

[INSERT COMPANY LETTERHEAD]

LETTER OF TRANSMITTAL

[INSERT DATE OF TRANSMITTAL]

Nancy P. Collins
Senior Assistant Director-Real Estate
Department of Public Works and Engineering

RE: Project: [INSERT PROJECT NAME]
Parcel(s): [INSERT PARCEL NUMBER(S)]
Drawing Number: [INSERT DRAWING NUMBER]
Opinion of Value (\$/SF): [INSERT OPINION OF VALUE]
Date of Value: [INSERT EFFECTIVE DATE OF VALUE]
Property Interest Appraised: [INSERT TYPE OF PROPERTY INTEREST APPRAISED]

(A partial sample is shown.) As requested, I have prepared an appraisal of the above-referenced parcel(s). The attached Summary Appraisal Report was prepared in compliance with minimum appraisal reporting requirements established in the Uniform Standards of Professional Appraisal Practice (USPAP), [INSERT CURRENT EDITION].

Following a thorough analysis of available pertinent data, allocation of appropriate unit values, and estimates of depreciated costs of improvements upon the sale parcel(s), it is my opinion the net gain [loss] to the City as a result of the project described herein, as of [INSERT EFFECTIVE DATE OF VALUE], is:

NET GAIN [LOSS] TO THE CITY: \$52,200

(Revise sample text as applicable.) The following appraisal report is subject to the attached definitions, data, discussion, analyses, certifications, assumptions, limiting conditions, extraordinary assumption(s), and hypothetical condition(s).

[INSERT APPRAISER NAME]

Date

State Certification: [INSERT CERTIFICATION NUMBER]

Expires: [INSERT MONTH, DAY, YEAR]

A SUMMARY APPRAISAL REPORT

OF

**PARCEL(S) [INSERT PARCEL NUMBER(S)]
[INSERT PROJECT NAME]**

BY

**[INSERT APPRAISER NAME]
STATE CERTIFICATION: [INSERT CERTIFICATION NUMBER]
EXPIRES: [INSERT MONTH, DAY, YEAR]**

FOR

**CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
PLANNING AND SERVICES DIVISION
REAL ESTATE BRANCH
611 WALKER, 19TH FLOOR
HOUSTON, TEXAS 77002**

AS OF

[INSERT EFFECTIVE DATE OF VALUE]

Parcel(s): [INSERT PARCEL NUMBER(S)]

CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
REAL ESTATE BRANCH – LAND DISPOSITION

REAL ESTATE APPRAISAL SUMMARY

Project Description: [INSERT AS PROVIDED]

Parcel(s): [INSERT PARCEL NUMBER(S)]

APPLICANT INFORMATION

Name:

Mailing Address:

SUMMARY OF VALUES

Sale Parcel(s)

<u>Parcel #</u>	<u>Interest Appraised</u>	<u>Size (SF)</u>	<u>x</u>	<u>Value (PSF)</u>	<u>x</u>	<u>% Fee Value</u>	<u>=</u>	<u>Total Value</u>
			x		x		=	
			x		x		=	
			x		x		=	
			x		x		=	
Plus, Depreciated Cost of Improvements								_____
Total Value of Sale Parcel(s)								=

Dedication Parcel(s) [DELETE ENTIRE CHART IF INAPPLICABLE]

<u>Parcel #</u>	<u>Interest Appraised</u>	<u>Size (SF)</u>	<u>x</u>	<u>Value (PSF)</u>	<u>x</u>	<u>% Fee Value</u>	<u>=</u>	<u>Total Value</u>
			x		x		=	
			x		x		=	
			x		x		=	
			x		x		=	
Total Value of Dedication Parcel(s)								=
Net Gain [Loss] to the City:								=

CERTIFICATION

I hereby certify that I have personally conducted a site visit of the subject property and that the statements made in the attached Summary Appraisal Report are true and correct to the best of my knowledge. I further certify that the opinions of value expressed herein were concluded after a thorough study of available pertinent data; and, that I have no interest, present or proposed, in the property appraised.

[INSERT APPRAISER NAME]

Date

Parcel(s): [INSERT PARCEL NUMBER(S)]

SUMMARY APPRAISAL REPORT

(A partial sample is shown.) This is a summary appraisal report designed to provide an opinion of market value for the subject sale and dedication parcel(s) and a depreciated cost of the improvements located upon the sale parcel(s). The report is prepared in compliance with minimum appraisal requirements established in the Uniform Standards of Professional Appraisal Practice (USPAP), [INSERT CURRENT EDITION]. My research, analyses, and conclusions are set forth as follows:

Project: [INSERT PROJECT NAME AND DESCRIPTION AS PROVIDED]

Client and Intended Users: *(A partial sample is shown.)* The client is the City of Houston. The intended users of this appraisal are the City of Houston and its representatives.

Intended Use: *(A partial sample is shown.)* The intended use of the appraisal is to provide an opinion of value of the subject parcels to assist the City of Houston and its representatives in decision-making pertaining to the above-referenced City of Houston project.

Type and Definition of Value: The type of value estimated within this appraisal report is market value.

Market Value is defined by the Financial Institutions Reform, Recovery and Enforcement Act of 1989, (FIRREA) as:

The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. buyer and seller are typically motivated;
2. both parties are well informed or well advised, and acting in what they consider their best interests;
3. a reasonable time is allowed for exposure in the open market;
4. payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto;
5. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Date of Report: The date of this report is [INSERT DATE].

Date of Site Visit: I conducted a subject site visit on [INSERT DATE].

Effective Date of Value: The effective date of value of this appraisal report is [INSERT DATE].

Appraisal Process: *(A partial sample is shown.)* The appraisal process is a systematic approach whereby the appraiser researches, collects, and analyzes data pertaining to the subject property in order to arrive at an opinion of value for the real property interest being appraised. In the appraisal process, a subject site visit and investigation of the subject market area are performed. The appraiser then researches and collects market data pertaining to the subject and sales of comparable properties. If the subject has applicable improvements, the data pertaining to those improvements is documented and analyzed. If the subject is an income-producing property, income and operating expense data is collected and analyzed for the subject and similar properties.

To value a subject property, three approaches are typically considered. These approaches to value consist of the Sales Comparison Approach, the Cost Approach, and the Income Approach. The Sales Comparison Approach may be used to value improved properties, vacant land, or land being considered

Parcel(s): [INSERT PARCEL NUMBER(S)]

as though vacant. The Cost Approach is typically considered applicable when usable and permanently affixed improvements exist. The Income Approach is considered applicable when the subject property is an income-producing property. Following analysis of the collected data, the appraiser reconciles the indicated values of each approach into a single opinion of value for the subject property.

Economic Unit vs. Non-economic Unit: *(A partial sample is shown.)*

Economic Unit is defined by The Dictionary of Real Estate Appraisal, [INSERT CURRENT EDITION, COPYRIGHT DATE, PAGE NUMBER], by the Appraisal Institute as:

A portion of a larger (parent) parcel, vacant or improved, that can be described and valued as a separate and independent parcel. Physical characteristics such as location, access, size, shape, existing improvements, and current use are considered when identifying an economic unit. The economic unit should reflect marketability characteristics similar to other properties in the market area. In appraisal, the identification of economic units is essential in highest and best use analysis of a property.

When a parcel is determined to be a non-economic unit (i.e., incapable of being self-sufficient), a common process of estimating its value is by utilizing the Across the Fence Method (hereinafter referred to as the ATF Method).

Across the Fence Method is defined by The Dictionary of Real Estate Appraisal, [INSERT CURRENT EDITION, COPYRIGHT DATE, PAGE NUMBER], by the Appraisal Institute as:

A land valuation method often used in the appraisal of corridors. The ATF Method is used to develop a value opinion based on comparison to abutting land.

Corridor is defined by The Dictionary of Real Estate Appraisal, [INSERT CURRENT EDITION, COPYRIGHT DATE, PAGE NUMBER], by the Appraisal Institute as:

A strip of land used for transportation or transmission purposes (e.g., rail, highway, power, information, slurries, liquids).

The ATF Method is effectively based upon the premise that the corridor land (e.g., street right-of-way, alley, utility easement) should be worth at least as much as the land through which it passes or is contiguous to (i.e., the parent tract). When applying this method, the comparable sales confirmed by the appraiser are compared to the parent tract, all of the measurable differences are considered with adjustments applied, and a fee simple unit value for the parent tract is determined. The unit value of the parent tract is then ascribed to the subject parcel's (non-economic unit) land area to arrive at an indication of market value for said parcel.

Property Rights Appraised: *(A partial sample is shown.)* The property rights appraised for the subject parcel are [fee simple estate and/or easement]. *(When the ATF Method is utilized to determine the per unit value of the subject parcel, the property rights of the parent tract are considered fee simple estate.)*

Fee Simple Estate is defined by The Dictionary of Real Estate Appraisal, [INSERT CURRENT EDITION, COPYRIGHT DATE, PAGE NUMBER], by the Appraisal Institute as:

Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.

Easement is defined in The Dictionary of Real Estate Appraisal, [INSERT CURRENT EDITION, COPYRIGHT DATE, PAGE NUMBER], by the Appraisal Institute as:

Parcel(s): [INSERT PARCEL NUMBER(S)]

The right to use another's land for a stated purpose.

If the subject parcel is a partial interest (e.g., utility easement, sanitary sewer easement), the total fee simple unit value of the parent tract is determined, a partial interest discount is calculated based upon remaining utility, and the appropriate percentage of fee simple unit value is applied to the partial interest to arrive at an opinion of value of the partial interest being appraised. To this value, the depreciated cost of any improvements upon the sale parcel(s) is added.

Partial Interest is defined by The Dictionary of Real Estate Appraisal, [INSERT CURRENT EDITION, COPYRIGHT DATE, PAGE NUMBER], by the Appraisal Institute as:

Divided or undivided rights in real estate that represent less than the whole (a fractional interest).

Partial Interest Discount is defined by The Dictionary of Real Estate Appraisal, [INSERT CURRENT EDITION, COPYRIGHT DATE, PAGE NUMBER], by the Appraisal Institute as:

A discount to the value of a full ownership interest in property often applicable to ownership of a partial interest resulting from the difficulty of selling a less than full interest, lack of control, or both.

Extraordinary Assumptions and/or Hypothetical Conditions:

Extraordinary Assumption is defined by the Uniform Standards of Professional Appraisal Practice, [INSERT CURRENT EDITION], by the Appraisal Foundation as:

An assumption, directly related to a specific assignment, as of the effective date of the assignment results, which, if found to be false, could alter the appraiser's opinions or conclusions.

Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal, or economic characteristics of the property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis.

This appraisal is performed based upon the following extraordinary assumption(s):

1. [IF APPLICABLE, INSERT EXTRAORDINARY ASSUMPTION]
2. [IF APPLICABLE, INSERT EXTRAORDINARY ASSUMPTION]

Hypothetical Condition is defined by the Uniform Standards of Professional Appraisal Practice, [INSERT CURRENT EDITION], by the Appraisal Foundation as:

A condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

Hypothetical conditions are contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis.

This appraisal is performed based upon the following hypothetical condition(s):

1. [IF APPLICABLE, INSERT HYPOTHETICAL CONDITION]
2. [IF APPLICABLE, INSERT HYPOTHETICAL CONDITION]

Scope of Work: *(Comply with the Scope of Work as required in USPAP. Identify the problem to be solved, determine and perform the scope of work necessary to develop credible assignment results, and disclose the scope of work in the report. Be sure to consider all comments in the USPAP Scope of*

Parcel(s): [INSERT PARCEL NUMBER(S)]

Work Rule.)

Market Area Analysis: *(A partial sample is shown.) (Present a concise subject market area analysis including the following: market area boundaries, location, predominate real estate land uses, stage of the life cycle, sales activities, build-up, notable development, economic trends, infrastructure, public facilities, and any other pertinent information affecting the subject market area).*

Market Area is defined by The Dictionary of Real Estate Appraisal, [INSERT CURRENT EDITION, COPYRIGHT DATE, PAGE NUMBER], by the Appraisal Institute as:

The area associated with a subject property that contains its direct competition.

My market area analysis focuses upon the four forces that influence value: social, economic, governmental, and environmental factors. These forces not only affect the market area, they directly influence the individual properties within it.

Reasonable Exposure Time: *(A partial sample is shown.)* The reasonable exposure period is a function of price, time, and use, not an isolated opinion of time alone. It is a retrospective opinion based on an analysis of past events assuming a competitive and open market.

Exposure Time is defined by the Uniform Standards of Professional Appraisal Practice, [INSERT CURRENT EDITION], by the Appraisal Foundation as:

Estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.

It is my opinion based on the statistical information about days on the market [and/or] information gathered through sales verification [and/or] interviews of market participants that the Reasonable Exposure Time for the subject property at the value concluded herein is [12-24] months.

Sale Parcel: *(A partial sample is shown.) (If the sale parcel is an economic unit unto itself and/or the Across the Fence Method is not applied, revise this partial sample as needed.)* The sale parcel is not an independent, economic unit and it will be valued by applying the Across the Fence Method. The sale parcel is a [street right-of-way easement] that contains approximately [4,500 square feet] of land located [INSERT DESCRIPTION OF THE SALE PARCEL'S LOCATION WITHIN OR ADJACENT TO THE PARENT TRACT]. Please refer to the attached drawing and aerial image in the addenda for visual depictions of the sale parcel's location. The sale parcel is legally described as follows: [INSERT A BRIEF LEGAL DESCRIPTION OF THE SALE PARCEL BASED UPON THE FIELD NOTES PROVIDED].

Parent Tract: *(A partial sample is shown.) (This paragraph is only required if the Across the Fence Method is applied.)* The parent tract is a tract of land that consists of [18,000 square feet]. It is located on the [northern line of Main Street] approximately [1,090 linear feet east of Easy Street]. The subject parent tract's physical address is [1234 Main Street, Houston, Texas 77002]. Please refer to the attached location map and aerial image in the addenda for visual depictions of the parent tract's location. The parent tract is legally described as follows: [INSERT LEGAL DESCRIPTION OF THE PARENT TRACT].

Site Data: *(A partial sample is shown.) (If the sale parcel is an economic unit unto itself, report site data applicable to the sale parcel. If the sale parcel is not an economic unit unto itself, report site data applicable to the parent tract.)* An analysis of the subject's site is particularly important in estimating its highest and best use, and for separate valuation from the improvements. Information pertaining to the subject is based upon [HCAD, aerial imagery, drawings, deeds, etc.], and a site visit. I [was/was not]

Parcel(s): [INSERT PARCEL NUMBER(S)]

provided with a metes and bounds description of the subject parcel. The following is a discussion of those site characteristics considered most important:

Site Access: *(A partial sample is shown.)* The subject is located [four] miles [INSERT DIRECTION] from the City of Houston Central Business District (CBD). It may be accessed from the City of Houston CBD by traveling [INSERT DIRECTIONS TO THE SUBJECT]. Street access to the site is from [INSERT STREETS OR ROADS FROM WHICH THE SUBJECT MIGHT BE ACCESSED].

Physical Characteristics: *(A partial sample is shown.)* Since the parent tract improvements are not directly impacted by the proposed project, the subject will be appraised as effectively vacant land. The subject is [an 18,000-square-foot] tract of land [improved with a single-family residence]. It is generally [rectangular] in shape and its topography is [typically level with a slight slope to the street for drainage]. Soil conditions appear to be able to support [typical] development. Its frontage consists of [90 front feet] along [INSERT STREET NAME] and extends to a depth of [200 feet]. *(Include any other pertinent information about the subject.)*

Zoning/Restrictions: *(A partial sample is shown.)* The subject is located within the City of Houston, which does not subscribe to zoning as a form of land use control. Development of the subject [is/is not] controlled through deed restrictions.

NOTE: It is the appraiser's responsibility to investigate and address the issue of deed restrictions to the best of his/her ability. This issue is critical to the determination of the highest and best use(s) of the sale parcel and/or parent tract.

Utilities: *{Identify the utilities available to the subject site; the source of these utilities (City of Houston, company name, well, septic system, etc.) and utility capacity as it relates to the subject's development potential. Be sure to consider utility availability and capacity for the analysis of its highest and best use and marketability.}*

Off-Site Improvements: [INSERT A CLEAR DESCRIPTION OF THE STREET IMPROVEMENTS ADJACENT TO THE SUBJECT] *(Include the following: type of pavement, curbs, gutters, open/covered drainage, street lighting, etc., and comments about their condition and contribution to the marketability of the subject.)*

Easements and Encumbrances: *(A partial sample is shown.)* The subject contains typical easements for the market area. There [are/are not] any easements that would adversely affect the use of the property. [INSERT A DESCRIPTION OF EXISTING EASEMENTS AND/OR ENCUMBRANCES AND DISCUSS HOW THEY IMPACT THE SUBJECT] There are no known restrictions, encumbrances, leases, reservations, covenants, contracts, declarations, special assessments, ordinances, or other items of similar nature affecting the subject's value, use, or marketability.

Flood Zone: *(A partial sample is shown.)* The Federal Emergency Management Agency (FEMA) publishes flood insurance rate maps for the Houston/Harris County area. According to FEMA Map Number [INSERT FEMA MAP NUMBER], dated [INSERT DATE], the subject is located in an area designated Zone [INSERT FLOOD DESIGNATION]. Areas so designated [are/are not] situated within a flood hazard area. *(If the subject is located within or in close proximity to a designated flood hazard area, describe the type of flood hazard (100-year, 500-year, floodway) and the subject's proximity to or location within said flood hazard area. Be sure to provide an analysis of the flood zone and discuss its effect upon the marketability of the subject.)*

Environmental Statement: *(A partial sample is shown.)* I am not qualified to detect the presence of environmental hazards. The services of an expert in this field should be retained if there is any

Parcel(s): [INSERT PARCEL NUMBER(S)]

question as to the existence of hazardous materials or environmental problems. The opinion of value stated in this appraisal is based upon the assumption that the subject is unaffected by environmental issues or hazardous materials. *(If the appraiser sees evidence or suspects the existence of hazardous materials or toxic contamination, this fact should be noted in the appraisal report and the City of Houston should be notified.)*

Subject Sale Parcel Improvements: *(A partial sample is shown.)* Since only the improvements upon the sale parcel are directly impacted by the project, the parent tract improvements do not require valuation. The improvements located upon the sale parcel are as follows: **[4,410 square feet of concrete paving and 180 linear feet of concrete curbing]**. **[The concrete paving is in average condition and is located along the northern and southern boundaries of Parcel SY12-025. The concrete curbing is in average condition and consists of the entirety of Parcel SY12-025 except for the curbing along the northern and southern boundaries]**. *(If improvements are located upon the sale parcel, it is important that a detailed description of these improvements be included in the report. This description should include type, condition, and location of the improvements.)*

Current Use: *(A partial sample is shown.)* **[INSERT THE USE OF THE SUBJECT PROPERTY AS OF THE EFFECTIVE DATE OF VALUE]** The subject parent tract's current use is **[an improved residential lot]**. Since the residence will not be directly impacted by the proposed project, the subject will be appraised as effectively vacant land.

Adjacent Land Use: *(A partial sample is shown.)* **[INSERT DESCRIPTION OF LAND USES ADJACENT TO THE SUBJECT IN THE FOLLOWING TABLE]** *(Clearly describe the adjacent land uses and their impact upon the subject.)*

Location of Adjacent Tracts from the Parent Tract	Land Uses of Adjacent Tracts
North	[INSERT ADJACENT LAND USE]
South	[INSERT ADJACENT LAND USE]
East	[INSERT ADJACENT LAND USE]
West	[INSERT ADJACENT LAND USE]

(A partial sample is shown.) The land uses adjacent to the subject do not adversely impact the subject's marketability or value.

Property History: *(Analyze and report all agreements of sale, options, or listings of the subject property current as of the effective date of the appraisal. Analyze and report all sales of the subject property that occurred within five years prior to the effective date of the appraisal. If this information is unavailable or incomplete, make a statement to that effect in this section of this report.)* **[INSERT PROPERTY HISTORY DISCUSSION OF SUBJECT SALE PARCEL AND PARENT TRACT]**

Property Tax Information: *(A partial sample is shown.) (Provide a minimum three-year history of property tax rates for the subject.)* The subject falls under the taxing jurisdictions of **[INSERT LIST OF TAXING JURISDICTIONS WITH AUTHORITY OVER THE SUBJECT]** *(Provide the subject's assessed value or, if unavailable, use adjacent properties to estimate the subject's assessed value. Identify the subject's HCAD Account Number(s), when available.)* A three-year history of property tax rates for the subject is provided below:

Tax Year	Tax Rate
2012	[INSERT TAX RATE]
2011	[INSERT TAX RATE]
2010	[INSERT TAX RATE]

The Harris County Appraisal District (HCAD) assessment is based upon the parent tract as improved with a 1,393 square-foot single-family residence. HCAD's assessed value is \$379,278 for 2012. Based upon

Parcel(s): [INSERT PARCEL NUMBER(S)]

the 2012 assessed value (with improvements) and the 2012 tax rate for the parent tract, the tax liability is estimated as follows:

$$\$379,278 \times 2.529233 / \$100 \text{ Assessed Value} = \$9,592.82 \text{ Tax Liability}$$

(Provide an analysis of the impact that the subject's tax rates, assessed value, and tax liability have on the marketability and value of the subject and comment if they are typical of the subject market area.)

The tax liability for the parent tract (as vacant) would be lower since the lot is currently improved with a single-family residence. The subject's tax rates, assessed value, and tax liability appear to be typical of the subject market area and do not appear to have a detrimental effect on the subject's marketability or value.

Highest and Best Use: *(A partial sample is shown.)*

Highest and Best Use is defined by The Dictionary of Real Estate Appraisal, [INSERT CURRENT EDITION, COPYRIGHT DATE, PAGE NUMBER], by the Appraisal Institute as:

The reasonably probable and legal use of vacant land or an improved property that is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity.

The four criteria are generally considered sequentially. The tests of physical possibility and legal permissibility can be applied in either order, but they both must be applied before the tests of financial feasibility and maximum productivity.

Legally Permissible Use: *(A partial sample is shown.) (If the ATF Method is being utilized, a discussion of both the parent tract's and sale parcel's legally permissible uses should be included.)* The parent tract's development [is not] restricted by deed and its current improvements consist of [a single-family residence]. *(If deed-restricted, describe the uses permitted.) (If improved, identify the type of improvements and whether they comply with current deed restrictions.)* Since the City of Houston does not utilize zoning as a form of land use control and development of the parent tract [is not] restricted by deed, virtually any use is legally permissible. The sale parcel's legally permissible use is in conjunction with the parent tract. *(Include any other pertinent discussion.)*

Physically Possible Use: *(A partial sample is shown.) (If the ATF Method is being utilized, a discussion of both the parent tract's and sale parcel's physically possible uses should be included.)* The parent tract contains [18,000 square feet] of land and is [rectangular] in shape. Its size and shape are adequate for a wide range of possible uses. The sale parcel is a tract containing [4,500 square feet] of land and a maximum width of [50 feet]. The sale parcel's physically possible use is in conjunction with the parent tract.

A tract's topography and subsoil conditions are also important considerations in determining its possible uses. If a site's topography or subsoil conditions make utilization restrictive and costly, the site's potential future use is adversely affected. As mentioned previously in the Site Data section of this report, the topography of the subject is [generally level with a slight slope to the street]. Drainage appeared [adequate] at the time of the site visit. There are no readily apparent soil or subsoil conditions that would adversely affect development, as evidenced by the improvements on the adjacent property. The property [is not] believed to be located within a designated flood hazard area. *(Include any other pertinent discussion.)*

The possible uses of a tract are also dependent upon the availability and capacity of utilities. A description of those utilities available to the site and the utility capacity are presented in the Site Data section of this report.

[INSERT A DISCUSSION OF POSSIBLE USES GIVEN THE UTILITIES AVAILABLE TO THE SUBJECT SITE]

Financially Feasible Use: *(If the ATF Method is being utilized, a discussion of both the parent tract's and sale parcel's financially feasible uses should be included.) (This section of the report should briefly address development in the subject vicinity and current trends in the real estate market, including: new development, rental/lease rates, occupancy, etc., if applicable. Identify those uses that are considered financially feasible, given the subject's physical characteristics, legal constraints, and current market conditions.) (Include any other pertinent discussion.)* From a financial standpoint, any use that would produce a positive rate of return is regarded as feasible. This would include factors that determine the legally permissible and physically possible uses. A financially feasible use for the site is **[INSERT FINANCIALLY FEASIBLE USE]**. The financially feasible use of the sale parcel is limited to use in conjunction with the parent tract.

Maximally Productive Use: *(If the ATF Method is being used, a discussion of both the parent tract's and sale parcel's maximally productive uses should be included.) (Describe and provide support for a conclusion as to that use among the financially feasible uses that could be expected to be the maximally productive use of the subject site.) (Include any other pertinent discussion.)* The maximally productive use of the parent tract is **[INSERT MAXIMALLY PRODUCTIVE USE]**. The maximally productive use of the sale parcel is limited to use in conjunction with the parent tract.

Highest and Best Use - Land Only: *(A partial sample is shown.)* After consideration of the legally permissible, physically possible, financially feasible, and maximally productive uses, it is my opinion that the highest and best use (land only) of the subject is **[INSERT THE HIGHEST AND BEST USE CONCLUSION FOR THE SALE PARCEL, AND, IF THE ATF METHOD IS BEING USED, INSERT THE HIGHEST AND BEST USE CONCLUSION FOR THE PARENT TRACT]** The highest and best use (land only) of the sale parcel is limited to use in conjunction with the parent tract.

Highest and Best Use - As Improved: *(A partial sample is shown.)* The subject property is appraised as effectively vacant land; thus, the highest and best use - as improved is not applicable in this instance. **[IF APPLICABLE, INSERT THE HIGHEST AND BEST USE – AS IMPROVED CONCLUSION FOR THE SALE PARCEL, AND, IF THE ATF METHOD IS BEING USED, INSERT THE HIGHEST AND BEST USE – AS IMPROVED CONCLUSION FOR THE PARENT TRACT]**

Income Approach: *(A partial sample is shown.)* The Income Approach is predicated on the assumption that there is a direct relationship between the amount of income a property is capable of earning and its value. Since the subject is an effectively vacant tract of land that produces no income, the Income Approach is not considered applicable for this appraisal.

Note: If applicable, include a **Value Conclusion via the Income Approach** section wherein you state the value conclusion derived via this approach and provide rationale for said value conclusion.

Cost Approach: *(A partial sample is shown.)* The Cost Approach is based upon the understanding that market participants relate value to cost. It is typically applicable in the valuation of properties featuring physical improvements which contribute substantially to the overall value of the property under appraisal. The subject is an effectively vacant tract of land with no buildings constructed thereon; therefore, the Cost Approach is not considered applicable for this appraisal. *(A limited version of the Cost Approach may be used, if applicable. Provide a detailed description of the improvements, calculations for the depreciated cost of the improvements upon the sale parcel(s), and sources of the cost estimates, e.g., Marshall Valuation Service, private contractors.)*

Note: If applicable, include a **Value Conclusion via the Cost Approach** section wherein you state the value conclusion derived via this approach and provide rationale for said value conclusion.

Parcel(s): [INSERT PARCEL NUMBER(S)]

Sales Comparison Approach - Land Only: (*A partial sample is shown.*) The primary principle upon which the Sales Comparison Approach is based is the principle of substitution. This principle recognizes that the value of the subject property is set by the price that would be paid for a substitute property of equal desirability. It assumes rational and prudent behavior by participants in the market, with no extraordinary costs due to the amount of time the property is listed for sale on the market. The activity in the market directly affects the principle of substitution. The quality and quantity of the comparable sales used in the Sales Comparison Approach must be analyzed for credible results.

Sales Comparison Approach is defined by The Dictionary of Real Estate Appraisal, [INSERT CURRENT EDITION, COPYRIGHT DATE, PAGE NUMBER], by the Appraisal Institute as:

The process of deriving a value indication for the subject property by comparing market information for similar properties with the property being appraised, identifying the appropriate units of comparison and making qualitative comparisons with or quantitative adjustments to the sale prices (or unit prices, as appropriate) of the comparable properties based on relevant, market-derived elements of comparison.

The Sales Comparison Approach may be used to value improved properties, vacant land, or land being considered as though vacant. It is the most common and preferred method of land valuation when an adequate supply of comparable sales is available.

The Sales Comparison Approach utilizes sales of properties similar to the subject as the basis for an indication of market value. Direct comparison is made between each sale and the subject on an item-by-item basis. Adjustments are made to the sale price of the comparable property to arrive at an indication of what it would have sold for had it been essentially the same as the subject property. These adjusted prices are then reconciled into an indication of value for the subject property.

SALES SUMMARY				
Sale No.	Property Location	Sale Date	Size (SF)	Price (PSF)
1		XX/XX/XXXX	XX,XXX	\$X.XX
2		XX/XX/XXXX	XX,XXX	\$X.XX
3		XX/XX/XXXX	XX,XXX	\$X.XX
4		XX/XX/XXXX	XX,XXX	\$X.XX
5		XX/XX/XXXX	XX,XXX	\$X.XX

Sales Analysis: *(A partial sample is shown.)* The sales summarized above represent the best available sales to compare to the subject property as of the effective date of this appraisal. The comparable sales used have similar highest and best uses, transactional elements, and property elements relative to the subject property. The Comparable Sale Summary Data Sheets in the attached addenda provide more specific details of each comparable sale used.

Elements of comparison are the characteristics of properties and transactions that help explain the variances in the prices paid for real property. The elements of comparison considered most pertinent to the valuation of the subject property are presented in the Sales Adjustment Grid below and discussed in the following analysis. The Sales Adjustment Grid illustrates the adjustments applied and indicates the final adjusted sale price for each sale based upon these elements.

(Quantitative adjustments are required in the Sales Adjustment Grid.)

SALES ADJUSTMENT GRID					
	Sale 1	Sale 2	Sale 3	Sale 4	Sale 5
Sale Price (PSF)	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
TRANSACTIONAL ELEMENTS					
Financing Terms	0%	0%	0%	0%	0%
Adjusted Price	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
Conditions of Sale	0%	0%	0%	0%	0%
Adjusted Price	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
Market Conditions	0%	0%	0%	0%	0%
Adjusted Price	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
PROPERTY ELEMENTS					
Location	0%	0%	0%	0%	0%
Property Size	0%	0%	0%	0%	0%
Shape/Configuration	0%	0%	0%	0%	0%
Corner/Multi-street Influence	0%	0%	0%	0%	0%
Flood Zone	0%	0%	0%	0%	0%
Utilities	0%	0%	0%	0%	0%
Adverse Easements	0%	0%	0%	0%	0%
Zoning/Restrictions	0%	0%	0%	0%	0%
Other Property Elements	0%	0%	0%	0%	0%
Net Property Elements Adjustment	0%	0%	0%	0%	0%
Final Adjusted Sale Price	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX

Parcel(s): [INSERT PARCEL NUMBER(S)]

Sequence of Adjustments: The sequence in which adjustments are applied to the comparable sales is determined by the market data and the appraiser's analysis of that data. Transactional adjustments are typically applied in the following sequence: 1) Real property rights conveyed; 2) Financing terms; 3) Conditions of sale; 4) Expenditures made immediately after purchase; 5) Market conditions. Transactional adjustments are considered to be cumulative adjustments whereby each consecutive adjustment made results in a new adjusted sale price for the comparable sale. *(For streamlining purposes, Real Property Rights Conveyed and Expenditures Made Immediately After Purchase are not displayed in the Sales Adjustment Grid. If adjustments for these elements are warranted, please insert the appropriate data into the Sales Adjustment Grid.)*

Unlike transactional adjustments, property adjustments do not have to be applied in a specific sequence and each one does not result in a new adjusted sale price for the comparable sale. Each property element is considered on its own merit; however, the final adjusted sale price for a comparable sale is determined by netting out the positive and negative percentage adjustments for the property elements in order to render a single additional percentage adjustment (i.e., Net Property Elements Adjustment) to be applied to the Market Conditions adjusted sale price. Per The Appraisal of Real Estate, [INSERT CURRENT EDITION, COPYRIGHT DATE, PAGE NUMBER], by the Appraisal Institute, typical property adjustments include the following: Location, Physical characteristics, Economic characteristics, Use/zoning, and Non-realty components of value. *(For streamlining purposes, the most common property elements are displayed in the Sales Adjustment Grid. If adjustments for other property elements are warranted, please insert the appropriate data into the Sales Adjustment Grid.)*

Explanation of Adjustments: *(A partial sample is shown.)* Each comparable sale was directly compared to the subject property on an item-by-item basis. When a dissimilar transactional or property element was noted for the comparable sale relative to the subject, an adjustment was made to the sale price of the comparable, if warranted. Descriptions of each element of comparison and explanations for the adjustments applied are discussed below. *(Give detailed explanations of what, why, how much, and the method used to determine the adjustment amount for ALL adjustments applied. Adjustments over 10% must be supported by the market and the basis for quantifying said adjustments explained in detail.)*

Financing Terms: *(A partial sample is shown.)* The transaction price of one property may differ from that of an identical property due to different financing arrangements. The definition of market value herein recognizes cash equivalent terms, provided that the calculation of these terms reflects the market. When atypical financing terms exist for a comparable sale, an appropriate adjustment (supported by market evidence) should be made to the comparable sale to reflect the cash equivalent price in terms of U.S. dollars that the seller actually or effectively received. [INSERT A FULL DISCUSSION OF THE ADJUSTMENTS APPLIED] *(Include calculations and market support for the adjustments applied.)*

Note: If you adjust a comparable sale for financing terms and start with a cash equivalent sale price in the Sales Adjustment Grid, please explain herein.

Conditions of Sale: *(A partial sample is shown.)* The definition of market value herein requires typical motivations of buyers and sellers where there is no duress on either party to consummate the sale. An adjustment for conditions of sale usually reflects the motivation of either a buyer or a seller who is under duress to complete the transaction. When non-market sale conditions exist for a comparable sale due to atypical motivations of buyers and/or sellers, the sale is not considered to be an arm's-length transaction and an appropriate adjustment (supported by market evidence) should be made to the comparable sale. [INSERT A FULL DISCUSSION OF THE ADJUSTMENTS APPLIED] *(Include calculations and market support for the adjustments applied.)*

Market Conditions: *(A partial sample is shown.)* This element considers the effects of changing market conditions that may have resulted in appreciation or depreciation in market value since the date

Parcel(s): [INSERT PARCEL NUMBER(S)]

the comparable sale closed. The most comparable sales analyzed in this report occurred between [MONTH, DAY, YEAR] and [MONTH, DAY, YEAR]. The effective date of the opinion of value in this appraisal report is [Month, Day, Year]. [INSERT A FULL DISCUSSION OF THE ADJUSTMENTS APPLIED] *(Include calculations and market support for the adjustments applied.)*

Location: *(A partial sample is shown.)* Location is a key element considered by purchasers of real estate. In the subject market area, commercial tracts located on major thoroughfares typically command higher prices than properties located on secondary commercial thoroughfares. [INSERT A FULL DISCUSSION OF THE ADJUSTMENTS APPLIED] *(Include calculations and market support for the adjustments applied.)*

Property Size: *(A partial sample is shown.)* In the subject market area, larger tracts of land typically sell at lower per unit prices than otherwise similar smaller tracts. This is attributed to the economic principle of supply and demand. Larger tracts require a larger capital investment, which restricts the number of market participants with the financial ability to invest in such tracts and the market demand. [INSERT A FULL DISCUSSION OF THE ADJUSTMENTS APPLIED] *(Include calculations and market support for the adjustments applied.)*

Shape/Configuration: *(A partial sample is shown.) (Describe the shape/configuration of the subject with respect to development potential).* The subject is [a rectangular-shaped] tract of land. [INSERT A FULL DISCUSSION OF THE ADJUSTMENTS APPLIED] *(Include calculations and market support for the adjustments applied.)*

Corner/Multi-street Influence: *(A partial sample is shown.)* Corner lots and lots featuring frontage and access from more than one street generally sell at higher unit values than otherwise equal interior lots. This is usually attributed to increased traffic exposure and improved ingress/egress characteristics typically available to such properties. [INSERT A FULL DISCUSSION OF THE ADJUSTMENTS APPLIED] *(Include calculations and market support for the adjustments applied.)*

Flood Zone: *(A partial sample is shown.)* In the subject market area, tracts located in the flood plain and/or floodway typically sell for lower per unit prices than otherwise similar tracts not so affected. This is attributed to the increased development costs and restrictions often associated with such properties. Another element affecting the market price of tracts located in the flood plain is the stigma associated with these properties. [INSERT A FULL DISCUSSION OF THE ADJUSTMENTS APPLIED] *(Include calculations and market support for the adjustments applied.)*

Utilities: *(A partial sample is shown.)* In the subject market area, tracts with access to public utilities and/or those with utilities connected to the site typically sell at higher prices than tracts without such utilities. [INSERT A FULL DISCUSSION OF THE ADJUSTMENTS APPLIED] *(Include calculations and market support for the adjustments applied.)*

Adverse Easements: *(A partial sample is shown.)* There [are/are not] adverse easements that affect the subject. [INSERT A FULL DISCUSSION OF THE ADJUSTMENTS APPLIED] *(Include calculations and market support for the adjustments applied.)*

Zoning/Restrictions: Land use restrictions can impact a property's use, marketability, and value by limiting its potential uses. [INSERT A FULL DISCUSSION OF THE ADJUSTMENTS APPLIED] *(Include calculations and market support for the adjustments applied.)*

Other Property Elements: *(A partial sample is shown.)* Other property elements that might have an effect on the market value of real estate include: drainage, road frontage, and topography [INSERT ANY OTHER APPLICABLE PHYSICAL FACTORS]. [INSERT A FULL DISCUSSION OF THE ADJUSTMENTS APPLIED] *(Include calculations and market support for the adjustments applied.)*

Parcel(s): [INSERT PARCEL NUMBER(S)]

Value Conclusion via the Sales Comparison Approach: *(A partial sample is shown.)* Following the application of adjustments to the comparable sales on an item-by-item basis, the preceding Sales Adjustment Grid reflects an adjusted sale price range of **[\$9.25 to \$11.00 per square foot]**. After a careful analysis of all of the comparable sales and applicable adjustments, it is my opinion that adjusted Comparables 1, 3, and 5 are the best indicators of value due to **[INSERT RATIONALE WHY SPECIFIC COMPARABLE SALES ARE THE BEST INDICATORS OF VALUE]**. Based upon the adjusted sale prices of the comparable sales, the indicated value of the subject (land only) via the Sales Comparison Approach is **[\$10.00 per square foot]**.

Reconciliation of Value: *(A partial sample is shown.)* As noted in the above analysis, the Income Approach was not considered applicable in this appraisal. The Cost Approach was not considered applicable for valuing the subject; however, a limited version of the Cost Approach was used to determine the depreciated cost of site improvements upon the sale parcel. This cost estimate is reported in the following paragraph. The Sales Comparison Approach was utilized to formulate the opinion of market value of the subject since it is believed to result in the most reliable indication of value for the real property interests appraised. Based upon the preceding analysis, my opinion of the fee simple interest in the parent tract (land only), as of **[INSERT EFFECTIVE DATE]**, is **[\$10.00 per square foot]**. *(If using the ATF Method:)* Utilizing the Across the Fence Method, this value conclusion, and the subject parcel's square footage, the fee simple market value of the subject parcel (Parcel SY12-025) is calculated as follows:

4,500 square feet @ \$10.00 per square foot @ 100% (of fee value) = \$45,000

Depreciated Cost of Sale Parcel Improvements: *(A partial sample is shown.)* A limited version of the Cost Approach was used to determine the depreciated cost of site improvements upon the sale parcel. The only improvement cost estimates in this report are those described in the Subject Sale Parcel Improvements section of this report. These improvements consist of **[INSERT A FULL DESCRIPTION OF THE IMPROVEMENTS UPON THE SALE PARCEL]**.

The depreciated cost of improvements constructed upon the subject sale parcel(s) is calculated as follows: *{Provide detailed calculations for the depreciated cost of improvements upon the sale parcel(s), e.g., concrete pavement, curbs, gutters. Also, provide the source of the unit values used in calculating the cost new of the improvements and the basis for estimating applicable depreciation, e.g., Marshall Valuation Service (include page, section, and class) or private contractor (include business name, person contacted, and telephone number). Address the physical, functional, and economic aspects of depreciation as they apply to the design, age, condition, and location of the improvements.}*

(Sample Calculations for the Depreciated Cost of Sale Parcel Improvements are shown.)

Concrete Pavement:

4,410 square feet @ \$6.00/LF =	\$26,460
Less Depreciation @ 50%	<u>\$13,230</u>
Depreciated Cost:	\$13,230

Concrete Curbing:

180 linear feet @ \$8.00/SF =	\$1,440
Less Depreciation @ 50%	<u>\$720</u>
Depreciated Cost:	\$720

Total Depreciated Cost of Sale Parcel Improvements: \$13,950

Parcel(s): [INSERT PARCEL NUMBER(S)]

Total Value of Subject Parcel SY12-025:

4,500 SF @ \$10.00 PSF @ 100% =	\$45,000
Total Depreciated Cost of Improvements:	<u>\$13,950</u>
Total Value:	<u>\$58,950</u>

NOTE: The following discussion is only applicable if the project includes one or more dedication parcel(s) to be conveyed to the City.

Dedication Parcel(s): *(A partial sample is shown.)*

Parcel LY12-001: Parcel LY12-001 is a [storm sewer easement] consisting of [1,350 square feet] valued at [\$10.00 PSF]. The dimensions are [15 feet in width by 90 feet in length]. This easement is considered at [50% of fee value] due to my opinion that the underlying fee owner will retain [50% of the property's utility]. This applied percentage is typical of this type of easement in this area.

[INSERT A DESCRIPTION OF THE LOCATION OF THE EASEMENT AND THE EFFECTS, IF ANY, THAT IT WILL HAVE ON THE SUBJECT'S VALUE AND MARKETABILITY]
(Provide the applied percentage of the fee simple value and clearly support how that percentage was factored.)

Parcel LY12-001's value was calculated as follows:

1,350 square feet @ \$10.00 per square foot @ 50% (of fee value) = \$6,750

Final Value Conclusion: *(A partial sample is shown.)* The market value conclusion(s) developed in this report, and the net gain [loss] to the City as a result of the project described herein, as of [INSERT EFFECTIVE DATE OF VALUE], are summarized as follows:

Total Value of Sale Parcel(s):	\$58,950
Less, Value of Dedication Parcel(s):	- <u>\$6,750</u>
Net Gain [Loss] to the City:	<u>\$52,200</u>

Parcel(s): [INSERT PARCEL NUMBER(S)]

CERTIFICATION OF VALUE

I certify that to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in the value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I **[have/have not]** made a personal inspection of the property that is the subject of this report. *(If more than one person signs this certification, the certification must clearly specify which individuals did and which individuals did not make a personal inspection of the appraised property.)* I **[was/was not]** accompanied by the **[owner/owner’s representative]**.
- No one provided significant real property appraisal assistance to the person signing this certification. *(If there are exceptions, the name of each individual providing significant real property appraisal assistance must be stated.)*
- The appraisal assignment was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.
- **[INSERT APPRAISER NAME]** is certified by the Texas Appraiser Licensing and Certification Board (TALCB) as a General Real Estate Appraiser, Certification Number **[INSERT CERTIFICATION NUMBER]**.

The market value conclusion(s) developed in this report, and the net gain [loss] to the City as a result of the project described herein, as of **[INSERT EFFECTIVE DATE OF VALUE]**, are summarized as follows:

Total Value of Sale Parcel(s):	\$58,950
Less, Value of Dedication Parcel(s):	- <u>\$6,750</u>
Net Gain [Loss] to the City:	<u>\$52,200</u>

[INSERT APPRAISER NAME]

Date

ASSUMPTIONS AND LIMITING CONDITIONS

The date of value to which the opinions expressed in this report apply is set forth in the Letter of Transmittal. I assume no responsibility for economic or physical factors occurring at some later date that may affect the opinions and conclusions stated herein.

No opinions are intended to be expressed for legal matters or matters that would require specialized investigation or knowledge beyond that ordinarily employed by a real estate appraiser, although such matters may be discussed in this report.

No opinion as to title is rendered. The name of ownership and the legal description were obtained from sources generally considered reliable. Title is assumed marketable and free and clear of all liens, encumbrances, easements, and restrictions except those specifically discussed in this report. The property is appraised assuming it to be under responsible ownership and competent management and available for its highest and best use.

I have not made an engineering survey. Except as specifically stated, data relative to size, location, and dimensions were taken from sources considered reliable, and no encroachment or real property improvement is assumed to exist.

Maps, plats, and exhibits included herein are for illustration only, as an aid to the reader in visualizing matters discussed in the report. These items should not be considered as surveys or relied upon for any other purpose.

I have examined the available flood maps that are provided by the Federal Emergency Management Agency and noted in this appraisal whether any portion of the subject site is located in an identified Special Flood Hazard Area. Because I am not a surveyor, I make no guarantees, express or implied, regarding this determination.

I was not provided soil studies covering the subject property. Therefore, assumptions as to soil qualities in this report are not conclusive, but were considered consistent with available information.

Unless otherwise stated herein, all the improvements described in the report are considered operational and in good condition.

Unless stated otherwise in the report, I observed no obvious presence of hazardous materials on or in the property. I have no information on the existence of such materials and am not qualified to detect the same. The presence of such materials on or in the property could affect my opinion of market value. The value stated herein is based upon the assumption that no hazardous materials are present on or in the subject property, and I accept no responsibility for determining the existence of such conditions. Should there be any question as to the existence of such hazardous materials, the client is urged to retain the services of a professional in the field of hazardous materials to determine the extent of contamination and remediation cost, if any.

[INSERT OTHER ASSUMPTIONS AND LIMITING CONDITIONS, AS APPROPRIATE]

Parcel(s): [INSERT PARCEL NUMBER(S)]

NOTE: THE FOLLOWING ATTACHMENTS TO THE APPRAISAL REPORT ARE REQUIRED AND MUST BE REFERENCED IN THE BODY OF THE APPRAISAL, WHERE APPROPRIATE.

Attachments:

1. Photographs of Subject Property
2. Location Map (with subject marked and north arrow orientation)
3. Field Notes
4. Drawings
5. Aerial Image
6. Flood Zone Map (with subject marked and north arrow orientation)
7. Comparable Sales Map (with subject marked and north arrow orientation)
8. Comparable Sale Summary Data Sheets (required format attached)
9. Appraiser Qualifications and Current Copy of Certification
10. Other, as required

Parcel(s): **[INSERT PARCEL NUMBER(S)]**

ATTACHMENT 1

Parcel(s): **[INSERT PARCEL NUMBER(S)]**

ATTACHMENT 2

Parcel(s): **[INSERT PARCEL NUMBER(S)]**

ATTACHMENT 3

Parcel(s): **[INSERT PARCEL NUMBER(S)]**

ATTACHMENT 4

Parcel(s): **[INSERT PARCEL NUMBER(S)]**

ATTACHMENT 5

Parcel(s): **[INSERT PARCEL NUMBER(S)]**

ATTACHMENT 6

Parcel(s): **[INSERT PARCEL NUMBER(S)]**

ATTACHMENT 7

Parcel(s): **[INSERT PARCEL NUMBER(S)]**

ATTACHMENT 8

Parcel(s): [INSERT PARCEL NUMBER(S)]

COMPARABLE SALE SUMMARY DATA SHEET			
COMPARABLE SALE NUMBER:	1	KEY MAP:	
LOCATION/ADDRESS:			
LEGAL DESCRIPTION:			

Instructions to Post Picture

Left click cursor in the top left corner of this box.
 Click on "Insert tab".
 Go to "Picture".
 Click on "From File".
 Select picture from appropriate drive.
 Click "Insert".

PHYSICAL CHARACTERISTICS					
SIZE:	SQUARE FEET:		ACRES:		
SHAPE/CONFIGURATION:					
VIEW:					
UTILITIES/CAPACITY:					
TOPOGRAPHY:					
FRONTAGE/ACCESS:					
ADVERSE EASEMENTS:					
FLOOD ZONE:		ZONING/DEED RESTRICTIONS:			
PROPERTY USE:	AS DATE OF SALE:		CURRENT:		
CONSIDERATION					
SALE PRICE:	\$		SALE PRICE PER SF OR ACRE:	\$	/
DATE OF SALE:		LISTING TYPE:			
GRANTOR:		GRANTEE:			
TERMS OF SALE:				DAYS ON THE MARKET:	
3 YEAR SALES HISTORY:					
COMMENTS/REMARKS:					
VERIFICATION					
DATA SOURCE:		DATA SOURCE NUMBER:			
CONTACT:	NAME:		PHONE NUMBER:		
PROJECT NAME/PARCEL NUMBER:					
APPRAISER:					

Parcel(s): [INSERT PARCEL NUMBER(S)]

COMPARABLE SALE SUMMARY DATA SHEET			
COMPARABLE SALE NUMBER:	2	KEY MAP:	
LOCATION/ADDRESS:			
LEGAL DESCRIPTION:			

Instructions to Post Picture

Left click cursor in the top left corner of this box.
 Click on "Insert tab".
 Go to "Picture".
 Click on "From File".
 Select picture from appropriate drive.
 Click "Insert".

PHYSICAL CHARACTERISTICS					
SIZE:	SQUARE FEET:		ACRES:		
SHAPE/CONFIGURATION:					
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UTILITIES/CAPACITY:					
TOPOGRAPHY:					
FRONTAGE/ACCESS:					
ADVERSE EASEMENTS:					
FLOOD ZONE:		ZONING/DEED RESTRICTIONS:			
PROPERTY USE:	AS DATE OF SALE:		CURRENT:		
CONSIDERATION					
SALE PRICE:	\$		SALE PRICE PER SF OR ACRE:	\$	/
DATE OF SALE:		LISTING TYPE:			
GRANTOR:		GRANTEE:			
TERMS OF SALE:			DAYS ON THE MARKET:		
3 YEAR SALES HISTORY:					
COMMENTS/REMARKS:					
VERIFICATION					
DATA SOURCE:		DATA SOURCE NUMBER:			
CONTACT:	NAME:		PHONE NUMBER:		
PROJECT NAME/PARCEL NUMBER:					
APPRAISER:					

Parcel(s): [INSERT PARCEL NUMBER(S)]

COMPARABLE SALE SUMMARY DATA SHEET			
COMPARABLE SALE NUMBER:	3	KEY MAP:	
LOCATION/ADDRESS:			
LEGAL DESCRIPTION:			

Instructions to Post Picture

Left click cursor in the top left corner of this box.
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 Go to "Picture".
 Click on "From File".
 Select picture from appropriate drive.
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PHYSICAL CHARACTERISTICS							
SIZE:	SQUARE FEET:		ACRES:				
SHAPE/CONFIGURATION:							
VIEW:							
UTILITIES/CAPACITY:							
TOPOGRAPHY:							
FRONTAGE/ACCESS:							
ADVERSE EASEMENTS:							
FLOOD ZONE:		ZONING/DEED RESTRICTIONS:					
PROPERTY USE:	AS DATE OF SALE:		CURRENT:				
CONSIDERATION							
SALE PRICE:	\$		SALE PRICE PER SF OR ACRE:	\$	/		
DATE OF SALE:			LISTING TYPE:				
GRANTOR:			GRANTEE:				
TERMS OF SALE:			DAYS ON THE MARKET:				
3 YEAR SALES HISTORY:							
COMMENTS/REMARKS:							
VERIFICATION							
DATA SOURCE:			DATA SOURCE NUMBER:				
CONTACT:	NAME:			PHONE NUMBER:			
PROJECT NAME/PARCEL NUMBER:							
APPRAISER:							

Parcel(s): [INSERT PARCEL NUMBER(S)]

COMPARABLE SALE SUMMARY DATA SHEET			
COMPARABLE SALE NUMBER:	4	KEY MAP:	
LOCATION/ADDRESS:			
LEGAL DESCRIPTION:			

Instructions to Post Picture

Left click cursor in the top left corner of this box.
 Click on "Insert tab".
 Go to "Picture".
 Click on "From File".
 Select picture from appropriate drive.
 Click "Insert".

PHYSICAL CHARACTERISTICS					
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UTILITIES/CAPACITY:					
TOPOGRAPHY:					
FRONTAGE/ACCESS:					
ADVERSE EASEMENTS:					
FLOOD ZONE:		ZONING/DEED RESTRICTIONS:			
PROPERTY USE:	AS DATE OF SALE:		CURRENT:		
CONSIDERATION					
SALE PRICE:	\$		SALE PRICE PER SF OR ACRE:	\$	/
DATE OF SALE:		LISTING TYPE:			
GRANTOR:		GRANTEE:			
TERMS OF SALE:				DAYS ON THE MARKET:	
3 YEAR SALES HISTORY:					
COMMENTS/REMARKS:					
VERIFICATION					
DATA SOURCE:		DATA SOURCE NUMBER:			
CONTACT:	NAME:		PHONE NUMBER:		
PROJECT NAME/PARCEL NUMBER:					
APPRAISER:					

Parcel(s): [INSERT PARCEL NUMBER(S)]

COMPARABLE SALE SUMMARY DATA SHEET			
COMPARABLE SALE NUMBER:	5	KEY MAP:	
LOCATION/ADDRESS:			
LEGAL DESCRIPTION:			

Instructions to Post Picture

Left click cursor in the top left corner of this box.
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 Go to "Picture".
 Click on "From File".
 Select picture from appropriate drive.
 Click "Insert".

PHYSICAL CHARACTERISTICS					
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SHAPE/CONFIGURATION:					
VIEW:					
UTILITIES/CAPACITY:					
TOPOGRAPHY:					
FRONTAGE/ACCESS:					
ADVERSE EASEMENTS:					
FLOOD ZONE:		ZONING/DEED RESTRICTIONS:			
PROPERTY USE:	AS DATE OF SALE:		CURRENT:		
CONSIDERATION					
SALE PRICE:	\$		SALE PRICE PER SF OR ACRE:	\$	/
DATE OF SALE:		LISTING TYPE:			
GRANTOR:		GRANTEE:			
TERMS OF SALE:				DAYS ON THE MARKET:	
3 YEAR SALES HISTORY:					
COMMENTS/REMARKS:					
VERIFICATION					
DATA SOURCE:		DATA SOURCE NUMBER:			
CONTACT:	NAME:		PHONE NUMBER:		
PROJECT NAME/PARCEL NUMBER:					
APPRAISER:					

Parcel(s): [INSERT PARCEL NUMBER(S)]

COMPARABLE SALE SUMMARY DATA SHEET			
COMPARABLE SALE NUMBER:	6	KEY MAP:	
LOCATION/ADDRESS:			
LEGAL DESCRIPTION:			

Instructions to Post Picture

Left click cursor in the top left corner of this box.
 Click on "Insert tab".
 Go to "Picture".
 Click on "From File".
 Select picture from appropriate drive.
 Click "Insert".

PHYSICAL CHARACTERISTICS					
SIZE:	SQUARE FEET:		ACRES:		
SHAPE/CONFIGURATION:					
VIEW:					
UTILITIES/CAPACITY:					
TOPOGRAPHY:					
FRONTAGE/ACCESS:					
ADVERSE EASEMENTS:					
FLOOD ZONE:		ZONING/DEED RESTRICTIONS:			
PROPERTY USE:	AS DATE OF SALE:		CURRENT:		
CONSIDERATION					
SALE PRICE:	\$		SALE PRICE PER SF OR ACRE:	\$	/
DATE OF SALE:		LISTING TYPE:			
GRANTOR:		GRANTEE:			
TERMS OF SALE:				DAYS ON THE MARKET:	
3 YEAR SALES HISTORY:					
COMMENTS/REMARKS:					
VERIFICATION					
DATA SOURCE:		DATA SOURCE NUMBER:			
CONTACT:	NAME:		PHONE NUMBER:		
PROJECT NAME/PARCEL NUMBER:					
APPRAISER:					

Parcel(s): [INSERT PARCEL NUMBER(S)]

COMPARABLE SALE SUMMARY DATA SHEET			
COMPARABLE SALE NUMBER:	7	KEY MAP:	
LOCATION/ADDRESS:			
LEGAL DESCRIPTION:			

Instructions to Post Picture

Left click cursor in the top left corner of this box.
 Click on "Insert tab".
 Go to "Picture".
 Click on "From File".
 Select picture from appropriate drive.
 Click "Insert".

PHYSICAL CHARACTERISTICS					
SIZE:	SQUARE FEET:		ACRES:		
SHAPE/CONFIGURATION:					
VIEW:					
UTILITIES/CAPACITY:					
TOPOGRAPHY:					
FRONTAGE/ACCESS:					
ADVERSE EASEMENTS:					
FLOOD ZONE:		ZONING/DEED RESTRICTIONS:			
PROPERTY USE:	AS DATE OF SALE:		CURRENT:		
CONSIDERATION					
SALE PRICE:	\$		SALE PRICE PER SF OR ACRE:	\$	/
DATE OF SALE:		LISTING TYPE:			
GRANTOR:		GRANTEE:			
TERMS OF SALE:				DAYS ON THE MARKET:	
3 YEAR SALES HISTORY:					
COMMENTS/REMARKS:					
VERIFICATION					
DATA SOURCE:		DATA SOURCE NUMBER:			
CONTACT:	NAME:		PHONE NUMBER:		
PROJECT NAME/PARCEL NUMBER:					
APPRAISER:					

Parcel(s): [INSERT PARCEL NUMBER(S)]

COMPARABLE SALE SUMMARY DATA SHEET			
COMPARABLE SALE NUMBER:	8	KEY MAP:	
LOCATION/ADDRESS:			
LEGAL DESCRIPTION:			

Instructions to Post Picture

Left click cursor in the top left corner of this box.
 Click on "Insert tab".
 Go to "Picture".
 Click on "From File".
 Select picture from appropriate drive.
 Click "Insert".

PHYSICAL CHARACTERISTICS							
SIZE:	SQUARE FEET:		ACRES:				
SHAPE/CONFIGURATION:							
VIEW:							
UTILITIES/CAPACITY:							
TOPOGRAPHY:							
FRONTAGE/ACCESS:							
ADVERSE EASEMENTS:							
FLOOD ZONE:		ZONING/DEED RESTRICTIONS:					
PROPERTY USE:	AS DATE OF SALE:		CURRENT:				
CONSIDERATION							
SALE PRICE:	\$		SALE PRICE PER SF OR ACRE:	\$	/		
DATE OF SALE:		LISTING TYPE:					
GRANTOR:		GRANTEE:					
TERMS OF SALE:		DAYS ON THE MARKET:					
3 YEAR SALES HISTORY:							
COMMENTS/REMARKS:							
VERIFICATION							
DATA SOURCE:		DATA SOURCE NUMBER:					
CONTACT:	NAME:		PHONE NUMBER:				
PROJECT NAME/PARCEL NUMBER:							
APPRAISER:							

Parcel(s): [INSERT PARCEL NUMBER(S)]

COMPARABLE SALE SUMMARY DATA SHEET			
COMPARABLE SALE NUMBER:	9	KEY MAP:	
LOCATION/ADDRESS:			
LEGAL DESCRIPTION:			

Instructions to Post Picture

Left click cursor in the top left corner of this box.
 Click on "Insert tab".
 Go to "Picture".
 Click on "From File".
 Select picture from appropriate drive.
 Click "Insert".

PHYSICAL CHARACTERISTICS							
SIZE:	SQUARE FEET:		ACRES:				
SHAPE/CONFIGURATION:							
VIEW:							
UTILITIES/CAPACITY:							
TOPOGRAPHY:							
FRONTAGE/ACCESS:							
ADVERSE EASEMENTS:							
FLOOD ZONE:		ZONING/DEED RESTRICTIONS:					
PROPERTY USE:	AS DATE OF SALE:		CURRENT:				
CONSIDERATION							
SALE PRICE:	\$		SALE PRICE PER SF OR ACRE:	\$	/		
DATE OF SALE:			LISTING TYPE:				
GRANTOR:			GRANTEE:				
TERMS OF SALE:			DAYS ON THE MARKET:				
3 YEAR SALES HISTORY:							
COMMENTS/REMARKS:							
VERIFICATION							
DATA SOURCE:			DATA SOURCE NUMBER:				
CONTACT:	NAME:			PHONE NUMBER:			
PROJECT NAME/PARCEL NUMBER:							
APPRAISER:							

Parcel(s): [INSERT PARCEL NUMBER(S)]

COMPARABLE SALE SUMMARY DATA SHEET			
COMPARABLE SALE NUMBER:	10	KEY MAP:	
LOCATION/ADDRESS:			
LEGAL DESCRIPTION:			

Instructions to Post Picture

Left click cursor in the top left corner of this box.
 Click on "Insert tab".
 Go to "Picture".
 Click on "From File".
 Select picture from appropriate drive.
 Click "Insert".

PHYSICAL CHARACTERISTICS					
SIZE:	SQUARE FEET:		ACRES:		
SHAPE/CONFIGURATION:					
VIEW:					
UTILITIES/CAPACITY:					
TOPOGRAPHY:					
FRONTAGE/ACCESS:					
ADVERSE EASEMENTS:					
FLOOD ZONE:		ZONING/DEED RESTRICTIONS:			
PROPERTY USE:	AS DATE OF SALE:		CURRENT:		
CONSIDERATION					
SALE PRICE:	\$		SALE PRICE PER SF OR ACRE:	\$	/
DATE OF SALE:		LISTING TYPE:			
GRANTOR:		GRANTEE:			
TERMS OF SALE:				DAYS ON THE MARKET:	
3 YEAR SALES HISTORY:					
COMMENTS/REMARKS:					
VERIFICATION					
DATA SOURCE:		DATA SOURCE NUMBER:			
CONTACT:	NAME:		PHONE NUMBER:		
PROJECT NAME/PARCEL NUMBER:					
APPRAISER:					