

How to Prepare for an Appraisal

To help the appraisal go as smoothly as possible we generally recommend you take the following actions and prepare the listed documents, if available, for the appraiser.

Checklist:

- ☐ Unlock all padlocks on the property.
- ☐ Keep a leash on pets or remove them from the property.
- ☐ Make sure all areas of the home are accessible.
 - Attic
 - Crawl Spaces
 - Water Heater
 - Storage/Shed
 - Garage
 - Utility Room
 - Accessory Unit/Guest House/Cabana
- ☐ Verify lock box combination and access keys are accessible.
- ☐ Safety equipment in house installed and working properly.
 - Stair Railings
 - Smoke Detector
 - Carbon Monoxide Detector
 - Safety Bars on windows/doors must have a quick release mechanism
- ☐ Confirm heating and air conditioning are operational.
- ☐ Ensure home appliances are operational such as the dishwasher, washer, dryer, etc.
- ☐ Address any exposed wiring in living area and install faceplates covers if missing.
- ☐ Repair small things like leaky faucets, missing door handles, and trim. (Recommendation)

Helpful Documents (if available):

- ☐ Copy of original house plans
- ☐ Old appraisals
- ☐ A survey or plot map of the property and building
- ☐ Records on the purchase of the property in the last three years
- ☐ Information on any written private agreements, such as a shared driveway with a neighbor
- ☐ Title policy that lists encroachments or easements
- ☐ Most recent real estate tax bill and or legal description of the property.
- ☐ Any inspection reports
- ☐ A list of any major home improvements and enhancements (adding central A/C, roof repairs, etc.)
 - Please include the purchase price and installation date
- ☐ If applicable, provide the condominium budget and year-end statement.