**SCOPE OF WORK:** Choose an item

|  |  |
| --- | --- |
| Project No: [Project No.] | Project ID: [Project ID] |
| Designation: [Designation] | Parcel No(s).: [Parcel No.] |
|  |  |
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**SECTION A: GENERAL APPRAISAL SPECIFICATIONS**

1. Appraisals will be in conformance with applicable professionally accepted standards for appraisal reporting. Specifically, the appraiser will also comply with Chapter Three of the Montana Department of Transportation Right of Way Operations Manual, Montana State law and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) as they apply to this assignment.
2. The Intended Use of the appraisal report is to enter text. The Intended Users of the appraisal report are enter text.
3. Number of copies of appraisal report required to be signed and submitted electronically: One (1)
4. The definition of Market Value to be used for the appraisal report is defined in MCA 70-30-313 which states: *“Current fair market value is the price that would be agreed to by a willing and informed seller and buyer, taking into consideration, but not limited to, the following factors:*
   1. *The highest and best reasonably available use and its value for such use, provided current use may not be presumed to be the highest and best use;*
   2. *The machinery, equipment, and fixtures forming part of the real estate taken; and*
   3. *Any other relevant factors as to which evidence is offered.”*

Note that the definition of current fair market value does not include reporting an estimate of marketing and exposure time so this data should not be provided.

1. The Appraiser must make a detailed field evaluation of each subject parcel and comparable property. The Appraiser must make such evaluations and studies as are appropriate and necessary to enable the Appraiser to derive sound conclusions and to prepare the appraisal report(s) to be furnished for each parcel assigned.
2. The Effective Date of the appraisal report shall be the date the property was last inspected by the appraiser. The Date of the Report and Date of the Certification shall be the date the appraisal report was completed and transmitted to MDT.
3. When adjustments are made between comparable sales and the property appraised, the basis for the adjustments must be shown in sufficient detail to allow a reader/user, and/or a reviewer, to judge their validity and acceptability. To the greatest extent possible, adjustments must be supported by market conditions using quantitative techniques. Elements which cannot be supported with market data, but which would affect the valuation, must be identified and an explanation provided as to their relative impact on the valuation of the subject using qualitative techniques.
4. For the income and cost approaches, all cost and income values estimated must be supported by data and the sources identified. The methods used to determine capitalization rates, accrued depreciation, specific depreciation rates, source of cost information and specific cost details must be discussed with computations and comparisons shown.
5. The Appraiser must interpret and reconcile the estimates of value stating the reason why one or more of the conclusions reached are the best indications of current fair market value of the subject property. When more than one approach to value is used to indicate the value of the subject, a single final value estimate must be reached.
6. The use of hypothetical conditions and extraordinary assumptions may be used if necessary to produce credible results.
7. It is still the appraiser’s responsibility to comply with all applicable rules, regulations, and policies. The Scope-Of-Work report is not a check-off list. During the appraisal process, the appraiser may discover pertinent information not identified in the Scope-Of-Work. Some new information may conflict with the Scope-Of-Work. With supportable data, this is appropriate and encouraged. Compliance with the Scope-Of-Work does not guarantee automatic approval during the appraisal review process.

**SECTION B: SPECIFIC APPRAISAL SPECIFICATIONS**

1. This appraisal assignment is to be completed using the following format(s):

|  |  |
| --- | --- |
| Parcel No.: enter text | Type of Appraisal Format: enter text |

NOTE: If, after investigation, the Appraiser finds that the format established is not appropriate for addressing the valuation they may replace it with a more detailed format with a written amendment of this Scope of Work from the Appraisal Section. In any event the Appraiser is responsible for using an appropriate format so as to avoid a misleading appraisal report.

1. Specific instructions, comments, or flags for individual Parcel(s)

|  |  |
| --- | --- |
| Parcel No.: enter text | enter instructions, comments or flags |

***ELECTRONIC SIGNATURE CONSENT***

*By my signature/typewritten name, I declare under penalty of perjury and the laws of the State of Montana that the foregoing is true and correct and contains no willful falsifications or misrepresentations.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature (Typed Name)** |  | **Date** |  | **Place of Signature (City, State)** |
|  |  | Choose a date |  |  |