**APPRAISAL REPORT COMPLEX - SURPLUS PROPERTY**

APPRAISAL OF

Project ID:

Parcel Number:

The Wisconsin Department of Transportation Property

      County, Wisconsin

**EFFECTIVE DATE OF VALUE**

**DATE OF REPORT**

**CLIENT**

Wisconsin Department of Transportation

**APPRAISED BY**

**(Note: Remove all instructions in RED before submitting first draft.)**

(This appraisal template has been prepared with the objective of providing a report format capable of supporting appraiser compliance with USPAP and the Wisconsin Department of Transportation’s Real Estate Program Manual (REPM). It is the responsibility of the appraiser to adhere to any changes or updates to USPAP requirements. Compliance with USPAP and the REPM is the responsibility of the appraiser. This format is intended to comply with the requirements of USPAP and the REPM, but is not guaranteed.)

The appraiser may insert a transmittal letter at this point if they wish, but it is not required by the Wisconsin Department of Transportation or under USPAP.

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(Appraiser may choose to replace bulleted portion of the ‘Certificate of Appraisal’ as long as USPAP requirements are met and no extraneous additions are made.)

Certificate of Appraiser:

**I certify that, to the best of my knowledge and belief:**

* The statements of fact contained in this report are true and correct.
* The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
* The findings of this report and opinions therein have not been revealed to anyone other than the client.
* I have no present or prospective interest in the property that is the subject of this report; or, I have the following specified interest(s):      . (If “no,” simply enter “N/A” here or otherwise explain.)
* 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; or, I have performed the following specified service(s) within this three-year period:      . (If “no,” simply enter “N/A” here or otherwise explain.)
* I have no bias with respect to the subject property or to the parties involved in this assignment.
* My engagement in this assignment is not contingent upon developing or reporting predetermined results.
* My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
* My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice (USPAP)*.
* I have the knowledge and experience to competently complete this appraisal.
* I have made a personal inspection of the property that is the subject of this report.
* The following individual(s), however, has not made a personal inspection of the property:      . (This statement must clearly specify and identify any individual(s) signing this certification who did not make a personal inspection of the appraised property; if everyone signing this certification has made a personal inspection, simply enter “N/A” here or otherwise enter name(s) of any individual(s) who has not.)
* No one provided significant real property appraisal assistance to the person(s) signing this certification with the possible exception of:      , who assisted by      .(Name each individual(s) and explain the extent of their assistance; if *no one provided significant assistance*, enter “N/A” in both boxes.)

As an agent for the Wisconsin Department of Transportation, I made a personal inspection of the property on <date>. I have made a field inspection of the sales relied upon in making this appraisal. The subject and sales relied upon in making this appraisal are as represented in this appraisal. It is my opinion that as of <date>, the total [ ]  contributory [ ]  market value of the property/property rights herein described is: $      .

Appraiser's signature Date

Appraiser's name, certification level, certificate no.

Appraiser's name, certification level, and certificate no.

EXECUTIVE SUMMARY:

|  |
| --- |
| Property owner:Wisconsin Department of Transportation |
| Property address or location:      | Municipality:      | State:WI | Zip:      |
| Original project no.(s):      | Original parcel no.(s):      |
| Land size:      | Rights appraised:[ ]  Fee simple; [ ]  Permanent easement; [ ]  Highway easement; [ ]  Access |
| Site improvements:       |
| Zoning:       | Highest and best use:       |
| Subject property marketability:[ ]  General marketable; [ ]  Limited marketable; [ ]  Non-marketable |
| Effective date of value:      | Estimated value of surplus property:$       |

SCOPE OF WORK:

The scope of work for this assignment includes a personal inspection of the surplus property (subject property), a review of public record information concerning the subject property, and other properties in the immediate neighborhood, a review of Wisconsin Department of Transportation right of way maps and construction plans as appropriate, a search for recent sales of vacant and/or improved properties similar to subject property, and verification and inspection of the sales used.

(Any other scope of work issues required by the appraiser should be inserted at this point.)

Property owner, client, and intended user of this appraisal:

Wisconsin Department of Transportation

Purpose or intended use of this appraisal:

This appraisal is intended to establish an initial value (asking price) for the surplus property described below.

Definition of value utilized: (The follow definitions of market value and exposure time can be found in REPM (Subject 6.5.2.2) and are required if subject property is determined to be general marketable. If subject property is determined to be limited or non-marketable, remove definitions of market value and exposure time, and see definition of contributory value.)

Market value:

The Dictionary of Real Estate Appraisal 6th Edition, published by the Appraisal Institute, defines market value as *“The cash price that a willing buyer and a willing seller would agree upon, given reasonable exposure of the property to the marketplace, full information as to the potential uses of the property, and no undue compulsion to act. This concept is only true when the value being achieved is for a separate entity.”*

Market value is further defined as the most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, and acting in what they consider their best interests;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto;
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Exposure time:

Estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal. Comment: Exposure time is a retrospective opinion based on an analysis of past events assuming a competitive and open market.

The appraiser has developed an opinion of exposure time for the subject property. Following an analysis of market conditions and discussions with knowledgeable real estate professionals, the appraiser estimates the exposure time for the subject property to be      .

(The following definition of contributory value is found in WisDOT’s REPM (Subject 6.5.2.2) and shall be used if the subject property is determined to be limited or non-marketable. If the subject property is determined to be general marketable remove the definition of contributory value and see the definitions of market value and exposure time.)

Contributory value:

1. A type of value that reflects the amount a property or component of a property contributes to the value of the property as a whole. In the valuation of limited or non-marketable surplus property, the component of a property would be represented by the surplus property being valued.

1. The change in the value of a property as a whole, whether positive or negative, resulting from the addition or deletion of a property component. The reference to a change resulting from the addition of a property component is reflective of the before and after method of valuing surplus property utilizing a hypothetical condition wherebye the surplus property is combined with an adjacent parcel. The reference to a change resulting from the deletion of a property component is reflective of the before and after concept of partial acquisitions.

These definitions are applicable to the valuation of limited or non-marketable surplus property because they do not recognize the effects of market limitations, and they do not recognize the effort/costs associated with assembling the individual components of a property. This definition is from the REPM (Section 6.5.2).

Extraordinary assumptions:

Hypothetical conditions:

Jurisdictional exceptions:

(Appraiser may choose to replace the assumptions and limiting conditions; however, care should be taken to eliminate those portions that do not apply to the appraisal of surplus property.)

Assumptions and limiting conditions:

* The property description provided to the appraiser is assumed to be correct.
* The appraiser is not a surveyor. Any maps or illustrations provided are to familiarize the reader with the property. Property dimensions are approximate.
* No responsibility is assumed for matters of a legal nature affecting title to the property, nor is any opinion of title rendered. Property title is assumed to be good and merchantable unless otherwise stated.
* Information provided by others is assumed to be true, correct, and reliable. However, no responsibility for its accuracy is assumed by the appraiser.
* It is assumed that there are no hidden or unapparent conditions within the property, subsoil, or structures that would render the property more or less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
* The appraiser is not qualified to detect hazardous materials within the property. Hazardous materials including, but not limited to, asbestos, solvents, and other materials may affect the overall value of the property. The value conclusions in this report are predicated on the assumption that the property is clean. The appraiser reserves the right to amend this report if hazardous materials are discovered within the property. Buyers with concerns of hazardous materials should procure a report from a qualified consultant prior to purchase.
* Unless otherwise stated in the report, no environmental impact studies were either requested or made in conjunction with this report. The appraiser reserves the right to alter, amend, revise, or rescind any opinions of value based upon any subsequent environmental impact studies, research, or investigation.
* It is assumed that there is full compliance with applicable federal, state, and local environmental regulations and laws unless noncompliance is specified, defined and considered in this report.
* It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless non-conformity has been specified, defined, and considered in this report.
* The appraiser is not required to give testimony or appear in court because of having made this report unless previous arrangements or contractual obligations require the same.
* Possession of this report or a copy thereof does not carry with it the right of publication. It may not be used for any purpose by any person other than the intended user without the written consent of the appraiser, and in any event, only with properly written qualification and only in its entirety. Its use is restricted to consideration of its entire contents.
* Neither all nor any part of the contents of this report or a copy thereof shall be conveyed to the public through advertising, public relations, news, sales, or any other media without written consent and approval of the appraiser. Nor shall the appraiser, client, firm, license, or professional organization of which the appraiser is a member be identified without consent of the appraiser.
* The liability of the appraiser, employees, and subcontractors is limited to the client only. There is no accountability, obligation or liability to a third party. If this report is provided to anyone other than the client, the client shall make such party aware of all limiting conditions and assumptions of the assignment and related discussions. The appraiser is in no way responsible for any costs incurred to discover or correct any deficiencies of the property.
* Acceptance and/or use of this report constitutes acceptance of the foregoing assumptions and limiting conditions.

Description of subject area and neighborhood:

Description of subject property / property rights appraised:

Five (5) Year Sales history:

      (When did WisDOT acquire the surplus property? If the acquisition document was provided by the regional office, it should be used to determine the sales date and cited by the appraiser. If the acquisition document was not provided, the regional office should be consulted to determine the acquisition date. If WisDOT has owned the surplus property for less than five (5) years, appraiser must identify if there were any private transactions before the state’s acquisition. This information should be available from the regional office from the original acquisition file.)

Tax information:

      (If available.)

Current zoning:

      (Identify any assigned zoning designation along with the identity of the zoning authority and provide a brief description of permitted uses and minimum requirements. If the subject property does not have an assigned zoning designation, identify the most likely or adjacent zoning designation.)

Highest and best use:

Determination of the larger parcel:

      (If highest and best use of the surplus property is determined to be as assembled to an adjacent site, and the valuation methodology involves valuation of a site other than the surplus property alone, then the site to be valued should be identified at this point. If subject property is categorized as general marketable and surplus property is the larger parcel, this portion of the appraisal report can be eliminated.)

Approaches to value:

      (Describe the three approaches to value. Indicate the appropriateness of each approach and whether a particular approach will or will not be utilized. USPAP indicates that if an approach to value is not used, then the appraiser must provide a reason why it was not used; this is the area to do that.)

Sales comparison approach:

      (Describe the valuation methodology you will employ; for example, across the fence method (use REPM definition), a before and after analysis, or a simple direct comparable valuation.)

Comparable sales data summaries:

Analysis grid:

(Appraiser can chose to use the adjustment grid provided, with modifications as needed; appraiser can also choose to use their own grid.)

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| ADJUSTMENT GRID |
| Property | Subject | Sale #      | Sale #      | Sale #      |
| Sale price |       |       |       |       |
| Unit sales price per ac./sq. ft. |       |       |       |       |
| Sale date |       |       |       |       |
| Property rights |       |       |       |       |
| Financing terms |       |       |       |       |
| Conditions of sale |       |       |       |       |
| Time |       |       |       |       |
| Adjusted unit sale price |       |       |       |       |
| Location |       |       |       |       |
| Topography |       |       |       |       |
| Utilities |       |       |       |       |
| Access |       |       |       |       |
| Size/shape |       |       |       |       |
| Other (describe):       |       |       |       |       |
| Total adjustments |       |       |       |       |
| Indicated value of subject |       |       |       |       |

Explain adjustments:

Value estimate by sales comparison approach:

Cost approach:

      (If the cost approach is determined to be inappropriate then this section can be eliminated.)

Income approach:

      (If the income approach is determined to be inappropriate then this section can be eliminated. If the income approach is determined to be an appropriate appraisal approach for the surplus property, then an income approach should be utilized. This is a surplus property valuation and not an appraisal for eminent domain. There is no legal requirement to exclude the income approach, and, therefore, no jurisdiction exception exists.)

Reconciliation of value:

      (If only one approach to value is used then this section can be eliminated.)

Conclusion of value:

ADDENDUM:

(Remove any items on the following pages not needed for the intended use, or required. All items identified as “required must be provided.)

PHOTOGRAPHS (Required)

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| Aerial Photo (Required) |
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| Parcel Sketch or Plat Map (Required) |
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| Contour/Topographical Map |
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| Zoning Map (Required) |
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| Wetland Map |
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| Soil Map |
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| Floodplain Map (Required) |
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| Location Map (Required) |
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| Comparable Sales Map (Required) |
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Comparable Sales Data (Required)

(If the appraiser chooses to insert a brief description of the comparable sales used into the body of the report, photos of the comparable sales should be inserted here. Vacant land sales should include an aerial photograph with the property boundaries and local streets identified.)

(If the appraiser chooses to insert sales data sheets, these should be inserted here. Sales data provided, whether it is presented as a brief description in the body of the report, or on sales data sheets here in the addendum, must include, at minimum: location/address of comparable sale (including county), grantor; grantee; sales date; sales price; sale size; sales price per unit (ac./sq. ft.); zoning designation, any conditions of sale (is sale considered to be arms-length), financing, verification information; photo of property; and, proposed use of comparable sale.)

Subject Property Legal Description (If available)

Appraiser Qualifications (Required)