

## Grant Administrative Review Checklist for Land Transactions

**Project Name:** Click or tap here to enter text.

**Project #:** Click or tap here to enter text.

The purpose of the administrative review is to check for completeness of the appraisal report and check the accuracy of the math. The goal is to form an opinion of whether the report (not the analysis or conclusions) complies with DNR established administrative review standards.

*(This administrative review is considered to fall outside the scope of the Uniform Standards of Professional Appraisal Practice.)*

### Appraisal requirements:

- A signed current DNR Certification is included in the report.
- Appraiser certifies that appraisal is in conformity with USPAP.
- Appraiser certifies that appraisal is in conformity with current Minnesota DNR Supplemental Appraisal and Appraisal Review Guidelines.
- The assigned appraiser certifies to having physically inspected the property.
- The assigned appraiser certifies to have given the landowner an opportunity to go along on the inspection.
- The appraisal was completed by a Minnesota Certified General Licensed appraiser and has included his/her license number in report.
- The appraiser certifies he/she was provided a copy of the landowner disclosure form.
- The appraiser has not reported any environmental concerns or nuisances.
- The legal description of the property appraised matches the appraisal request.
- The property size appraised matches the request.
- The property interests appraised matches the appraisal request.
- The report is dated and the report states the effective date of the appraisal, which is within one year prior to the date of review or executed option on the property if a grant (attach option).
- The DNR is named as an intended user of the report.
- The report describes the scope of work used to develop the appraisal. This includes stating all assumptions, hypothetical conditions, and limiting conditions that affected the analyses, opinions, and conclusions.
- Larger Parcel Analysis.
- All hypothetical conditions or extraordinary assumptions have been pre-approved by the Appraisal Management Unit Supervisor.
- The report describes the real estate being appraised in sufficient detail, including physical, economic property characteristics, and the use of the real estate as of the date of value.
- The report describes the information analyzed, the appraisal procedures followed, and the reasoning that supports the analyses, opinions, and conclusions.
- The highest and best use analysis determines an economic highest and best use, which is in accordance with current legal restrictions on the land.
- The Sales Comparison Approach relies upon comparables that are both superior and inferior to the subject property.
- The mathematical calculations are correct (spot check).
- The appraiser has provided the written appraisal instructions received by the appraiser from the client/grantor/partner in the addendum of the report.

I have reviewed the attached appraisal and determined that it has fulfilled the Administrative Review requirements listed above. Further, I certify that I was not involved in the negotiation process for this acquisition.

The appraisal was prepared by: Click or tap here to enter text.

The appraisal has an effective date of: Click or tap here to enter text.

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap here to enter text.