

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
COLORADO STATE OFFICE
2850 YOUNGFIELD STREET
LAKEWOOD, COLORADO 80215-7093
April 9, 2002

In Reply Refer To:
CO-935
9300 (P)

EMS Transmission 04/09/2002
Instruction Memorandum No. CO-2002-033
Expires: 09/30/2003

To: Field Office Managers, Field Office Realty Staff

From: State Director, Colorado

Subject: Requesting Real Estate Appraisals

Over the years, the State Office (SO) has issued several Instruction Memorandum's (IM's) pertaining to the appraisal program. Much of the guidance the SO has issued with regard to requesting appraisals has expired and is otherwise outdated. A large number of appraisal requests are being forwarded to the SO without critical up-front coordination between the SO and Field Office (FO) staffs and without adequate information, so that the appraiser can be properly instructed as to the rights to be appraised. To remedy this situation and to prevent confusion, delay, and unnecessary reappraisals, the following guidance is provided for all appraisals requested, including those to be performed by Bureau of Land Management (BLM) staff and third-party contract appraisers.

Colorado has established a statewide blanket appraisal contract to provide enhanced appraisal capabilities. The appraisal contract also provides a mechanism by which Colorado can ensure that appraisals paid for by proponents are conducted in an unbiased, impartial manner and under BLM's control and direction. FOs must request all appraisals, including those paid for by private land owners and third-party proponents, by submitting Appraisal Request Form 9300-8 to the Chief State Appraiser (CO-935). The Chief State Appraiser will assign each individual appraisal project, including those paid for by third-party proponents, to either a fee appraiser working under the blanket appraisal contract or a staff appraiser. The Chief State Appraiser will also provide the appraiser with appropriate appraisal instructions. It is critical to advise realty project proponents that an appraisal procured without a completed Appraisal Request Form and coordination with and instructions from the Chief State Appraiser may not be acceptable to BLM and is likely to result in confusion, delay, and costly reappraisals.

It is also important to advise all realty project proponents and land owners that a pre-work

conference is an important component of every contracted appraisal. The pre-work conference is conducted with the contract appraiser to discuss federal appraisal requirements and the appraisal instructions prior to the time that appraisal work commences on a particular appraisal project. The proponent, landowner, and interested BLM and managers are encouraged to attend the pre-work conference, either in person or via conference call, to ensure that all concerns and issues are raised and addressed before the appraiser goes to work.

Requesting Appraisals -- the FO specialist who signs the Request for Real Estate Appraisal Form must ensure that the request is accompanied by adequate information to properly instruct the appraiser. While the required information varies according to the nature of the appraisal requested, certain information must be supplied before the appraiser can start the appraisal work. Specific instructions on required information can be found on the back of Form 9300-8, and additional instructions for particular realty actions can be obtained from the Chief State Appraiser. Following is general guidance for preparation of appraisal requests:

1. All appraisal requests must include an adequate legal description, acreage figure, location maps, tract plat(s) and/or survey plats, and a complete description of the rights to be appraised (i.e., full fee, surface, subsurface, etc.).
2. Include telephone numbers for the requesting realty lead and the landowners and realty project proponent, if appropriate.
3. An appraisal request for private property to be acquired by BLM must be accompanied by either a recent title insurance policy or a commitment to insure title and a hazardous materials clearance. A copy of the deed to the current owner and copies of all documents pertaining to encumbrances listed in Schedules A and B of the commitment to insure title are also required. The title insurance commitment must be current; i.e., no more than a year old.
4. An appraisal request for public lands to be disposed of must identify existing third party uses on the land and include a cultural resources survey sufficient to identify any lands to be excluded in the patent from the United States. The request must indicate whether or not minerals are to be reserved to the United States and specify the minerals to be retained. This will require at least a preliminary determination of mineral potential present on the public lands. Sufficient up-front work must be done before the appraisal request is submitted to establish the configuration of the public lands to be appraised. If parcels are deleted after the appraisal is approved, the appraisal will have to be updated to address any change in value resulting from size adjustments.
5. An appraisal request for a less-than-fee interest, such as an easement to be acquired by BLM or a right-of-way grant or other land use authorization, must be accompanied by a copy of the document granting the interest or authorizing the use to be appraised.

Timing of Appraisal Requests – an appraisal request is a work order authorizing the expenditure

of time, effort, and funds. Therefore, the work requested must be for an approved project and submitted with sufficient lead time to arrange for the work. Most appraisals will be completed by fee appraisers under the appraisal contract. It takes approximately four months from the date an adequate appraisal request is received to solicit bids, let the contract, and then review and approve the appraisal. In order to effectively manage the statewide appraisal workload and the appraisal contract, it is imperative that the due date for each appraisal be coordinated with the Chief State Appraiser.

The shelf life for an approved appraisal in Colorado is generally one year from the date of valuation. To avoid costly reappraisals, other factors that are likely to result in significant delays in closing the transaction, such as withdrawal revocations, land use planning amendments, threatened and endangered species consultation, litigation between private landowners, etc., must be considered before establishing a due date for the appraisal.

Each FO must coordinate its appraisal requests internally and assign a priority to each request so that the SO can determine which requests should be accorded priority within each individual FO. This will require the FO's to keep track of appraisal requests and advise the Chief State Appraiser whenever it is necessary to change priorities.

The guidance contained in this IM is effective immediately and will remain in effect until it is cancelled or superseded. No appraisals will be assigned to either a BLM staff appraiser or contract fee appraiser until a properly completed request form and supporting documents are received by the Chief State Appraiser. If you have any questions with regard to the completion of the appraisal request form, please contact Al Wagner at (303) 239-3742.

Signed by
Douglas M. Koza
Acting State Director

Authenticated by
Don Snow
EMS Operator

1-Attachment

1-Appraisal Request Form 9300-8

Form CO-9300-13
(September 1998)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

REQUEST FOR REAL ESTATE APPRAISAL

TO: State Director, Colorado

Date:

ATTN: Chief State Appraiser

FROM: Field Manager _____

(name, please print)

_____ (office)

An appraisal report is needed by (date) _____ to complete the case described below.

1. Serial/ID Number	2. Type of Case
3. Property Owner or Applicant	3a. Address (include zip code)
3b. Phone (include area code)	
4. Property Rights to be Appraised: <i>(Be as specific as possible: i.e. surface estate, mineral estate, right to construct, operate, maintain; etc. List encumbrances of record or known to exist, address improvements, if any; cite any unusual or burdensome stipulations.)</i>	
5. Legal Description	
6. County	7. Total Acreage to be Appraised
8. Additional Information	
9. Attachments: List attachments and identify those to be forwarded later.	
10. Field Contact	10a. Telephone No. (Include area code)
11. Approved By Title	12. Funding Code

CHIEF STATE APPRAISER COMPLETES

Assigned to

Date

SPECIFIC INSTRUCTIONS
FORM OR-9300-13
(Items not listed are self-explanatory)

Item

- 2 Specify sale, exchange, acquisition, right-of-way, lease, permit, Recreation Public Purposes Act, etc. For exchanges, specify preliminary estimate or appraisal.
- 3 Provide name, address, and telephone number of property owner or applicant. Include name of owner representative, if applicable. DO NOT request an appraisal of privately owned land without notifying the land owner that an appraisal will be conducted.
- 4 Specify the property rights to be conveyed, i.e., fee simple estate, surface rights, mineral rights easement rights (exclusive, non-exclusive easement, communication grant, etc, or leasehold interest). Also specify any valid existing rights, encumbrances, or restrictions affecting title or patent.
- 5 A precise legal description is necessary. Copies of lengthy legal descriptions and narrative metes and bounds descriptions can be attached.
- 9 Provide map(s) showing property with routes of access, location of valid existing rights or encumbrances, and location and description of any improvements to be appraised. In addition, provide copies of any relevant information pertaining to the appraisal. This may include mineral reports, timber cruises, environmental assessments, land reports, etc. If non-Federal lands are being appraised, provide title information.
- 12 This provision applies to appraisals to be performed by outside private fee contractors only. For such appraisals, a purchase requisition should accompany the request.

Do not send this sheet with request.