***URA COMPLIANCE CHECKLIST #2: APPRAISAL OF REAL PROPERTY TO BE ACQUIRED***

***Community Development Block Grant - Disaster Recovery/Mitigation***

*This Compliance Checklist covers the Uniform Relocation Assistance (URA) and local regulatory requirements for Subrecipients conducting an appraisal report of real property to be acquired for a CDBG-DR/MIT Program-funded project. Subrecipients should complete one (1) of these checklists for each parcel of real property being acquired.*

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| **INFORMATION** |  | | |  | |  | | |  | | | | |  | |  | | | |  | |
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| Subrecipient Name/Entity Name | |  | |  | | Subrecipient Point of Contact | | |  | | | | |  | | Point of Contact Phone | | | |  | |
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| CDBG-DR/MITProgram Name | |  | |  | | Application ID | | |  | | | | |  | |  | | | |  | |
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| **PROPERTY INFORMATION** | | | | | | | | | | | | | | | | | | | | | |
| Address of Real Property to be Acquired, or Project site | |  | | | | |  | Property Registry Legal Description (*If available)* | | |  | |  | | | | | | | | |
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| CRIM Cadastral No.  *(If available)* | |  | | | | |  |  | | |  | |  | | | | | | | | |
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| **CHECKLIST COMPLETION INFORMATION** | | | | | | | | | | | | | | | | | | | | |
| Checklist Completed by *(name)* | |  |  | | Date Checklist Completed | | | | |  | | | | | | |  |  |  | | |
| QA/QC Reviewer | |  |  | | Date QA/QC Completed | | | | |  | | | | | | |  |  |  | | |
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| **INSTRUCTIONS** |
| An appraisal and review appraisal must be performed, and this checklist should be completed, for all voluntary and involuntary acquisitions of real property conducted by any PRDOH CDBG-DR/MIT Program Subrecipient. The review appraisal requirement does not apply to non-governmental organizations or other entities which lack eminent domain authority.  If a Subrecipient receives a real property donation, complete **URA Compliance Checklist #3—Donations of Real Property**. This Appraisal checklist must also be completed if the property donor/owner does not release the Subrecipient from its obligation to conduct an appraisal.  The Subrecipient must respond *Yes*, *No,* or *N/A* to each line item and provide the supporting documentation, if applicable, to demonstrate each checklist item has been completed. The completed checklist must be submitted for a Quality Assurance and Quality Control (**QA/QC**) review. The QA/QC reviewer must confirm that the Subrecipient has met all required checklist items and provided the corresponding documentation. Any additional comments on the review may be documented at the end of the checklist. This checklist is not intended to describe the physical components of the property that will be acquired or to determine the final value of the property. |

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| **Table A: APPRAISAL CHECKLIST** |  |  |  |  |  |  |
| **Description** | **Yes** | **No** | **N/A** | **Comments** | **QA/QC**  **Pass** | **QA/QC**  **Fail** |
| 1. The appraiser is certified and authorized to practice by *Junta Examinadora de Evaluadores de Bienes Raíces de Puerto Rico*. |  |  |  |  |  |  |
| 1. The Uniform Standards of Professional Appraisal Practice guide was used in the appraisal of the property. |  |  |  |  |  |  |
| 1. The appraiser does not have any interest in the property they appraised. |  |  |  |  |  |  |
| **APPRAISAL REPORT** | | | | | | |
| 1. The property owner accompanied or was allowed to accompany the appraiser during the inspection of the property. *(Not required for voluntary acquisitions)* |  |  |  |  |  |  |
| 1. The Appraisal Report includes the following information: |  |  |  |  |  |  |
| 1. Property address; |  |  |  |  |  |  |
| 1. Date of the appraisal report. (Report cannot be older than one (1) year at the time of acquisition.); |  |  |  |  |  |  |
| 1. Description of physical characteristics of the property (sketch of the property, location, dimensions of any improvements done to the property, structures if any, easements, land area, etc.); |  |  |  |  |  |  |
| 1. CRIM Cadastral Number (if available); |  |  |  |  |  |  |
| 1. Fair market value of the property; |  |  |  |  |  |  |
| 1. Photographs of the property; |  |  |  |  |  |  |
| 1. Three (3) or more comparable sales; |  |  |  |  |  |  |
| 1. Title Information; |  |  |  |  |  |  |
| 1. Zoning information; |  |  |  |  |  |  |
| 1. Measurement plans of the project (construction plans, engineering plans, etc.); |  |  |  |  |  |  |
| 1. Property Rights to be Acquired; |  |  |  |  |  |  |
| 1. Value Being Appraised; |  |  |  |  |  |  |
| 1. Minimum of five (5) years of sales history of the property; |  |  |  |  |  |  |
| 1. Analysis of the highest and best use of the property included; |  |  |  |  |  |  |
| 1. Certification of the Appraiser; |  |  |  |  |  |  |
| 1. Signature of the Appraiser. |  |  |  |  |  |  |
| 1. Property Registry certification of the property to be acquired is issued no more than six (6) months before the acquisition. |  |  |  |  |  |  |
| **REQUIREMENTS FOR AGENCIES ONLY** | | | | | | |
| 1. Certification from the *Centro de Recaudación de Ingresos Municipales* (**CRIM**) was issued no more than six (6) months before the acquisition. |  |  |  |  |  |  |
| 1. Official letter from the Agency authorizing the transaction, where applicable. |  |  |  |  |  |  |

| **Table B: APPRAISAL CHECKLIST REVIEW (entities with eminent domain authority only)** | | | | | | |
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| **Description** | **Yes** | **No** | **N/A** | **Comments** | **QA/QC**  **Pass** | **QA/QC**  **Fail** |
| 1. Is the Review Appraiser a different person than the one who conducted the original appraisal? |  |  |  |  |  |  |
| 1. Was the appraisal report sent to CRIM for evaluation because Subrecipient does not have a review appraiser? |  |  |  |  |  |  |
| 1. Has the Review Appraiser certified in writing their approval or denial of the original appraisal report? |  |  |  |  |  |  |
| 1. If the appraisal report was denied by the Review Appraiser or by CRIM, did the original appraiser and the Review Appraiser reconcile differences in valuation? |  |  |  |  |  |  |
| 1. (Municipalities only) If appraisal differences could not be reconciled, was a final decision made by the mayor per 21 L.P.R.A. § 7183 (a)(7)? |  |  |  |  |  |  |
| 1. Does the Subrecipient agree with the fair market value of the property approved in the reviewed Appraisal Report and will use this value as just compensation to be offered to the owner? |  |  |  |  |  |  |

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| **QA/QC Reviewer Notes** |
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