

**APPENDIX Q**  
**ABBREVIATED APPRAISAL GUIDELINES**

**To be used for Properties valued from \$0 to \$24,999.00**

---

- 1) Brief description of subject property that includes physical characteristics, present use, zoning, available utilities, deed restrictions, Property Rights appraised, and owner's name.
- 2) Description of Site that will include the larger ownership if the acquisition is a partial acquisition. If it is a partial acquisition, a Before and After appraisal valuation is required regardless if there is severance damage or not.
- 3) Legal description and plot plan of subject property.
- 4) A ten year history of sales of the subject property.
- 5) A definition of Market Value.
- 6) A determination and analysis of Highest and Best Use.
- 7) Two or three dated confirmed comparable sales with names of grantors and grantees that will be analyzed briefly by appraiser in writing.
- 8) A map showing subject location and the location of the comparable sales on the same map.
- 9) Original color photos of Subject property and comparable sales.
- 10) Certification statement that shows that the appraiser did inspect the subject property with owner's permission. In addition, the statement should show that the appraiser has no undisclosed interest in the appraised property.
- 11) Date of Appraisal and Value Estimate. (If applicable, a separate value for each tract.)
- 12) Qualifications of Appraiser.