2: APPRAISAL OF REAL PROPERTY TO BE ACQUIRED***

***Community Development Block Grant for Disaster Recovery***

*This Compliance Checklist covers the Uniform Relocation Assistance, as well as local regulation requirements for Subrecipients in conducting an appraisal report of real property that is to be acquired for a CDBG-DR Program funded project. Subrecipients should complete one of these checklists for each parcel of real property being acquired.*

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| **INFORMATION** |  |  |  |  |  |  |  |
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| Subrecipient Name/Entity Name |  |  | Subrecipient Point of Contact |  |  | Point of Contact Phone |  |
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|  |  |  |  |  |  |  |  |
| CDBG-DR Program Name |  |  | Application ID |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **PROPERTY INFORMATION** |
| Address of Real Property to be Acquired, or Project site |  |  | Property Registry Legal Description (*If available)* |  |  |
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|  |  |  |  |  |  |
| CRIM Cadastral Num *(If available)* |  |  |  |  |  |
|  |  |  |  |  |  |
| **CHECKLIST COMPLETION INFORMATION** |
| Checklist Completed by *(name)* |  |  | Date Checklist Completed *(name)* |  |  |  |  |
| QA/QC/ Reviewer |  |  | Date QA/QC Completed |  |  |  |  |
|  |  |  |  |  |  |  |  |

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| **INSTRUCTIONS**  |
| An appraisal and review appraisal should be performed, and this checklist should be completed, for all voluntary and involuntary acquisitions of real property conducted by any PRDOH CDBG-DR Program subrecipient. This requirement does not apply to non-governmental organizations in cases of involuntary acquisitions, as they lack eminent domain authority.If a Subrecipient is receiving a donation of real property, complete **URA Compliance Checklist #3—Donations of Real Property**. This Appraisal checklist must also be completed if the donor property owner does not release the Subrecipient from its obligation to conduct an appraisal.The Subrecipient must respond Yes, No, or N/A to each line item and provide the supporting documentation, if applicable, to demonstrate each checklist item has been completed. The completed checklist must be submitted for a QA/QC review. The QA/QC reviewer must confirm that the Subrecipient has met all required checklist items and provided the corresponding documentation. Any additional comments on the review may be documented at the end of the checklist. This checklist is not intended to describe the physical components of the property that will be acquired or to determine the final value of the property. |

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| **Table A: APPRAISAL CHECKLIST** |  |  |  |  |  |  |
| **Description** | **Yes** | **No** | **N/A** | **Comments** | **Q/A****Pass** | **Q/C****Fail** |
| 1. Appraiser is certified and authorized to practice by *Junta Examinadora de Evaluadores de Bienes Raices de Puerto Rico*.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. The Uniform Standards of Professional Appraisal Practice guide used in appraisal of the property.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Appraiser does not have any interest in the property they appraised.
 |[ ] [ ] [ ]   |[ ] [ ]
| **APPRAISAL REPORT** |
| 1. Property owner accompanied or was given the opportunity to accompany appraiser during inspection of the property.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. The Appraisal Report includes the following information:
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Property address
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Date of appraisal report. (Report cannot be older than one (1) year at time of acquisition)
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Description of physical characteristics of property (sketch of property, location, dimensions of any improvements done to property, easements, land area, etc.)
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. CRIM Cadastral Number (if available)
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Fair market value of property.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Photographs of the property.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Three (3) or more comparable sales.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Title Information
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Zoning information
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Measurement plans of project (construction plans, engineering plans, etc.)
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Property Right to be Acquired.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Value Being Appraised.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Minimum of 5 (five) year sales history of the property
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Analysis of highest and best use of the property included.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Certification of the Appraiser
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Signature of the Appraiser
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Property Registry certification of the property to be acquired issued no more than six (6) months prior to acquisition.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Certification from *Centro de Recaudación de Ingresos Municipales* (**CRIM**) issued no more than six (6) months prior to acquisition.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Debt Certification by Puerto Rico Department of Treasury (**Hacienda**) provided by owner and issued no more than six (6) months prior to acquisition.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Official letter from the Agency authorizing the transaction, where applicable.
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| **Table B: REVIEW APPRAISAL CHECKLIST** |
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| **Description** | **Yes** | **No** | **N/A** | **Comments** | **Q/C****Pass** | **Q/C****Fail** |
| 1. Review Appraiser is a different person than the one who conducted the original appraisal.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Was the report sent to CRIM for evaluation because subrecipient does not have a review appraiser?
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Review Appraiser has certified in writing of their approval or denial of original appraisal report.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Subrecipient representative informed seller of property of the fair market value according to the approved Appraisal Report by the Agency.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Subrecipient representative did not offer anything higher than the fair market value in the Appraisal Report.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. If appraisal report was denied by the Review Appraiser or by CRIM, did the original appraiser and the Review Appraiser reconcile differences in valuation?
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. (Municipalities only) If appraisal differences could not be reconciled, was a final decision made by the mayor in accordance with 21 L.P.R.A. § 7183 (a)(7)?
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Did the subrecipient inform the fair market value of the property approved in the Appraisal Report?
 |[ ] [ ] [ ]   |[ ] [ ]

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| **QA/QC Reviewer Notes** |
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