

CITY OF HOUSTON APPROVED APPRAISER PERFORMANCE STANDARDS

The July 2008 amendment of Article VI, Chapter 2 of the City of Houston Code of Ordinances, changed the Independent Fee Appraiser selection process for assignments involving the sale or lease of City-owned real property.

Once approved to receive these assignments, appraisers must adhere to the following basic compliance requirements in order to continue to do business with the City of Houston:

PERFORMANCE STANDARDS FOR APPRAISERS

Independent Fee Appraisers will be selected for assignment from the approved Independent Fee Appraiser Sales and Leasing List when they meet the following standards.

- Real property appraisal specialty of appraiser matches the City's real property to be appraised
- Adherence to the City of Houston's policies regarding vendors doing business with the City
- Timely adherence to agreed delivery date
- Minimal errors in report
- Adherence to Scope of Services Guidelines
- Compliance with the Uniform Standards of Professional Appraisal Practices (U.S.P.A.P.)
- Timely response to questions and / or errors to be corrected
- Competitive pricing

NON-COMPLIANCE EVENTS

Non-compliance events are defined as follows:

- Missed delivery date
- Misrepresentation of qualifications and / or ethical violations
- Misrepresentation of facts
- Fraudulent or misleading values and / or comparables
- Failure to communicate with appropriate City personnel as appropriate
- Failure to satisfactorily respond to or correct appraisal deficiencies
- Failure to provide required information on comparable sales
- Failure to identify correct flood plains and recorded easements
- Failure to provide a plat of utilities affecting the property
- Injection of grammatical and mathematical errors that adversely affect the appraisal
- Failure to provide a signed Certification of Value, four signed original appraisals with color photographs and an electronic (PDF) version of the appraisal report on CD
- Any U.S.P.A.P. violation
- Failure to comply with the City of Houston's appraisal format

REMOVAL FROM THE APPROVED SALES APPRAISER LIST

An appraiser may be removed from the approved Sales Appraiser List if any of the following occur:

- Appraiser is no longer available to perform (will be removed without prejudice)
- Appraiser requests removal (will be removed without prejudice)
- Appraiser fails to comply with the City of Houston procedural guidelines
- Appraisals contain issues such as continued lateness, incorrectly calculated opinions of value, late appraisal corrections or appraiser fails to respond to questions regarding appraisal procedure

NOTE: IF AN APPRAISER HAS THREE INSTANCES OF NON-COMPLIANCE ISSUES, OR HAS THREE OR MORE VIOLATIONS, AS NOTED ABOVE, WITHIN A SINGLE APPRAISAL REPORT, HE OR SHE MAY BE REMOVED FROM THE CITY'S APPROVED APPRAISAL LIST FOR AT LEAST ONE YEAR.