

CHAPTER 5 – PROPERTY REQUIREMENTS

SECTION 5: APPRAISALS

5.13 OVERVIEW

This instruction supplements HB-1-3550 to determine the appraisal process and assist in the orderly processing of Single Family Housing contracting appraisal requests.

5.14 REQUIREMENTS FOR APPRAISAL

All contractors performing appraisals for direct loans or servicing transactions must be a North Dakota State Licensed Appraiser or a North Dakota State Certified General Appraiser.

5.17 ORDERING APPRAISALS

B. Program Responsibilities

For "as improved" values, Area Directors (AD), Assistant Area Directors (AAD), Rural Development Managers (RDM), or Loan Specialists (LS) will conduct an on-site inspection of the proposed SFH dwelling and establish an itemized list of repairs along with the cost to repair before requesting the appraisal. Repairs necessary to ensure the property meets the Agency's lending requirements will be itemized on Form RD 1924-1, Development Plan. On a case by case basis, assistance in preparing the repair list is available from the State Office.

All Area Directors, Assistant Area Directors and Rural Development Managers are responsible for the development, requesting and delivery of appraisals needed.

5.18 SELECTING AN APPRAISER

B. Request for Contract Services

To initiate a request for contract services, the respective Area Director, Assistant Area Director or Rural Development Manager will analyze the need for the appraisal and complete Form RD 1955-62, Request for Contract Services for Custodial/Inventory Property or Program Services, along with Exhibit A of this Instruction.

The Contracting Officer will provide, a Statement of Work (SOW), Exhibit B, to the contractor selected at the time of contract award. If any modifications to the SOW are required, the Area Director, Assistant Area Director, or Rural Development Manager must indicate the necessary modifications when submitting their request for contract services.

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All requests for contract services will be sent to the State Office, Attention: Housing Program Director.

Attachments: Exhibit A
Exhibit B

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