



Appraisal Packet Checklist:

1. **List of Improvements:** Obtain a comprehensive list of improvements provided by the homeowner, including the year each update was completed. Include major components such as the roof replacement year or other significant upgrades.
2. **Information about Multiple Offers:** Include details about multiple offers if available.
3. **Survey and Floorplan:** Provide a floorplan if the property is unique or large. This assists the appraiser in understanding the property layout and dimensions.
4. **Recent Sales and Listings:** Provide a quick list of recent sales and listings in the neighborhood that you have deemed similar. Ensure to list the properties and their respective details. This aids in understanding your listing price and allows the appraiser to address any discrepancies within the report.
5. **Off-Market Sales or Pocket Listings:** Share information about any off-market sales or pocket listings that may impact the property's value.
6. **Sales with Issues:** Provide details of any sales with issues or undisclosed information for the appraiser's consideration. Also, include sales that you consider similar but with potential differences.
7. **Buyer's Property Viewing History:** If available, share information about the properties the buyer looked at. Collaboration with listing and buyer agents is essential.
8. **Special Neighborhood Information:** Provide information about any unique features or characteristics of the neighborhood that could affect property value. Include links to neighborhood info if available.

Additional Information for Condominiums:

1. **Parking Number:** Include the parking number for the condominium unit.
2. **Management Company Information:** Provide details of the management company responsible for the condominium.
3. **HOA Information:** Include any relevant HOA information such as the HOA budget, number of units rented, special assessments, etc.

This checklist serves as a helpful guide, but please note that it's not mandatory to include every item. Feel free to tailor the packet based on the specific property and circumstances.



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