

Appraisal and Review Manual
Manual Notices

Manual Notice 2018-2

From: Gus Cannon, CTCM, Right of Way Division Director

Manual: ROW Appraisal and Review Manual

Effective Date: November 26, 2018

Purpose

This revision is intended to update the manual to match current requirements for right of way appraisals. Also, the manual name is changing from “Appraisal and Review Manual” to “ROW Appraisal and Review Manual”.

Changes

All chapters contain revised text.

Contact

Laura Riley, ROW Project Delivery Section, 512.416.2830.

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2018-1

From: Gus Cannon, CTCM, Right of Way Division Director

Manual: Appraisal and Review Manual

Effective Date: January 15, 2018

Purpose

This revision is intended to clarify the valuation of crops, timber, orchards, and nursery stock within the *Appraisal and Review Manual* according to applicable case law.

Changes

Revised Chapter 3 text in the sub-section titled, [“Crops, Timber, Orchards, and Nursery Stock”](#).

Contact

Laura Riley, ROW Acquisition Section, 512.416.2830.

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2016-1

From: Gus Cannon, CTCM, Right of Way Division Director

Manual: Appraisal and Review Manual

Effective Date: June 15, 2016

Purpose

This revision is intended to bring the *Appraisal and Review Manual* into alignment with current practices.

Changes

Text revised throughout chapters 1 - 9 to reflect current practices.

Contact

Laura Riley, ROW Acquisition Section, 512.416.2830.

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2011-1

From: John P. Campbell, P.E., SR/WA, Right of Way Division Director

Manual: Appraisal and Review Manual

Effective Date: August 01, 2011

Purpose

This revision is intended to update the **Appraisal and Review Manual**, specifically to include a note to users that recent changes to Chapter 21 of the Texas Property Code and Chapter 2206 of the Texas Government Code, regarding the condemning of property may not be reflected in the manual. These changes will be included in the next revision of the manual estimated to be released by early Fall 2011.

Changes

In the first section of this manual, including the following text: The information contained in this manual is in the process of being updated to reflect recent changes to Chapter 21 of the Texas Property Code and Chapter 2206 of the Texas Government Code, and may not accurately reflect current law or department procedures. Please contact the Right of Way Division at 512-416-2902 for more information.

Contact

Hilda Correa, R/W Staff Services, 512.416.2902.

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2006-2

From: John P. Campbell, P.E

Manual: Appraisal and Review Manual

Effective Date: May 01, 2006

Purpose

To revise and update text on Chapter 2, Operating Procedures – Section 3, Use of Fee and Staff Appraisers and Section 4, Technical or Engineering Services.

Changes

The following Chapters and Sections contain revised and/or updated text:

- ◆ Chapter 2, Operating Procedures, Section 3, Use of Fee and Staff Appraisers
 - Fees for Appraisers: Current hourly rate for appraisals, court presentation and court testimony is \$150.00
- ◆ Chapter 2, Operating Procedures, Section 4, Technical or Engineering Services
 - Fees for Expert Witnesses: The current maximum fee limit of \$150.00 per hour is established for the expert witness

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902.

Archives

Past manual notices are available in a PDF archive.



Manual Notice 2006-1

To: Users of the Right of Way Manual

From: John P. Campbell, P.E.
Director, Right of Way Division

Subject: Appraisal and Review Manual, Online Manual System

Manual: Appraisal and Review Manual

Effective Date: February 1, 2006

Purpose

To revise and update documentation procedures necessary to implement changes to the final rule of the Uniform Act (49 CFR, PART 24), effective February 23, 2005

Supersedes

Appraisal and Review Online Manual, March 2005

Contents

The following Chapters and Sections contain revised and/or updated text in accordance with changes to the Uniform Act (49CFR, Part 24):

◆ Chapter 2, Operating Procedures:

Section 1, Introduction – Increases the maximum limit of the Real Estate Value Finding Report (Form ROW-A-7) from \$10,000.00 to \$25,000.00.

Limits the use of the Memorandum of Value Determination (Form ROW-A-8) to an amount less than \$10,000.00 in value.

Section 3, Use of Fee and Staff Appraisers: Raises the limit to \$10,000.00 for the same person to both appraise and negotiate a parcel for acquisition.

Section 5, Assigning Appraisals: Requires the acquiring Agency to participate with the fee appraiser in the development of the Scope of Work for an appraisal assignment.

◆ Chapter 3, Valuation-Legal Aspects & Policy:

Section 1, General: Adds a new subsection on the relationship and interaction of Appraisal and Appraisal Review Standards.

Section 2, Legal Instructions – Personalty and Realty: Requires the appraiser to identify the real property and personal property items in appraisal reports(49 CFR 24.103(a)(1)

◆ Chapter 4, Appraisal and Evaluation Forms:

Section 1, General: Defines Value Findings (ROW-A-7) and Memorandum of Value Determination (ROW-A-8) valuations as Appraisal Waivers. These valuations are considered to be non-appraisals and do not have to comply with appraisal standards.

Section 3, Form ROW-A-5, Real Estate Form: Establishes responsibility for appraisers to comply with Federal, State and USPAP Standards in their appraisal services.

Section 4, Form ROW-A-7, Real Estate Value Finding Report: Increases the maximum limit of value for the Real Estate Value Finding Report (Form ROW-A-7) from \$10,000.00 to \$25,0000.00.

Requires the disclosure to the property owner that the value finding is a non-appraisal valuation and does not produce an appraisal report.

Requires the approval of the owner for the use of the Real Estate Finding Value Report for compensation over the amount of \$10,000.00.

Section 5, Form ROW-A-8, Memorandum of Value Determination- Limits the usage of this appraisal form to compensation not to exceed \$10,000.00.

Requires the disclosure to the property owner that the Memorandum of value (Form ROW-A-8) valuation process is a non-appraisal process and does not produce an appraisal report.

◆ Chapter 5, Appraisal Review

Section 1, Appraisal Review Requirements - Adds new Section which identifies the applicable Appraisal Standards for Appraisal Review and defining Appraisal Reviews for the Department as being Technical Reviews.

Section 2, Reviewing Personnel: Requires Divisional approval for negotiators to supervise and evaluate the performance of appraisers and appraisal reviewers.

Adds Competency requirement for Appraisal Reviewers.

◆ Chapter 6, Establishing Right of Way Values

Section 2, Approved Values: Establishes categories of approval, acceptable or non-approval for appraisal reports.

◆ Chapter 8 – LPA Acquisition with State Participation

Section 5, State Establishes Value: Extends and restates the requirements of the use of Real Estate Value Finding Report (Form ROW-A-7) and Memorandum of Value (Form ROW-A-8) from the State acquisition appraisal process.

◆ Appendix A – Pre-Appraisal Contract/Interview Procedures

Section 1, Overview: Recommendation of procedure of use and owner approval for use of non-appraisal valuation methods.

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902.

Manual Notice 2005-1

From: John P. Campbell, P.E.
Director, Right of Way Division

Subject: *Appraisal and Review Manual, Online Manual System*

Manual: *Appraisal and Review Manual*

Effective Date: March 1, 2005

Purpose

To remove the following phrase in Chapter 2, Section 3, subsection “Fees for Appraisers,” incorrectly tying the review of a completed appraisal report by the District to payment for the appraisal:

“...after the appraisal report is reviewed by the District.”

Contents

The subject phrase has been removed.

Supersedes

Appraisal and Review Online Manual, December, 2004

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902.

Manual Notice 2004-2

To: Users of the *Appraisal and Review Manual*

From: John P. Campbell, P.E.
Director, Right of Way Division

Subject: *Appraisal and Review Manual*, Online Manual System

Manual: *Appraisal and Review Manual*

Effective Date: December 1, 2004

Purpose

- ◆ To add a new procedure requiring two appraisals for parcels estimated in value at \$100,000 or greater.
- ◆ To require submission of appraisal report with payment request when submitting fee appraiser payments to ROW Division.
- ◆ To correct terminology regarding appraisal of advertising signs and fencing.
- ◆ To require accompanying appraisal report when submitting A-10 form to ROW Division.
- ◆ To clarify definition of exempt and non-exempt damages as they relate to ROWIS.
- ◆ To clarify that regardless of entity establishing values on a parcel, one copy of the A-10 form, bearing the District Engineer's recommendation for approval, must be forwarded to ROW Division.
- ◆ To require the ordering of an update appraisal upon submission of E-49 form to ROW Division.

Contents

- ◆ Chapter 2, Section 1, contains a new procedure requiring two appraisals for parcels estimated in value at \$100,000 or greater.
- ◆ Chapter 2, Section 3, requires submission of appraisal report with payment request when submitting fee appraiser payments to ROW Division.
- ◆ Chapter 3, Section 5, corrects terminology regarding appraisal of advertising signs and fencing.
- ◆ Chapter 5, Section 1, requires accompanying appraisal report when submitting A-10 form to ROW Division.
- ◆ Chapter 6, Section 1, clarifies the definition of exempt and non-exempt damages as they relate to ROWIS.
- ◆ Chapter 8, Section 2 requires ordering an update appraisal upon submission of E-49 form to ROW Division.
- ◆ Chapter 8, Section 6, clarifies that regardless of entity establishing values on a parcel, one copy of the A-10 form, bearing the District Engineer's recommendation for approval, must be forwarded to ROW Division.

Supersedes

Appraisal and Review Manual, Online Edition, August 2, 2004

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902.

Manual Notice 2004-1

To: Users of the *Appraisal and Review Manual*

From: John P. Campbell, P.E.
Director, Right of Way Division

Subject: *Appraisal and Review Manual*, Online Manual System

Manual: *Appraisal and Review Manual*

Effective Date: August 2nd 2004

Purpose

To substantially rewrite and revise the existing Appraisal and Review Manual, reflecting procedural and process changes to the appraisal and review process

Supersedes

Appraisal and Review Manual, 1998 Edition

Contents

The Appraisal and Review Manual, Online Manual System, is divided into nine Chapters and two Appendices:

Chapter 1 - Introduction

Chapter 2 - Operating procedures

Chapter 3 - Valuation: Legal Aspects and Policy

Chapter 4 - Appraisal and Evaluation Forms

Chapter 5 - Appraisal Review

Chapter 6 - Establishing Right of Way Values

Chapter 7- Eminent Domain: State Acquisition

Chapter 8 - LPA Acquisition with State Participation

Chapter 9 - Special Site Appraisal Situations

Appendix A - Pre-Appraisal Contact/Interview Process

Appendix B - Appraisal Review Guide and Corrections Report

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902.