

Instructions for Drive By Appraisals For Single Family and Condominium

Single Family form type 2055

Condominium form type 1075

On page one under map reference please ensure that “Exterior” is in this box.

Exterior-Only Inspection Residential Appraisal Report				File #
The purpose of this summary appraisal report is to provide the lender/client with an accurate, and adequately supported, opinion of the market value of the subject property.				
Property Address	City	State	Zip Code	
Borrower	Owner of Public Record	County		
Legal Description				
Assessor's Parcel #	Tax Year	R.E. Taxes \$		
Neighborhood Name	Map Reference	Census Tract		
Occupant <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant	Special Assessments \$	<input type="checkbox"/> PUD	HOA \$	<input type="checkbox"/> per year <input type="checkbox"/> per month
Property Rights Appraised <input type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Other (describe)				
Assignment Type <input type="checkbox"/> Purchase Transaction <input type="checkbox"/> Refinance Transaction <input type="checkbox"/> Other (describe)				
Lender/Client	Address			
Is the subject property currently offered for sale or has it been offered for sale in the twelve months prior to the effective date of this appraisal? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Report data source(s) used, offering price(s), and date(s).				
<input type="checkbox"/> I did <input type="checkbox"/> did not analyze the contract for sale for the subject purchase transaction. Explain the results of the analysis of the contract for sale or why the analysis was not performed.				

The appraiser must include a revised Scope of Work, Limiting Conditions and Certification.

This must be copied and pasted into the form. A pdf copy is not acceptable attached to the form will not be accepted.

Required - Exhibits for exterior -only inspection appraisals.

1. a street map that shows the location of the subject property and of all comparable sales that the appraiser used;
2. clear, descriptive photographs (either in black and white or color) that show the front of the subject property, and that are appropriately identified (photographs must be originals that are produced either by photography or electronic imaging); and
3. any other data—as an attachment or addendum to the appraisal report form—that are necessary to provide an adequately supported opinion of market value.

Please take note of the form type. There are currently no specific drive by forms for Multi-Family properties, Coop's, or Manufactured homes. These drive by appraisals must be completed on their respective full appraisal forms.

Multi-Family must be completed as a drive by on the 1025 form

Coop's Must be completed on the 2095 form

Manufactured homes must be completed on the 1004C form.

Please note all parts of the report have to be completed.

A current MLS listing may be able to provide sufficient information to complete all sections of the report, but there may be instances where interviewing the borrower, seller, or agent to the transaction may be necessary to obtain the required information to produce a credible value opinion.

Make sure to disclose any information obtained from a non-traditional source. If the seller of the property was interviewed to determine information such as the room count, floor covering, etc. Please disclose who the information was provided by.

A sketch is not required, but if county records is the source for the GLA of the property and the county has a sketch, please include for reference purposes.

Please provide all photos of the subject you are able to obtain. If MLS provides photos of the subject please include all photos available in MLS. If another party such as the borrower, seller or agent provide photos for analysis please include them in the appraisal report. Please disclose in the appraisal where the photos were obtained.

If you have any additional questions please email resolutions@unitedstatesappraisals.com and we will contact you ASAP.