

STATEWIDE REGIONAL APPRAISAL SERVICES REQUEST INSTRUCTIONS

(NOT RELATED TO LEGAL APPRAISALS, REVIEW APPRAISALS, OR APPRAISALS THROUGH PURCHASES)

1. District Right of Way Agent Supervisor shall submit a request for appraisal services to Central Office Right of Way (Send to Eric Monhollon, copy Dean Loy, Kelly Divine, and Michael Beaven)
2. Central Office Right of Way selects next Appraiser in rotation for that area
3. Central Office Right of Way sends Appraiser notification with project information and copies District Right of Way Supervisor, Appraiser shall respond within five (5) calendar days.
4. Once Appraiser accepts the Notice to Proceed begins immediately
 - a. Appraiser shall submit within fourteen (14) days electronic copies of project report to Central Office Right of Way (Send to Eric Monhollon, copy District Right of Way Supervisor, Assigned Review Appraiser, Dean Loy, Kelly Divine, Michael Beaven)
Project Report is only for assigned parcels to be appraised, not the entire project
 - b. Project Report will be reviewed by District and Central Office Right of Way
5. Right of Way Supervisor shall schedule appraisal scoping meeting within seven (7) calendar days of receiving project report.
6. Appraisal Scoping meeting attendees shall include awarded Fee Appraiser, Right of Way Supervisor, Eric Monhollon, assigned Review Appraiser, District Staff Appraiser, District Review Appraiser, District Relocation Agent if necessary (optional attendees invited are Dean Loy, Kelly Divine, Michael Beaven)
7. Appraisal Scoping Meeting
 - a. Right of Way Supervisor shall conduct appraisal scoping meeting in accordance with appraisal scoping meeting guidelines
 - b. Assigned Appraiser is responsible for keeping appraisal scoping meeting minutes
 - c. Appraiser is responsible for sending copy of scoping meeting minutes within three (3) calendar days. Approval of the minutes by all attendees is needed within five (5) calendar days or less.
NOTE: A non-response by an attendee is considered an approval.
8. If fee proposal is **\$50,000.00 and above**, send directly to Professional Services ONLY for review, send to Adrian Wells Adrian.Wells@ky.gov copying David Gormley David.Gormley@ky.gov, Megan Maynard megan.maynard@ky.gov, and Michael Shaw Michael.Shaw@ky.gov
Send Appraisal Parcel List Breakdown to Central Office Right of Way without fees so Central Office Right of Way can create an Individual Estimate
 - a. If fee proposal is **less than \$50,000.00**, submit fee proposal to Professional Services AND Central Office Right of Way to Eric Monhollon, copying Dean Loy, Kelly Divine, Michael Beaven, and District Right of Way Supervisor
 - b. Assigned Appraiser shall submit the Appraisal Fee Proposal within five (5) calendar days of the scoping meeting minutes being approved
9. Upon approval of fee proposal, Professional Services writes Letter Agreement and sends to Dean Loy & Appraiser for signatures – generally within five (5) working days
10. Final Letter Agreement signed in ink shall be returned to Michael Shaw in Professional Services immediately to be archived.
11. Letter Agreement is encumbered into eMARS to allow for reimbursement to Appraiser upon completion of services