



Apple Appraisal, Inc.

## HUD Appraisal Requirements Checklist

- ❑ The intended use for all appraisals prepared for FHA is to support the underwriting requirements for an FHA-insured mortgage.
- ❑ Signature- For FHA appraisals, the only signature permitted is that of the Lender Selected FHA Roster Appraiser. Supervisory signatures are not permitted.
- ❑ Street Map- If substantial distance exists between the subject and comparable sales, additional legible maps should be submitted to show the location of the comparable sales.
- ❑ Sketch- Include patios, porches, garages, breezeways and other offsets. State “covered” or “uncovered” to indicate a roof or no roof (such as over a patio).
- ❑ Subject Photographs- Front and rear at opposite angles to show all sides of the dwelling
- ❑ Street Photo-Street scene photo to include a portion of the subject site.
- ❑ Comparable Photos- Use of MLS photos to exhibit comparable condition at the time of sale is acceptable; however, the appraiser must include their photos as well to document compliance.
- ❑ File Number- Insert the FHA Case Number at the top right corner of the page.
- ❑ Legal Description-Must be included’ “See Title Report” is not acceptable.
- ❑ Site Dimensions- List **all** dimensions of the site beginning with the frontage. If the shape of the site is irregular, show the boundary dimensions (85' X 150' X 195' X 250')
- ❑ Site View- Briefly describe the view from the property (None is not an acceptable response).
- ❑ Site Utilities- The appraiser shall indicate whether a public water or sewage disposal system is available to the site. If available, connection must be made to public or community water/sewage disposal system if connection costs are reasonable. The lender will determine whether connection is feasible.
- ❑ FEMA Special Flood Hazard Area- Attach a copy of the flood map panel for properties located within an identified flood hazard area.
- ❑ Roof Surface- The appraiser must note in the appraisal that he/she could not adequately observe the entire roof area (state which area(s) were unobservable).
- ❑ Pool- Above-ground pools are considered personal property and are not to be included in the value.
- ❑ Condition of the property- Describe needed repairs for property to meet FHA’s MPR or MPS.
- ❑ Comps Proximity to Subject- Enter proximity in straight-line distance and direction. For example, “1.5 miles NE” or “3 blocks south”.
- ❑ Comps Location- Enter the name of the subdivision or PUD. If none is applicable enter the neighborhood name that is commonly used to refer to the property’s location.
- ❑ Comps View- Describe the view from the site, i.e. similar homes, commercial area, water view, scenic view, etc. Such terms as “Average” or “Good” are only to be used as adjuncts, i.e. “Residential/Average”, “Water view/Good”.
- ❑ Comps Design- Enter the style according to a description used by local custom. Be consistent with improvement description.
- ❑ Comps Actual Age- Enter only the actual age of the subject and each comparable sale.
- ❑ Reconciliation, Indicated value by:- Enter the Indicated Value for each of the approaches to value developed. If the approach was not developed, enter “ND or “Not Dev” for not developed.
- ❑ Cost Approach Economic Life- Enter remaining economic life of improvements (required for all FHA appraisals).