

**INSTRUCTIONS FOR USING FAA FORM 5100-112,
REAL ESTATE APPRAISAL – SHORT FORM**

GENERAL

The short form appraisal may be used only in preparing appraisals on unimproved land and improved single family or duplex residential properties. Its use assumes the availability of reasonably comparable market data requiring limited adjustments.

If additional space is necessary to adequately describe the improvements or site data, use the REMARKS section or attach a separate sheet of paper and reference the item number being described.

Located at the back of the pad are additional copies of the market data sheet to provide data on all of the comparable sales used in preparing the appraisal.

A sales map will be included in either a comparable sales book or in each appraisal following the last market data sheet.

Appraisals shall be prepared in ink or typewritten. Identify each by placing the parcel number in the upper right corner on the first page of the form.

I. DESCRIPTION OF SUBJECT PROPERTY

1. **Owner** (Name/address) – show name(s) of owner(s), mailing address, and telephone number if available.
 2. **FAA Project No.** – List the FAA project number.
 3. **Location of property** – Show street address. If address is nonexistent or does not readily reveal a specific geographical location (as in the case of a rural postal route or box number), describe the location of the property by reference to names of streets, roads, highway, and/or distances from describable landmarks.
 4. **Zoning** – Specify in meaningful terms; i.e., single family, 10,000 square feet, etc. If property is not zoned, state “none.”
 5. **Airport** – Name of airport owner.
- 6a and b. **Use** – Give highest and best as well as present use. If present use is the same as the highest and best use, enter “same.” If it is not the same, state present use and explain why it is not the same as highest and best use under REMARKS.
7. **5-Year Title History** – Show all transfers of subject property having occurred in the past 5 years and give a brief description of the relationship to market value at the time of sale. Briefly describe any physical changes to property such as additional construction, remodeling, etc., which may have occurred in the period between sales or date of last sale and date of valuation and indicate the probable effect upon market value. If more than one sale has occurred, explain any changes in prices not attributable to physical changes. Examples of such items are contract terms vs. cash sale, change in neighborhood development, changes in general economics, etc. If sale is indicative of value, treat as any other comparable sale. Should the recorded sale not reflect market value, explain. Continue in REMARKS if additional space is required.

8. **Neighborhood**; 9. **Site Data**; and 10. **Improvement Data**- The physical description of subject neighborhood, site, and improvement data shall be accomplished by placing and “X” in the appropriate box relating to each heading. If the proper descriptive word is not listed, insert that word in the space provided. If no space is provided, cross out and existing word that will not be used and insert the proper one. Some item headings list rating descriptions as poor, fair, good, and excellent. These ratings are relative or subjective; therefore, subject and comparable sales must be rated as they relate to each other and not against some predetermined standard.

11. **Photographs and Plot Plan of Subject Property** – Give specific information called for in items 11a and 11b. In 11c, give size of the parcel in square feet or acres, both before and after acquisition, size of easement area.

**II. SALES COMPARISON DATA
DESCRIPTION OF COMPARABLE SALE**

The sales comparison data portion of this form was designed to conform closely with section I which pertains to the factual description of the subject property. The items of comparison emphasize the buyer’s and seller’s approach to transactions for transfer of residential properties and unimproved sites. Overall utility, degree of site improvement, visual appeal, salability, livability, and functionality are stressed.

The market must be closely analyzed for these items of comparison, and sales evidence requiring minimum adjustments, if any, relied upon for value conclusions. Consider each descriptive rating item carefully before checking. Special items considered by the appraiser to bear upon the value conclusion for which rating blocks are not included, must be inserted or explained in REMARKS or on a separate sheet to accompany the appraisal. Items include water frontage, trackage, soil classification, timber, etc.

III. COMPARABLE SALES DATA

1. **Comparative Analysis** – Each comparative sale property must be compared to the subject property and items of similarity and dissimilarity explained. Plus or minus adjustments in dollar amounts will be made for only those items of dissimilarity which affect market value to a measureable degree. The appraiser’s explanation must contain reasoning for various elements of adjustment, if any, in sufficient detail to allow the reader to make a sound judgment as to the validity and acceptability of the appraiser’s adjustments. Each sale must be processed into an “Indicated Value of Subject.” This will be done on a whole property to whole property comparison.
2. **Correlation** – The various value indications shall be correlated into a “final Conclusion of Value.” The purpose of the correlation is to lead the reader through the appraiser’s thought processes to a logical value conclusion.
3. **Breakdown of acquisition** – The final conclusion of value will be broken out into various elements contributing to the fair market value.

REAL ESTATE APPRAISAL SHORT FORM

I. Description of Subject Property

1. Owner (Name and Address)		2. Project Number	
3. Location of Property		4. Zoning	
5. Airport	6.a Highest and Best Use	6.b Present Use	
7. 5-Year Title History – Continue in REMARKS if Additional Space is Needed			
a. From	b. To	c. Date Recorded	d. Book/Page No.
		e. Consideration	f. Confirmed With
g. Purpose of Acquisition: To determine Fair Market Value		h. Rights To Be Acquired: Fee Simple/Easement	

For Items 8, 9, and 10 Below, Mark Appropriate Boxes and Complete Fill-in Spaces

8. Neighborhood																
Developed Growing Static Declining _____																
9. Site Data																
a. Topography								b. Landscape								
Level Sloping Hillside _____								Excellent Good Fair Poor								
c. Elevation								d. Drainage								
On Grade Below: _____' Above: _____' View								Excellent Good Fair Poor								
e. Traffic		f. Services														
Heavy Light		City Water Sidewalk		Well Public Road		Spring Private Road		Sewer Paved		Septic Tank Gravel		City Street Irrigation				
10. Improvement Data																
a. Building						b. Foundation				c. Heating						
Dwelling Duplex, Age _____ Yrs. Area: _____ Sq. Ft.						Concrete Piers and Posts				Central Space						
d. Design								e. Roof								
1 Story 2 Story Split Level Style								Composition Shakes Built Up								
f. Construction		Excellent	Good	Fair	Poor	g. Condition		Excellent	Good	Fair	Poor	h. Stories		1	2	3
Frame						Interior						No. of Rooms				
Brick						Exterior						No. of Baths				
Concrete Blocks						Total						No. of Bedrooms				
i. Special Features																
Air Conditioning		Built-in Vacuum		Built-in Oven and Range		Hood and Fan		Garbage Disposal		_____						
Dishwasher		Storm Windows		Swimming Pool		Patio		Fireplace(s)		_____						
j. Basement								k. Finished Basement								
Full Part _____% Finished Unfinished Daylight								Excellent Good Fair Poor								
l. Garage																
Attached Detached Carport 1 Car 2 Car _____								Excellent Good Fair Poor								

REMARKS – *Include Description of Site Improvements*

I. Description of Subject Property - Continued

11. Photographs and Plot Plan of Subject Property

a. Photographs – Number each one (1, 2, etc.)

Date Photos Taken

Name of Photographer

b. Plot Plan – Show (a) subject perimeter, (b) street and alley frontage, (c) improvement locations and perimeter dimensions, (d) area to be acquired, (e) "North" arrow, (f) location(s) and type of easement areas, and (g) camera location and direction of each photograph shown in the plot plan or attached sketch, e.g. "①→" Camera location is represented by the circle with the photo number in the circle. The arrow points in the same direction as the camera lens.

c. Area Square Feet Acres

Before

After

Acquisition

Easement

II. Sales Comparison Data – Description of Comparable Sale

1. Property (Address and location)						2. Legal Description											
3a. Present Use				3b. Highest and Best Use				4. Zoning									
5. Sale Date			6. Price			7. Instrument											
8. Terms									9. Date Inspected								
10. Grantor						11. Grantee											
12. Confirmed With				Date		13. Confirmed By											
14. Normal Sale Yes No – if NO, please explain																	
For Items 15, 16, and 17 Below, Mark Appropriate Boxes and Complete Fill-in Spaces																	
15. Neighborhood Developed Growing Static Declining _____																	
16. Site Data a. Topography Level Sloping Hillside _____						b. Landscape Excellent Good Fair Poor											
c. Elevation On Grade Below: _____' Above: _____' View						d. Drainage Excellent Good Fair Poor											
e. Traffic Heavy Light		f. Services City Water Well Spring Sewer Septic Tank City Street Sidewalk Public Road Private Road Paved Gravel Irrigation															
17. Improvement Data																	
a. Building Dwelling Duplex, Age _____ Yrs. Area: _____ Sq. Ft.						b. Foundation Concrete Piers and Posts			c. Heating Central Space								
d. Design 1 Story 2 Story Split Level Style _____						e. Roof Composition Shakes Built Up											
f. Construction		Excellent	Good	Fair	Poor	g. Condition		Excellent	Good	Fair	Poor	h. Stories			1	2	3
Frame						Interior						No. of Rooms					
Brick						Exterior						No. of Baths					
Concrete Blocks						Total						No. of Bedrooms					
i. Special Features Air Conditioning Built-in Vacuum Built-in Oven and Range Hood and Fan Garbage Disposal Dishwasher Storm Windows Swimming Pool Patio Fireplace(s)																	
j. Basement Full Part _____% Finished Unfinished Daylight						k. Finished Basement Excellent Good Fair Poor											
l. Garage Attached Detached Carport 1 Car 2 Car _____ Excellent Good Fair Poor																	

REMARKS –

II. Market Data – Description of Comparable Sale - Continued

18. Photographs and Plot Plan of Subject Property

a. Photographs – Number each one (1, 2, etc.)

Date Photos Taken

Name of Photographer

b. Plot Plan – Show (a) subject perimeter, (b) street and alley frontage, (c) improvement locations and perimeter dimensions, (d) area to be acquired, (e) "North" arrow, (f) location(s) and type of easement areas, and (g) camera location and direction of each photograph shown in the plot plan or attached sketch, e.g. "①→" Camera location is represented by the circle with the photo number in the circle. The arrow points in the same direction as the camera lens.

c. Area Square Feet Acres

Before

After

Acquisition

Easement

III. Comparable Sales Data

1. Comparative Analysis

a.	b. Sales No.
	c. Date of Sale
	d. Price
	e. Indicated Value of Subject

a.	b. Sales No.
	c. Date of Sale
	d. Price
	e. Indicated Value of Subject

a.	b. Sales No.
	c. Date of Sale
	d. Price
	e. Indicated Value of Subject

2. Correlation

*Final Conclusion
of Value*

\$ _____

3. Breakdown of Acquisition

a. Land	Area Item	Amount	b. Improve- ments	Type Item	Amount
	Total →			Total →	
c. Damages			d. Benefits (Subtract)		
					Total →
	Total →		e. Indicated Just Compensation ►		

REMARKS