



United States  
Department of  
Agriculture

Forest  
Service

(any National Forest , Station,  
or Area)

(address)

File Code: 5410/5570

Date: \*

Route To: (name) National Forest

Subject: Request for Appraisal Services for Land Sale

To: (name/title)

We would like to request:

☐ an appraisal

and/or

☐ a valuation analysis/consultation needed for preparation of an implementation strategy/marketing plan,

and/or

☐ a market analysis directed by the Forest Service Facility Realignment and Enhancement Act of 2005, Section 504(d)(4) for NEPA analysis of the most reasonably foreseeable use of the administrative site.

This case will hereafter be referred to under file designation 5570 and identified as official case (name). It has been assigned case number (number). The sale is being made under the authority of (name of legislation and public law number). The property to be appraised comprises (number) acres located in (name) County, (state). A complete description of the property and the estate to be appraised, including any improvements, is provided in the documents enclosed.

The (unit name) proposes to sell the property by:

☐ Competitive Sale. The purpose of the report will be to (assist in establishing the minimum bid price in accordance with WO direction for establishing prices for competitive sales or to aid in NEPA analysis of the administrative site). The jobcode is (code) and the override code is (code).

or

☐ Direct Sale. The sale is proposed to be made to:

(proponent's name)

(proponent's street address)

(proponent's city, state)

(proponent's telephone number)



g The (name of party) will pay 100% of the cost of appraisal. The jobcode is (code) and the override code is (code).

g A Collection Agreement has been set up so that the (name of party) will pay 100% of the appraisal fee. The jobcode is (code) and the override code is (code).

#### **ENCLOSED DOCUMENTS:**

g Implementation Strategy/Marketing Report.

or

g Local market conditions, probable uses, possible purchasers, use of adjoining lands, and other economic factors.

#### **Exhibits:**

g Exhibit I. Aerial Photo and Forest Map.

g Exhibit II. Base Maps.

g Exhibit III. Preliminary Title Commitment / Chain of Title.

g Exhibit IV. Federal Land Status Report.

g Exhibit V. Legal Description Review.

g Exhibit VI. Water Rights Analysis Report.

g Exhibit VII. Resource Reports.

g Exhibit VIII. Improvements.

g Exhibit IX. Case Background and Controversies.

g Exhibit X. Property Location Information.

We understand that the Regional Appraiser will assign this appraisal need based on the requirements in Forest Service Manual 5410.42a, 5410.6, and 5411. This assignment, when completed by a Forest Service staff appraiser, falls within the scope of that appraiser's official duties as a Federal employee. We request that this appraisal be completed and approved no later than (date). Should you need additional information, please contact (name, title, contact information).

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(*name*)

(FOREST SUPERVISOR / STATION DIRECTOR)

enclosures

## Instructions for Enclosed Documents for the REQUEST FOR APPRAISAL SERVICES FOR LAND SALES

Every administrative site sold under authority of Title V, Public Law 109-54, requires a market analysis as defined in the Act.

***The following documents must be enclosed. If a document is not applicable in this case, state why.***

**Competitive Sale.** Provide an appraisal report, valuation consultation report, or market analysis report on the property.

**Direct Sale.** Provide an appraisal report on the property.

**Implementation Strategy/Marketing Report.** Provide if the request is for a sale case appraisal.

**Local market conditions, probable uses, possible purchasers, use of adjoining lands, and other economic factors.** Provide if the request is for a valuation analysis/consultation or market analysis prior to completion of the Implementation Strategy. Any information concerning the nature of the proposed sale is helpful. Submit as much information as practical. For example, if the proposal is for competitive sale of residential property within a community where the market is stable, it may be possible to use the FNMA appraisal report format to determine a minimum bid price.

### **Exhibits:**

**Exhibit I. Aerial Photo and Forest Map.** Include two aerial photos and two original colored forest maps showing the property to be appraised, ownership, and nearest community. Include a legend with each map or aerial photo. Include the forest name; case name; township, range, and section(s); north arrow; scale; name or initials of preparer; and date prepared. Do not include acreage on the map.

**Exhibit II. Base Maps.** Include two original secondary base series maps (1 to 24,000 Quad maps or topographic maps), outlining the property to be appraised. If the property is residential or other improved property within a community, a copy of the tax assessor's map should also be included. Include a legend with each map containing all the information as mentioned above including the Quad name.

**Exhibit III. Preliminary Title Commitment / Chain of Title.** Include preliminary title commitment or chain of title, or title policy and OGC title opinion for previously acquired Federal property, with a copy of the deed to the United States and all applicable encumbrance documents as listed on Schedule B of the Commitment. If the property is reserved public domain land, a Title Commitment or Policy is not required. A title report may be obtained if it would be helpful in documenting Federal title and any possible outstanding rights. Also include plans to mitigate the encumbrances that may hinder conveyance.

**Exhibit IV. Federal Land Status Report.** Include copies of encumbrances. Encumbrances include but are not limited to special use permits, other easements, mining claims, withdrawals, grazing obligations, occupancy trespass, FERC permits, or licenses requiring "waiver".

**Exhibit V. Legal Description Review.** The licensed surveyor must sign a statement verifying that the legal descriptions are acceptable for recordation and verify the acreage of the properties being appraised.

**Exhibit VI. Water Rights Analysis Report.** If water rights are to be acquired or disposed of, include a Water Rights Analysis Report. If the case is an exchange, it shall be packaged with the feasibility report. Include all documents pertaining to any water rights being deeded. A water Rights Analysis Report must be submitted for any case involving transfer of water rights.

**Exhibit VII. Resource Reports.** Include reports and/or letters of clearance concerning any resource that has significant presence on the property to be appraised. Include all specialist reports, including Wetland(s) and Floodplain(s) Report, Minerals Report, Timber Cruise, Hazardous Materials Report(s) (see FSH 5509.11, chapter 26.25a), NEPA (see FSH 5509.11, chapter 26.27), Heritage Report, Use and Occupancy (see FSH 5509.11, chapter 26.25b), and any other resource reports that are likely to influence value. If you have problems getting reports or letters of clearance from the specialists in a timely manner, state that and provide your knowledge on the matters. Provide all available information to expedite the appraisal process.

**Exhibit VIII. Improvements.** List buildings, water and sewer systems, utilities, etc. on the property to be appraised. Describe their disposition if the proposed transaction occurs (see FSH 5509.11, chapter 26.26). Note any trespasses. Include recent photos of the improvements along with floor plans of structures that include dimensions, age, and condition of each structure. These attributes are often described in the Forest Service real property acquisition records or on the property card filed in the County Assessor's Office.

**Exhibit IX. Case Background and Controversies.** Include a brief history of case negotiations including third-party involvement. Inform the appraiser if there are any controversies to be aware of. Will the appraiser have any trouble accessing the land? Could there be trouble while inspecting the property or doing research? Note public and political opinions regarding the case.

**Exhibit X. Property Location Information.** Include directions on how to get to the property, as well as the physical condition of the access (type of road, trail, or no improved access). Describe the legal access from a public road.