

**NARRATIVE APPRAISAL REPORT
OUTLINE AND CONTENTS**

1. INTRODUCTION

- a. Title Page
- b. Letter of Transmittal
- c. Certification of Appraiser
- d. Table of Contents
- e. Statement of Limited Conditions and Assumptions

2. GENERAL DATA

- a. Date of Appraisal; include the date(s) and parcel(s) inspected
- b. Purpose of Appraisal
- c. Area, County, City and Neighborhood Data

3. PARCEL DATA

- a. Photographs
- b. Ownership Interests; name(s), telephone number(s) and mailing address(es)
- c. Occupancy Data
- d. Site Description; topography, easements, access, and location factors
- e. Real Property Improvements; description, measurements, purposes, condition and quality.
- f. History of Conveyances; five year minimum
- g. Zoning and General Plan Data
- h. Utilities
- i. Discussion of known or potential hazardous waste materials on subject property
- j. Discussion of known or potential geologic risk.

4. VALUTION

- a. Analysis of Highest and Best Use
- b. Approaches to Value and Reconciliation
- c. Value Estimate
- d. Miscellaneous Valuations; leaseholds, easement, equipment, rental rates, etc.
- e. Damage and Special Benefits Analysis
- f. Description of Proposed Project Requiring Acquisition, including construction easements; for partial take, description of how acquisition and construction will affect the value of the remaining property.

5. EXHIBITS/ADDENDA

- a. Location Map
- b. Comparative Sales Location Map
- c. Comparative Sales Data Sheet
- d. Plot Plan
- e. Site Map of Improvements, floor plan (s)
- f. Other Pertinent Exhibits
- g. Appraiser Qualifications; include all appraisers and technicians
- h. Subject Parcel Map
- i. Available geotechnical/geologic data
- j. Available hazardous material usage/waste data
- k. Copy of Notice of Appraisal to Owner