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APPRAISER QUALIFICATIONS BOARD

PAREA Minimum Content Requirements Certified Residential Classification

This matrix should be completed and submitted with your application to ensure that all minimum content requirements are met. Please view our [PAREA webpage](#) and the [PAREA Policies](#) document prior to filling out this matrix. To view other information that needs to be included with your application, please view the [PAREA Application Guide](#) and the current [Real Property Criteria](#).

For ease of use, we have included a table of content for the sections below.

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TOPIC		COMPLETED?	LOCATION WITHIN MODULE
I. Problem Identification			
A. Relevant Scope of Work and Competency Issues Involved			
1	Develop exercises on how competency issues will be resolved		
2	Conduct a preliminary analysis to ensure an appropriate Scope of Work		
II. Review Section I with Mentor			
A.	Ensure understanding of how issues uncovered during property identification process relate to complexity. Also, focus on complex ownership issues		
III. Positive or Negative Locational Influences			
A.	Recognize Population/Employment Trends		
B.	Determine and discuss relationships between employment, population, and residential units (Single Unit Residential vs. 2-4 Unit Residential) over time		
IV. Residential Market Analysis/Highest and Best Use			
A.	Market Analysis Issues Related to Highest and Best Use for Complex Properties		
B.	Special Assessments		
V. Review Sections III and IV with Mentor			
A.	Ensure key analytical issues related to market conditions and highest and best use are effectively addressed.		
VI. Physical Characteristics of Complex Properties – identify and discuss			
A.	Unique Design Features		
B.	High Quality/Amenity Properties		
C.	Over-improvements		

D.	Physical Deficiencies of Improvements		
E.	Functional Inadequate and Super Adequate Impact		
VII. Vacant Sites (Including View Amenities, Surplus Land)			
A.	Develop exercises that contain issues covered under Site and Cost Approaches		
VIII. Use of Key Statistical Concepts			
A.	Develop appropriate statistical tools to be used in development of opinion of value		
B.	Explain and support their application		
IX. Key Market Driving Influences			
A.	Determine most appropriate units of comparison (market drivers)		
B.	Identify market preferences for characteristics and amenities (e.g., parking, # beds, # baths, GLA)		
X. Review Sections VI thru IX with Mentor			
A.	Ensure key analytical issues related to market conditions and highest and best use are effectively addressed		
B.	Confirm appropriate items have been identified and analyzed for proper application in determination of opinion of value		
XI. Site Valuation and Cost Approaches			
A. Site Valuation			
	1	Extract comparable land/site sales data that will adequately support adjustments for contributing value of unique attributes associated with complex vacant sites (view, entitlements, amenities, surplus/excess land)	

B. Develop a supportable Land/Site Valuation - using the following methods:			
1	Allocation		
2	Market extraction		
3	Ground rent capitalization		
4	Land residual method; and		
5	Sales comparison		
C. Identify all relevant current listings, expired listings, withdrawn listings, offers (if available), FSBO, closed sales, and pending sales			
1	Exercises related to high amenity structures		
2	Discuss local cost influences		
D. Functional Obsolescence			
1	Distinguish between curable and incurable forms		
2	Analyze and support conclusions on obsolescence, including lack thereof, associated with complex properties		
E. External Obsolescence			
1	Analyze and support conclusions on obsolescence, including lack thereof, associated with complex properties		
XII. Review Section XI with Mentor			
A.	Ensure the Cost Approach has been performed properly.		
XIII. Sales Comparison Approach			
A. Sales Concessions			
1	Is the subject property subject to sales concessions?		

	2	Identify and discuss application (or not) of any sales concessions in comparable data based on market norms		
	3	Cash equivalency related to financing terms		
B. Identifying and Applying Atypical Adjustments – develop support related to the following:				
	1	High amenity custom quality adjustments		
	2	Site adjustments		
	3	Adjustment support/matched pairs, statistical methods		
	4	Adjustment support for unique one-off property sales including those with Accessory Dwelling Units		
XIV. Review Section XIII with Mentor				
A.	Ensure the sales comparison approach has been performed properly.			
XV. Income Approach				
A.	1-4 Unit Appraisals			
	1	Perform collection of comparable rent data		
	2	Complex rental adjustments		
	3	Understand and apply impact of complex amenities		
	4	Factor for Expense allocations between comparable transactions		
B. Unique 2-4 unit assignments – discuss the following:				
	1	Location premiums within PUD/condo		
	2	Impact of rent control or subsidies		
	3	Student housing		

	4	Seasonal and short-term rentals		
C. GRM analysis				
	1	Non-market rent impact on GRM		
	2	Perform reconciliation of GRM indicators		
XVI. Review Section XV with Mentor				
A.	Review the Income approach to value and ensure proper analysis and support for conclusions			
XVII. Writing and Reasoning Skills				
A.	Data Presentation			
	1	Develop presentation of data in tables, charts, and graphs as appropriate		
	2	Express succinct narrative using active voice, direct statements, shorter words, shorter paragraphs and placing the bottom-line up front		
		Underscore proper and understandable use of English		
	a	Have another proofread whenever possible		
B. Discussion of Approaches to Value				
	1	Adjust depth of discussion to the intended user(s)		
C. Support for Conclusions				
	1	Clearly state conclusions throughout the report. Each conclusion requires credible support and logical reconciliation		

D. Summary of Data and Reconciliation of Value Approaches				
	1	Summarize the quantity, quality, reliability, and relevance of data available for application in each approach performed. The reconciliation and final value opinion must be consistent with the conclusions of this summary regarding the most germane approach to value		
XVIII. Review Section XVII with Mentor				
A.	Ensure understanding of effective appraisal report presentation and required content			
B.	Ensure compliance with Standards Rule 2-2			