

Desktop Appraisal Instructions

On March 27, 2020 HUD released Mortgagee Letter 2020-05. This letter was in response to the current COVID-19 Pandemic. This Mortgagee letter outlines directions for appraiser to complete Drive by and Desktop appraisals. The form type will be the same as if a typical interior inspection was ordered.

The table below provides the appraisal report form that must be used to complete the desktop appraisal for each property type.

Appraisal forms Fannie Mae 2055 and Fannie Mae 1075 are **NOT** FHA approved forms. Therefore, these appraisal will have to be reported on the appropriate full forms.

Single Family – 1004

Condominium – 1073

Multi-Family – 1025

Manufactured – 1004C

The require protocols and exhibits for the Exterior Only option are:

Appraiser will observe the Property and Improvements from the street.

- **The Appraisal will be completed “AS IS” unless Minimum Property Requirements (MPR) related deficiencies are known.**
- The Appraiser may utilize extraordinary assumptions when necessary.
- No sketch or photographs are required.

On page one of the report under Map Reference you must put "Desktop" in this area.

| Uniform Residential Appraisal Report | | File # |
|--|------------------------|--|
| This summary appraisal report is to provide the lender/client with an accurate, and adequately supported, opinion of the market value of | | |
| City | | State |
| Owner of Public Record | | County |
| Tax Year | | R.E. Taxes \$ |
| Map Reference desktop | | Census Tract |
| Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant | Special Assessments \$ | <input type="checkbox"/> PUD HOA \$ <input type="checkbox"/> p |
| Unimproved <input type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Other (describe) | | |

A modified set of instructions, Scope of work, Statement of Assumptions and Limiting Conditions, and Certification has been provided by FHA that must be copied and pasted into the report. The modified instructions will be provided as a separate attachment. Please note that certification 10 has been removed. This allows for the appraiser to obtain and verify information from a party with an interest in the transaction.

The required protocols and exhibits under the Desktop-Only Option are:

- Appraiser will not physically observe the Property and Improvements.
- The Appraisal will be completed "AS IS" unless MPR related deficiencies are known.
- The Appraiser may utilize extraordinary assumptions when necessary.
- No sketch, interior photos, exterior photographs are required.
- No comparable viewing nor photos are required.

Manufactured home appraisals require specific and detailed information from the HUD Certification Label. The appraiser may request the owner or an individual that has access to the property provide a photo of the HUD Certification Label.

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.

Although FHA does not have a requirement for subject photos or comparable photos, if available please provide and not the sources such as websites, MLS listings, the borrower, seller, agent, etc.

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.

A current MLS listing may be able to provide sufficient information to complete all sections of the 1004, 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.

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