

[Date]

[Reviewer Name]

[Reviewer Title]

[Company Name]

[Address]

[City, State, Zip]

RE: Appraisal Review Guidance for [Property Name/Address]

Dear [Reviewer Name],

This letter provides formal instructions and guidance for the technical desk review of the appraisal report prepared by [Appraisal Firm/Appraiser Name] dated [Date of Report], concerning the property located at [Property Address].

The objective of this review is to ensure the appraisal conforms to the following standards:

- Uniform Standards of Professional Appraisal Practice (USPAP).
- Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) guidelines.
- [Insert Bank/Institution Name] Internal Appraisal Policies.

Please specifically address the following elements in your review:

- **Reasonableness of Assumptions:** Evaluate the validity of market rent, vacancy rates, and expense ratios compared to current market data.
- **Methodology:** Confirm the appropriateness of the valuation approaches used (Cost, Sales Comparison, and Income Capitalization).
- **Mathematical Accuracy:** Verify all calculations, including Discounted Cash Flow (DCF) models and capitalization rate applications.
- **Comparable Selection:** Assess whether the selected comparable sales and leases are truly competitive and appropriately adjusted.
- **Highest and Best Use:** Validate the appraiser's conclusion regarding the property's highest and best use as improved and as vacant.

Your final Review Report should conclude whether the value opinion is adequately supported or if further revisions/clarifications from the original appraiser are required.

Please deliver the completed review by [Due Date]. If you have questions regarding the scope of work, please contact [Point of Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Department Name]