

Six Steps to a Completed Appraisal Report

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DataLog - Comparable Sales Database

ClickFORMS - Report Processor

Section 2

Addenda

Section 3

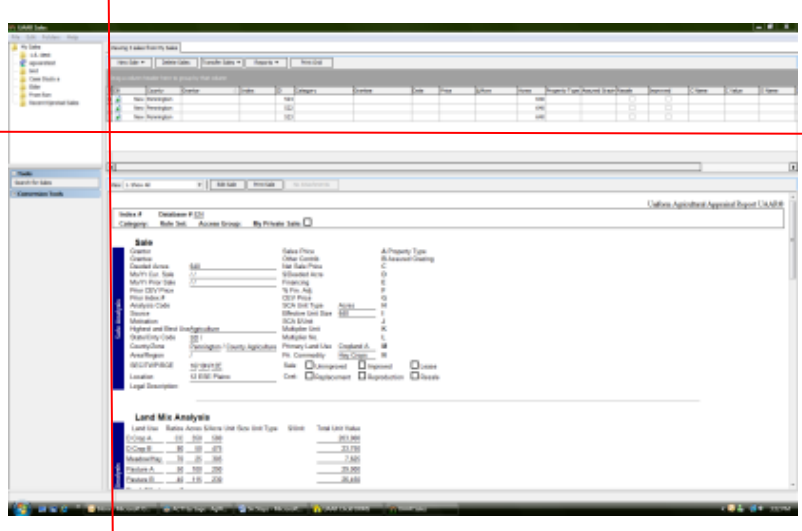
Mini Sample - Approach Pages

Six Steps to a Completed Appraisal Report

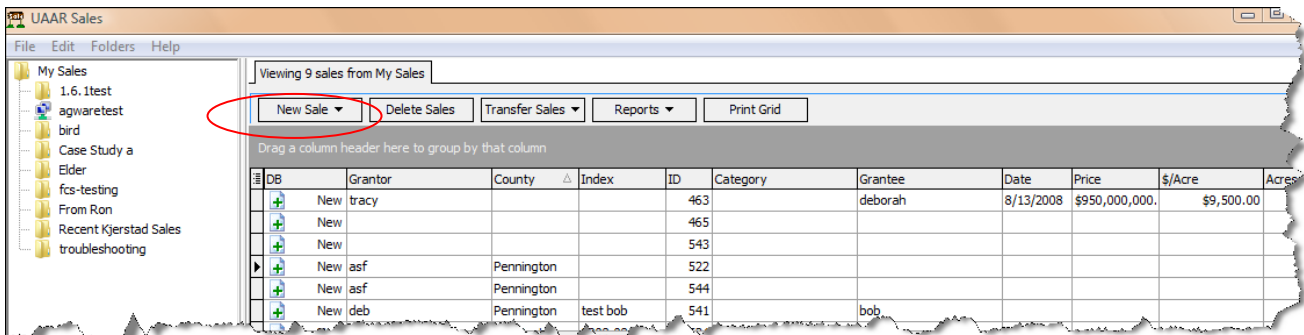
DataLog (Steps 1-2) Setting Up a Sales Database

1. Create a Sale in the DataLog

When you open DataLog you will see that there are **four sections** to the window. The upper left section shows the directory of your My Sales folder(s); the lower left is a section for Tools. The upper right section is a sales “grid” or list of the sales in the selected folder; and the sale viewer is the lower right section. It displays the currently selected sale; you don’t have any yet, so it is probably blank.



It is important to decide how to **organize your sales folders**. Whether you do it by location or type, keep one master folder (My Sales). Many users name subfolders by county, others keep a subfolder of sales from other users that is identified by the sender. Create and name a folder for this particular sale by clicking on Folders in the menu bar at the top of the screen. Anytime you need another new folder, just create one.



To **create a new sale**, click on the folder you just created or choose the folder where the sale is to go so that the folder is highlighted (selected). In the sales grid, choose New Sale→New Blank Sale.

2. Enter Sale Data

In the **Sale Analysis** area of the new sale check Improved/Unimproved as appropriate. Tab through the cells to enter sale data such as grantor, grantee, acres, price, etc. When you enter data into certain cells such as Sales Price, you will see other cells populate automatically with data, i.e. CEV Price. Be sure to enter the SCA (Sales Comparison Analysis) Unit Type. This is frequently identified as acres, however, in cases where sales are not driven by acres, other units of measure such as AUMs, board feet, barrels, etc., may be used. For some cells, a drop-down menu is available, such as Current Sale Date.

The screenshot shows the 'New Sale' software interface. The 'Sale Identification' section includes fields for Sale Index, Sale Category, Rule Set, and Access Group. The 'Sale' section has radio buttons for 'Unimproved' (selected) and 'Improved'. The 'Sale Analysis' section is a table with the following data:

Grantor	Abbott	Sales Price	2,500,000	A	Prop
Grantee	Costello	Other Contrib.		B	Primary
Deeded Acres		Net Sale Price	2,500,000	C	
Sale Date, DOM	/ /	\$/Deeded Acre		D	
Prior Sale Date		Financing		E	
Prior CEV Price		% Fin. Adj.		F	
Analysis Code		CEV Price	2,500,000	G	
Source		SCA Unit Type	acre	H	
Motivation		Eff. Unit Size		I	
Highest & Best Use		SCA \$/Unit		J	
Address		Multiplier Unit		K	
City		Multiplier No.		L	
County/Code	/	Legal Access		M	

Note: When “mousing” over certain cells a padlock icon is seen. This indicates that the cell is “locked” by the software so automatic calculations occur. If you wish to change a value for a locked cell, simply click the padlock and it will “open” and you can make your change. Click again to change back to the default value. The font color will be red to remind you that you unlocked the cell and entered your own value. The red font does not show on printed sales or reports.

The **Land Mix Analysis** comes next on the sale sheet. Creating a land table helps ensure consistency that is important to the Sale Comparison Approach. In order to create a land table,

The screenshot shows the 'Land-Mix Analysis' software interface. The 'Land Use' column is circled in red. The table shows the following data:

Land Use	Ratios	Acres	\$/Acre	Unit Size	Unit Type	\$/Unit	Total Unit Value
Home Site	100	1	175.00				175
Pasture	65	92					0
Meadow	48	95					0
R. & W.	8	12					0
Totals		200	0.88				175

Below the table, the following calculation is shown:

CEV Price \$ 50,000 - Land Contribution \$ 175 = Improvement Contribution \$ 49,825

enter the desired land uses and their corresponding ratios into the Land-Mix Analysis grid. It is important to note that for rural residential sales, **the site must be listed in the first row** so that when the sale is transferred into ClickFORMS the software will work correctly. Click Select List→Add and enter a name for the list.

The ratios are developed by the user from puritan sales, productivity data, and rent data. They represent the relative value between the land types. The user must set the \$/acre value for the first row only for an improved sale; this step is omitted with unimproved sales. The software will calculate the \$/acre when the Calculate Land Values button is clicked.

Ratios, Acres, and \$/Acre are for use with acres; the “Unit” columns are for use with non-deeded land that may be attached to the sale. Next, go to step A for an unimproved sale; for an improved sale jump to step B.

- A. UNIMPROVED SALE: Input the number of acres for each of the land types; then click Calculate Land Values. You will see that the \$/Acre and Total Unit Value columns fill with data. The final \$/Acre reflects the land/mix ratios for the list you used. A \$/Acre value for **all** land types needs to be developed, even though the sale may not have all of the types of land. This is important because the *subject* may have land types that the sale does not. The land/mix ratios should be reviewed and adjusted periodically to match market conditions. Using land lists ensures consistent data entry—critical for the software calculations to work properly.
- B. IMPROVED SALE: Enter the desired \$/Acre for the first land mix row. This value should be extracted from unimproved sales. Next, click Calculate Land Values. It is important to remember the correct approach for residual contribution: *It goes to the building, not to the land*. This is why the DataLog forces the user to enter the improvements value first, and then calculate the land afterward.

The next section is the **Income Analysis**. Cash rent is used in this example. Click on Cash; enter Pasture Rent as the income source, and 250 acres. The Stabilized \$/Unit will be \$8 and the share will be 100%. The software calculates the income as \$2000. You can list expenses like insurance, maintenance, management costs, and taxes as needed. Once the net income for each comparable sale is estimated, it will be divided by the sale price of the property to develop an overall capitalization rate for use in the income approach.

Income Analysis				Total Production		Cash/Share/Owner Income	
Income Source	Units	Unit Measure	Stabilized Yield	Stabilized \$/Unit	Gross Income	Share %	Income \$
Pasture Rent	250	acres		8.00	2,000	75	1,500

Improvements Improvements Included in Land Rent /mo /yr

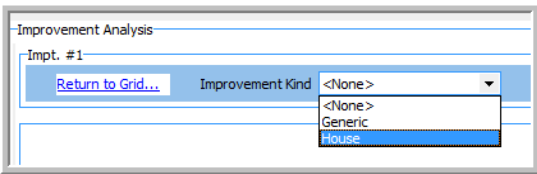
Stabilized Gross Income = \$ 1,500

Improvement Analysis is the last analysis. There is room for up to twenty improvements for the sale. Input the information about an improvement in the order listed, for as you move from cell to cell, the values will calculate for effective age and remaining life. For example, enter data for a house of 1300 s-f with good utility and condition. With Total Life of 50 years, RCN/Unit of \$45, and Physical Depreciation of 20%, the software will calculate the remaining life as 40.

Item:	Impt. #1	Impt. #2	Impt. #3	Impt. #4
Type	House			
Size	1,300			
Unit				
Utility	g			
Condition	g			
Total Life	50			
Effective Age	10			
Remaining Life	40			
RCN/Unit	45.00			
RCN	58,500			
% Physical	20			
RCN after Phy.	46,800			
% Functional				
RCN After Func.	46,800			
% External				
Total Contrib.	46,800			
Contrib. \$/Unit	36.00			

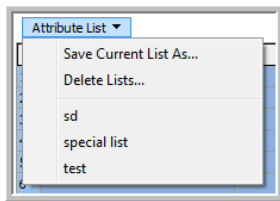
The improvement contribution is already known because it is based on the Land Mix Analysis; it is copied to the bottom of the improvement grid to allow the user to see the difference between the total entered improvement contribution and the known contributory value. Adjustments to depreciation are made until these two values match. The appraiser must decide *how* the depreciation is to be allocated among the improvements and *to what degree* the depreciation is physical, functional, or external.

There is a link at the bottom of each improvement that allows you to expand the details about it (right). You must choose the type: Generic or House. If you select House and enter related information, the house-specific data points will transfer into the UCRR Sales Comparison Approach page in ClickFORMS. In either case, these pages **do** transfer into a report with the sale.



Improvement Analysis			
Cost			
<input type="radio"/> Replacement		<input type="radio"/> Regroduction	
Item:	Impt. #1	Impt. #2	
Type	House	Shed	
Size	2,500	1,000	
Unit			
Utility	U1	U2	
Condition	C1	C2	
Total Life			
Effective Age	7	5	
Remaining Life	40	33	
RCN/Unit			
RCN			
% Physical			
RCN after Phy.			
% Functional			
RCN after Func.			
% External			
Total Contrib.			
Contrib. \$/Unit			
	Expand...	Expand...	

An Attribute List is created in the same manner as a Land List. When



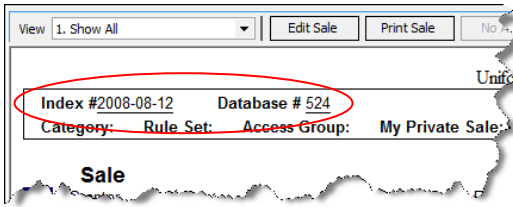
the expanded improvement page is in view, the Attribute List is empty. Enter the attributes for the improvement in the appropriate cells. To save the list for future use, click the drop-down arrow and choose Add and name the list.

#	Attribute
1	greenhouse
2	treehouse
3	doghouse
4	mother-in-law quarters
5	maid quarters
6	gardener quarters
7	pool
8	pool house
9	pool boy house

The **Photo Pages** allow the user to include jpeg images with the sale. Photo pages **do** move with a sale when it is transferred into a report. See the Addenda section below for more details.

The **Comments and Attachments Sections** are located at the bottom of the sale sheet. There are four tabbed pages for a variety of comments options. The first three tabs are for comments that the appraiser wants to include not only in the sale file, but on the corresponding pages in a future report. For example, comments included on the Sale Sheet tab will migrate onto the actual Sale Sheet page of a report in ClickFORMS when the sale is pulled into a report. Comments entered on the *General* tab stay with the sale. Photos and documents can be “attached” to a sale; however, attachments do not automatically migrate into a report.

A Final Few Words about DataLog: Two numbers are used to identify sales in DataLog.



When you create a new sale and save it, the software will automatically assign a Database number to the sale (1, 2, 3...). There is a cell for an Index Number in the upper portion of the sales grid. This is for *your* internal numbering system.

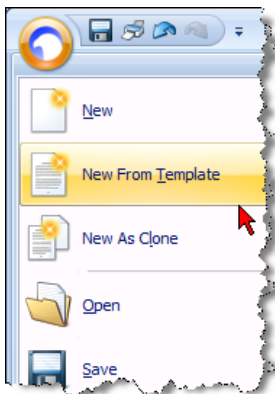
Many users opt for something similar to 013-01, where the "013" is the county code and "01" identifies this as the first sale written. The system *never* changes your I-numbers; however, should you move the database around, the system *might* change the D-number(s).

The DataLog default will save changes to the sale automatically when you exit the sale. A message appears on screen to remind you that changes are being saved. If you wish to exit a sale without saving any changes, simply choose Sale→Close Sale without Saving.

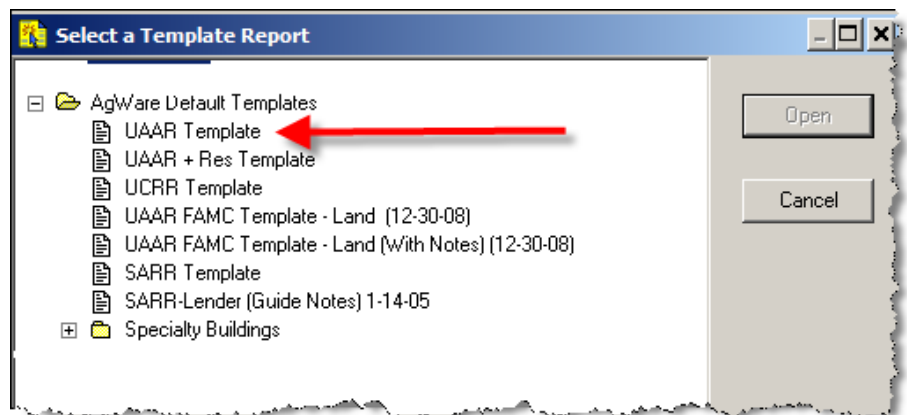
NOTE: REPEAT STEPS 1-2 FOR EACH SALE YOU ARE USING IN THE APPRAISAL.

ClickFORMS (Steps 3-6) Creating an Appraisal Report

3. Choose a Report Template



With ClickFORMS open, click the eagle head button in the upper left corner and click New From Template. A commonly used report template is the UAAR Template.



You may delete and add forms as desired. Later, you will probably design your own templates with the pages you prefer to use in your typical appraisals.

4. Input Subject Data on the Quick Start Page

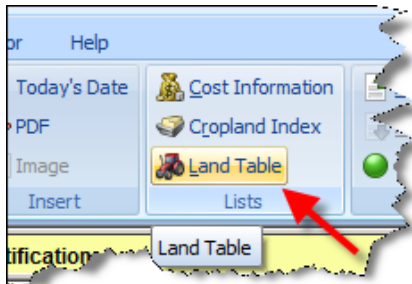
The Quick Start Page is usually the first form in any appraisal. It is not typically printed as part of a report, but it serves as a source page for shared *subject* data. Enter the subject information and be sure to include critical information *necessary for ClickFORMS calculations to work*, such as:

- SCA Units
- Land Table
- Effective Date of Appraisal

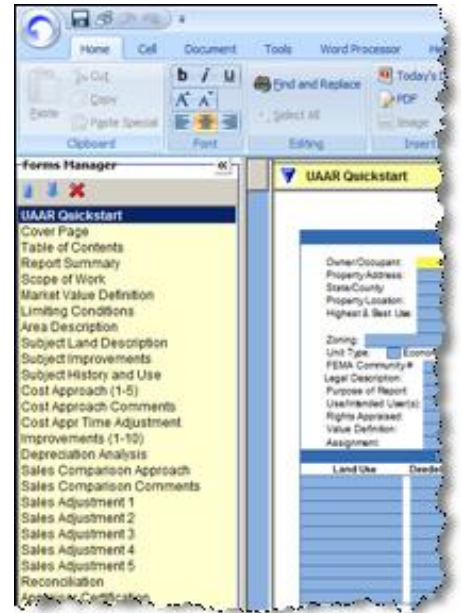
Be sure to indicate both the *SCA Unit Type* and *effective size* on this page because they transfer to the approach pages, adjustment pages, and the reconciliation page, to name a few. As noted previously, the unit type is most often acres. The effective unit size matches the subject Total Deeded Acres.

The *Effective Date of Appraisal* is needed for time adjustments calculations.

To import a *Land Table* for the subject, recall that you created a land list in DataLog. These automatically migrate into ClickFORMS. With your report open, click the Land Table option from the Lists group on the Home tab of the ribbon. Click on the drop-down arrow to view the tables. Choose the one you need and select Transfer. The table will drop into the Subject Land Types section of the Quick Start page, and into other pages also.

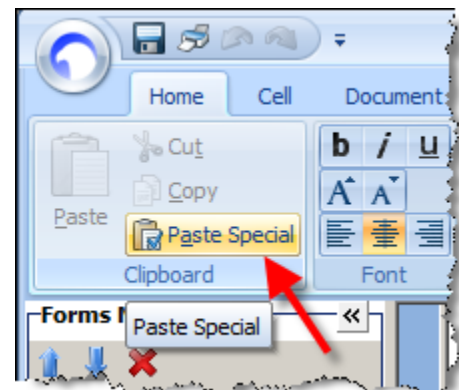


Enter in the remaining subject information. Add/edit your pages as you prefer. Remember that after the comparable sales are pulled into the report, it will be important to place and keep them in preferred sequence, as you will be numbering them internal to the report (section 5).



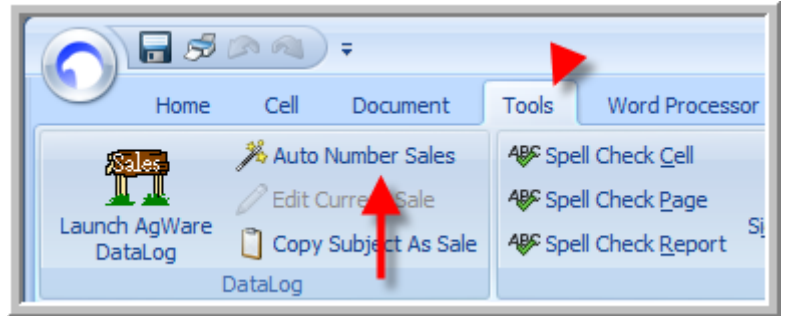
5. Import Comparable Sales

In DataLog select the desired sale/s and click Transfer Sale → Copy Sales to Clipboard. Switch back to the report in ClickFORMS, click Edit → Paste Special; each sale you paste will be listed in the forms manager.



Any time you add a sale it drops in at the bottom of the list. You can rearrange the list using the up/down arrows at the top of the list, or use the drag/drop method. Delete pages by choosing the trashcan icon.

Arrange the sales in the report in preferred order. To renumber them, click the Auto Number Sales option on the Tools tab. Renumbering them enables the reader to easily identify the sales used in the approaches.



AgWare	File No #
553	Sale # 1
750,000	Property Type
20,000	Primary Land Use
730,000	Secur Emun Time

The Sale # cell is found on the right top of the sale sheet. Renumber sales prior to step 6!

6. Pull Sale(s) Data into Approach Pages

For approach pages such as the Sales Comparison Approach, enter the *sale number* in the matching data column so that the corresponding imported sales' data automatically

Sales Comparison Approach	
Sale # 1	Sale #
Markon	
Brown	
Brown	

migrate into the approach page. In other words, you are telling the software that the sale you identified as sale #1 (in step 5) is to be identified on the approach pages as sale #1 in the first column. The assumption is that if you labeled a sale as sale #1, you want its

data placed in the first column.

Finalize the Report

You will need to complete the finishing touches for a report. Add maps, documents, etc. (see details in Addenda). Check the page order, numbering, etc. Save the report with a meaningful and short file name, such as grantor last name. You are ready to, print, copy, email, or otherwise use your completed report. Congratulations!

More about Land Lists

A land list is created by the appraiser who, using current regional market data, determines the land types/uses, their mix, and corresponding ratios. The land list used for a given report should reflect all reasonable, possible uses for the property in a given market area.

A ratio of 100 is typically attributed to a land type/value that represents the most commonly found land type in the market area. This is *usually* listed first in the land mix table in AgWare. Other land types are then assigned ratios as compared to the first; these ratios may be $>$, $<$, or equal to the first land row ratio. So, a ratio of 300 for example, means the land type is 3 times as valuable as the land type valued at 100; a ratio of 50 would be half as valuable, 25 would be one fourth, and so on. It is possible for more than one land type in a list to be assigned a ratio of 100.

The appraiser may wish to create a number of land lists tailored to the more common land-mix scenarios found in the local appraisal market. These can be created, stored, edited, and selected in the DataLog at the time a sale is entered. Once named and saved, these same land lists will also be available in ClickFORMS from the List option on the menu bar. A sample land list is shown below.

Land Use	Ratios	Acres	\$/Acre
D Crop A	100	220	324.66
D Crop B	80	120	259.73
Meadow/Hay	70	80	227.26
Pasture A	50	140	162.33
Pasture B	40	80	129.86
Roads/Waste	0	0	0.00

Notice that dry crop “A” is listed first and assigned a ratio of 100; Pasture “A” a ratio of 50; and Roads/Waste a value of 0 for obvious reason. UAAR forms are limited to a maximum of 10 land types for a given list.

It is important to note that when entering data for the Land Use list for a rural residential sale, **the site must be listed in the first row** so that when the sale is transferred into ClickFORMS the software will work correctly.

Land List Calculations for Unimproved and Improved Sales

For an *unimproved* sale, the DataLog Land Analysis calculates the land and improvement contributions as follows: First, the appraiser enters the Sale Price in the Sale Analysis section. In the Land Analysis section the appraiser enters the land mix data for the first three columns: Type, Ratio, Acres. Next, the Calculate Land Values button is activated. The \$/acre values will fill automatically and the land values summed at the bottom of the Land Analysis grid. The sum total, the Land Contribution, will populate elsewhere on the page automatically; it will equal the CEV price, leaving the Improvement Contribution value at or near zero in the equation (depending on rounding).

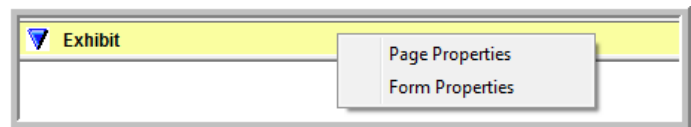
For an *improved* sale, the procedure differs somewhat. In the Land Analysis section, the land mix data is entered for the first three columns: Type, Ratio, Acres. Next, a \$/acre value for the first row/land type ONLY is entered; this is necessary for the software to calculate properly using data from unimproved sales. The appraiser determines the #/acre value based on market data at the time of the sale.

The appraiser then clicks the Calculate Land Value button. The remaining \$/acre values will fill automatically and the land values will be summed at the bottom of the Land Analysis grid. The sum total, the Land Contribution, will populate elsewhere on the page automatically.

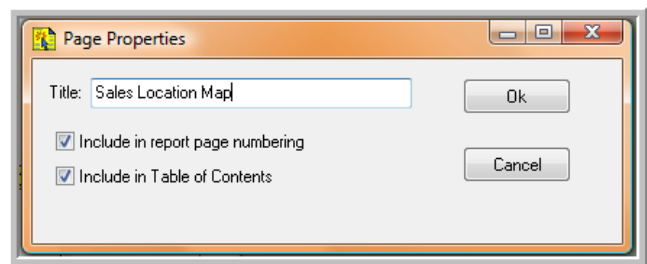
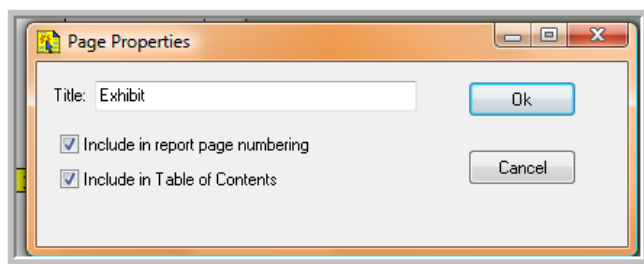
The Land Contribution is deducted from the CEV price, thus leaving a residual amount of value that goes to the improvements. This follows ASFMRA methodology. The improvement contribution is based on RCN/unit, depreciation, and other factors.

Page Properties

There are several page properties that can be changed to fit your need or preference. For example, when pages are brought into a report from the DataLog or from the Forms Library, they are listed with a default page name. To change the page name: right-click



on the yellow bar at the top of the page to be renamed → Page Properties → make changes as desired. Below you can see that the page titled Exhibit was renamed to Sales Location Map.

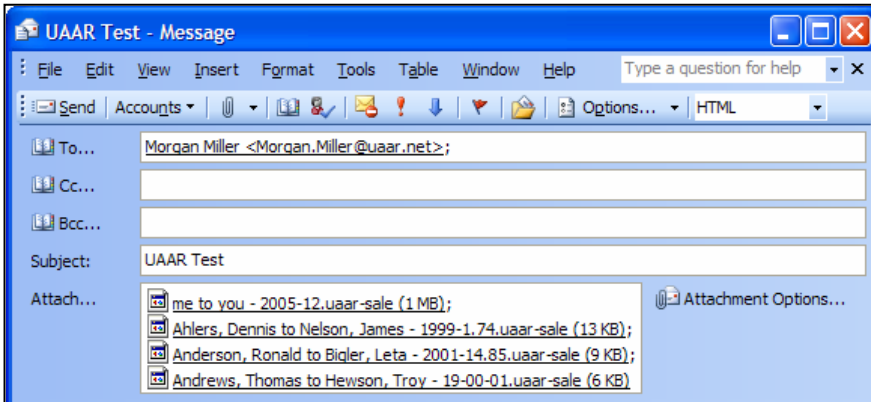


Sometimes certain pages are needed in the actual report file, but are not included in a printed copy; therefore the appraiser might want to exclude them in the report numbering or in the Table of Contents. Those choices are made in the Page Properties window.

Emailing Sales from DataLog

Emailing sales from DataLog is a simple process. You can use either the drag/drop or the copy/paste method. To speed the process in either case, be sure that both DataLog and a new message window are open and that both of them are in view.

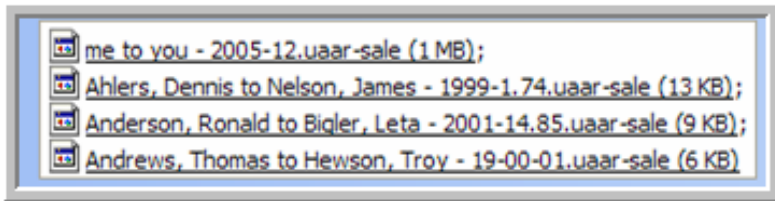
To use the drag/drop method, select the sales that you want to email. Left click and hold on one of the highlighted sales, drag it to the **body** of the email message, and then let go of the mouse to drop the sale. The sale or group of sales should appear as attachments as shown below.



The alternative is the copy/paste method. Select the sales that you want to email as explained above. Click the Transfer Sales button and select Copy Sales to Clipboard. Return to the email message and right click in the body of the message and select Paste; ready to send.

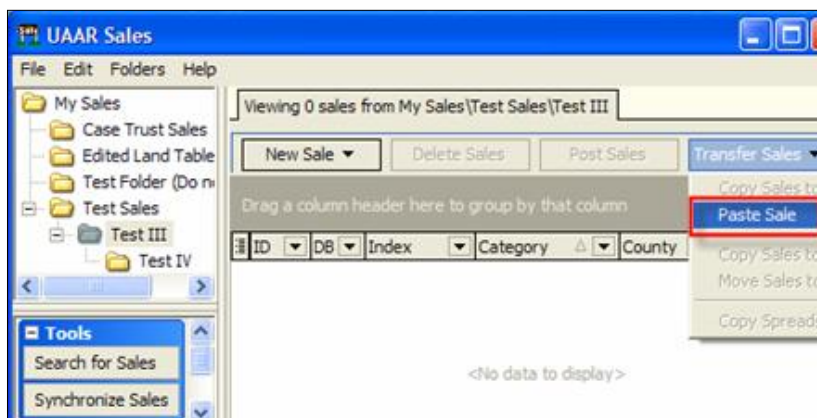
Transferring Sales from Email to DataLog

You can transfer sales from email into DataLog. If they are attached as shown in the image below, simply select, drag, and drop the sales right on to the sales grid.



Again, the windows must be arranged so that both the attached sale(s) and the destination folder are in view.

A second method is the copy/paste method. Highlight the sale(s); right click and choose Copy. Click on the destination folder; click the Transfer Sales button, and select Paste Sale.



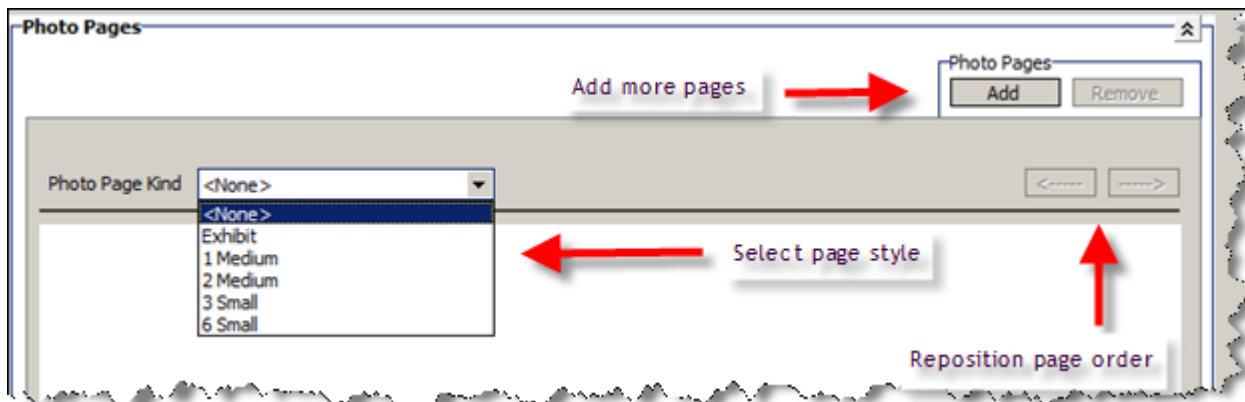
Calculating Depreciation in DataLog

Item:	Impt. #1	Impt. #2	Impt. #3	Impt. #4
Type	House	Pole Shed	Shed	Other
Size	1,014	1,152	480	580
Unit				
Utility	A	A	A	A
Condition	F	F	F	F
Total Life	50	20	20	35
Effective Age	31	4	5	0
Remaining Life	19	16	15	35
RCN/Unit	75.00	8.00	5.00	
RCN	76,050	9,216	2,400	
% Physical	62	20	25	
RCN after Phy.	28,899	7,373	1,800	
% Functional				

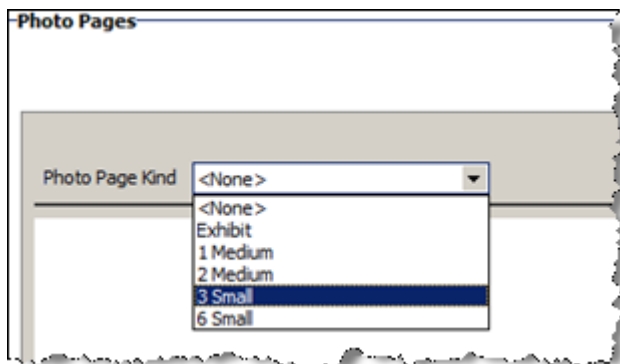
To obtain depreciation for a sale improvement, enter the Total Life value and the % Physical (Depreciation) value; the Effective Age and Remaining Life will adjust accordingly. Note that the Effective Age and Remaining Life cells are locked because they are automatically filled.

Photo Pages in DataLog

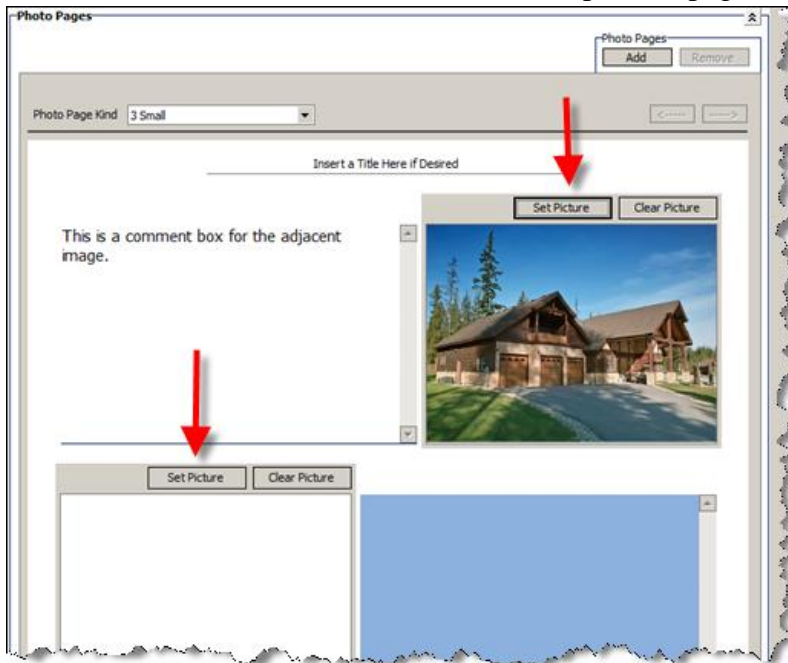
It is possible to include images with a sale that is transferred into a ClickFORMS report. To do this, scroll to the photo page section in sale editing window for a sale.



Choose which type of page to insert; 3 Small photo is selected below.

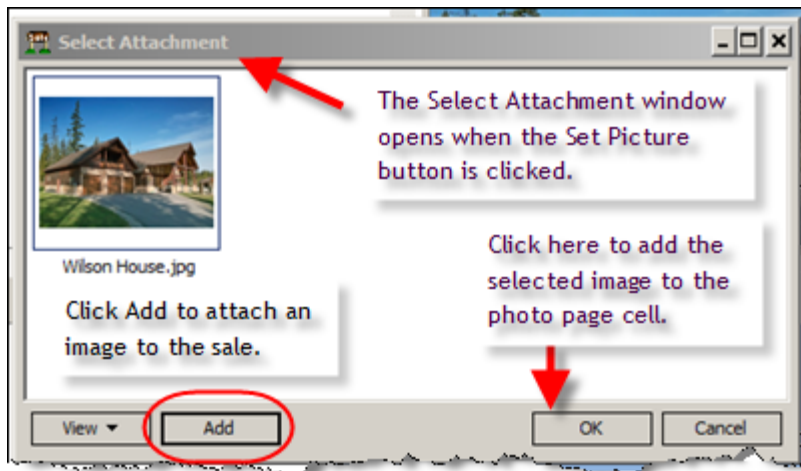


There is a title cell available at the top of the page; it will also show on the page tab.



Each image has a corresponding comment box.

To insert an image, click on the Set Picture button for the cell.

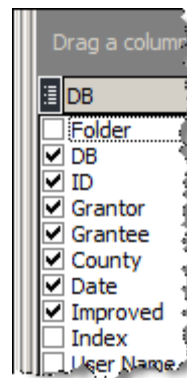


Either select a displayed image from the window and click OK, or add a new one via the directory option that opens when the Add button is clicked.

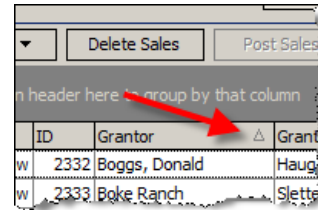
Organize the Sales Grid in DataLog

Organize the sales grid by selecting specific criteria so that it reflects personal preferences as to what should be displayed.

To see the list of column labels, click the tiny box in the upper left corner, seen here just above the column of checkboxes. Check/uncheck the boxes for the labels as desired. Check items will be displayed in the grid.

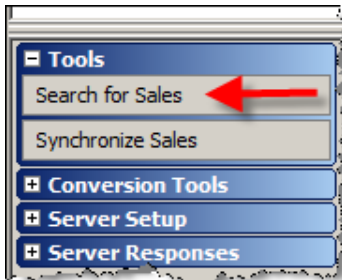


Each column can be sorted by clicking its label. Clicking the gray arrows will toggle between ascending and descending sort order.

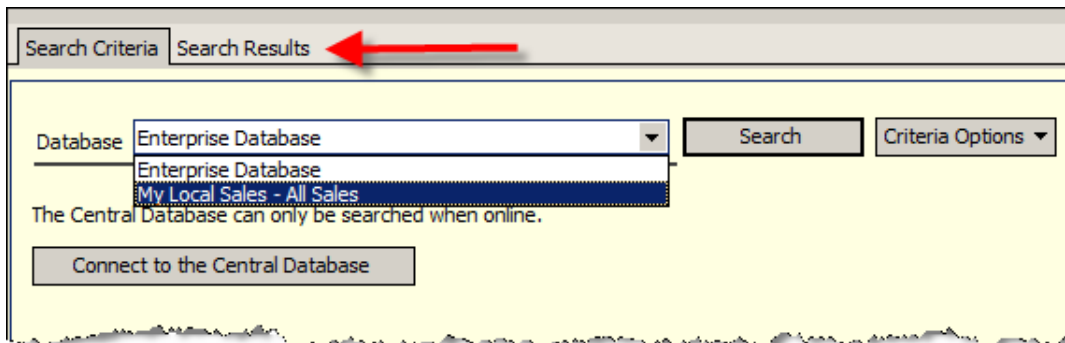


Searching for Sales in DataLog

To begin a search click on the Search for Sales button in DataLog.

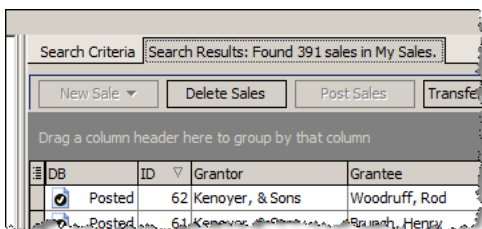
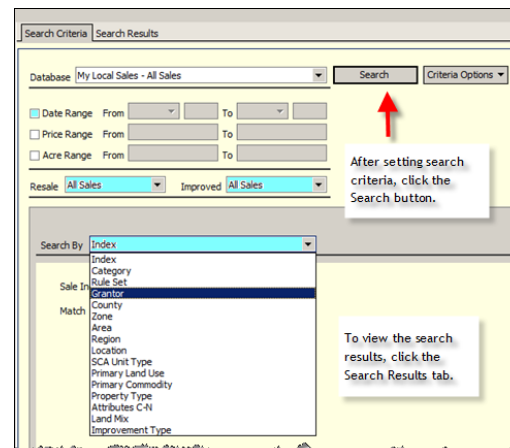


A new window will open to show the Search Criteria page. There is also a tab for Search Results.

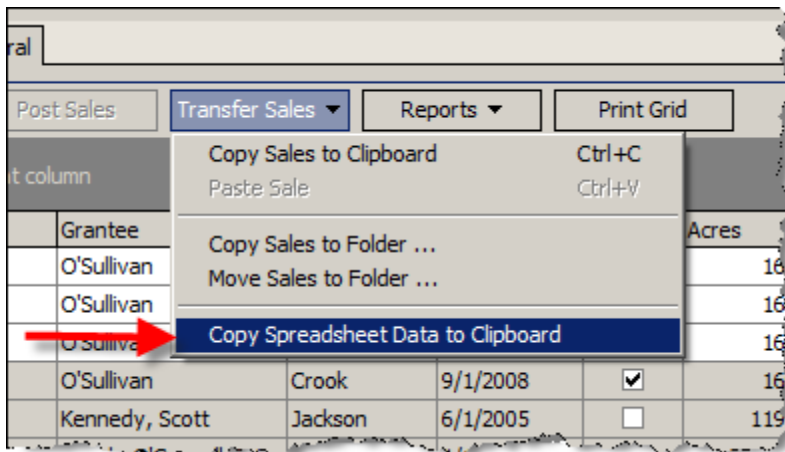


The option selected above is to search All Sales in the My Local Sales folder.

To flip between the search screen and the search results, click on the respective tab.



To copy the search results in the grid into an Excel spreadsheet, select the sales to be copied and click the Transfer Sales menu.



Select Copy Spreadsheet Data.

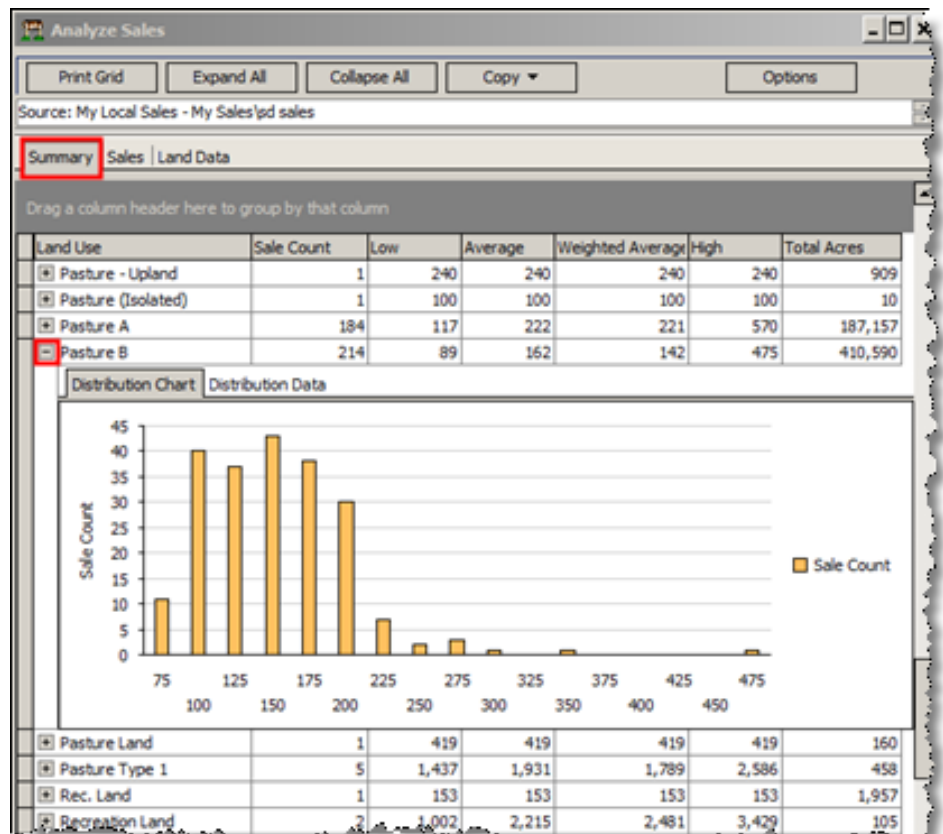
Paste the information into an Excel spreadsheet as desired.

Land Analysis Report

To use this feature of DataLog, select the sales to be used in the analysis. Click on Reports-->Analyze Land. Three tab options will become available.

The Summary tab summarizes the land use information held within the sales selected. Click on the plus sign next to a Type of land use to see a Distribution Chart, along with another tab called Distribution Data.

The Distribution Data is a summary of what the Distribution Chart illustrates. Right click anywhere in this screen to see a two option menu offering Jump to Low Sale and Jump to High Sale.



The Sales tab lists all of the sales included in the analysis, along with details about the sale such as Index #, Grantor, Grantee, Net Price, etc. Select to include the sale in the analysis or not.

LandQualityTypeNa	\$/Acre	Acres	Ratio
Creek Bottoms	177.08	0.00	100
Creek Bottoms	400		100
Creek Bottoms	381.98	0.00	100
Cropland A	441.13	150.00	100
Cropland A	353.84	0.00	100
Cropland A	394.03	285.00	100
Cropland A	282.5	0.00	100
Cropland A	417.99	0.00	100
Cropland A	409.99	149.00	100

The Land Data tab lists all of the land type information from all of the sales selected. Sort any of the columns alphabetically by clicking on the gray title bar or the small drop-down arrow.

By clicking on a particular row, the Jump to Sale option will appear; this allows a return to the sale.

Improvement Analysis Report

To use this feature of DataLog, select the sales to be used in the analysis. Click on Reports-->Analyze Improvements. Three tab options will become available and the processes are the same as for the Land Analysis Report.