

**APPRAISAL SERVICES**  
**Request for Qualification – DuPage County, Illinois**  
**DuPage Community Development Commission – Neighborhood**  
**Stabilization Program**

**Purpose:**

To solicit information for the purpose of qualifying individuals or firms to assist the DuPage County NSP Program in obtaining appraisals of foreclosed properties. Individuals or firms that are found to be qualified will be put into a pool of appraisers which will then be assigned appraisals as the need arises.

**Background:**

DuPage County has been allocated federal funds by the U.S. Department of Housing and Urban Development (HUD) under Title III of Division B of the Housing and Economic Recovery Act of 2008 (HERA) which established the Neighborhood Stabilization Program (NSP). The purpose of NSP is to stabilize communities and neighborhoods.

One of the eligible uses of NSP funding is to acquire, rehabilitate, and sell or rent the rehabilitated property to an income eligible household. Properties to be purchased must be bank-owned through foreclosure and vacant for at least ninety (90) days. Households which rent one of the rehabilitated properties must be at or below 50% of the median family income for DuPage County; households which purchase one of the rehabilitated properties must be at or below 120% of the median family income for DuPage County.

DuPage County will accomplish its NSP activities through partner agencies/developers. Individuals and firms accepting appraisal assignments will be contracting directly with these agencies/developers.

**Request:**

Qualified individuals or firms are invited to submit a statement of qualifications describing their ability to carry out the activities outlined below. It is anticipated that successful applicants will provide the following services which meet the Uniform Relocation Act (URA) definition of an appraisal (see 49 CFR 24.2(a)(3) and the five following requirements (see 49 CFR 24.103(a)(2)):

1. An adequate description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, an adequate description of the remaining property), including items identified as personal property, a statement of the known and observed encumbrances, if any, title information, location, zoning, present use, an analysis of highest and best use, and at least a 5-year sales history of the property.
2. All relevant and reliable approaches to value. If the appraiser uses more than one approach, there shall be an analysis and reconciliation of approaches to value used that is sufficient to support the appraiser's opinion of value.
3. A description of comparable sales, including a description of all relevant physical, legal, and economic factors such as parties to the transaction, source and method of financing, and verification by a party involved in the transaction.
4. A statement of the value of the real property to be acquired and, for a partial acquisition, a statement of the value of the damages and benefits, if any, to the remaining real property, where appropriate.
5. The effective date of valuation, date of appraisal, signature, and certification of the appraiser (the DuPage NSP requires the form shown in Attachment A).

### **Additional Requirements:**

6. The appraiser shall disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired or by the likelihood that the property would be acquired for the project, other than that due to physical deterioration within the reasonable control of the owner.
7. The appraisal must have been completed within sixty days of the offer made for the property. HUD has determined that an initial offer can be made, subject to the completion of the appraisal within 60 days of a final offer. If the 60 day time period is exceeded, a re-appraisal will be required.
8. Acquisitions financed with NSP grant funds are subject to the URA, and its implementing regulations at 49 CFR Part 24, and the requirements set forth in the NSP Notice published in the Federal Register on October 6, 2008. HUD anticipates that most of these transactions will qualify as voluntary acquisitions under the applicable regulations of 49 CFR 24.101(b). The URA regulations do not specifically require appraisals in connection with voluntary acquisitions under 49 CFR 24.101(b). However, the NSP Notice requires appraisals to be performed with respect to the NSP funded acquisition of foreclosed upon homes and residential properties, even though they may be considered voluntary under the URA. In those cases, the URA appraisal requirements of 49 CFR 24.103 must be met. The following guidance on appraisals pertains to acquisitions of foreclosed upon homes and residential properties which meet the applicable voluntary acquisition requirements of 49 CFR 24.101(b) and reflects applicable URA requirements and the NSP requirements, including the URA appraisal requirements of 49 CFR 24.103.
9. As stated in PART B (local supplemental guidance compiled for the URA – 49 CFR Part 24) and HUD Handbook 1378 – relevant to NSP for appraisals and voluntary sales:

*-- Appraisals shall be the most appropriate combination, or single method, to determine the highest, best use of the site. The three approaches are: cost; income; and/or sales approach. Most of what your appraisers will rely on is the market "sales" approach. In-house staff must be qualified, out of house must also be licensed.*

*-- Persons performing appraisals of NSP funded acquisitions of "foreclosed upon" properties must meet the appraisal qualifications of the Uniform Act (49 CFR 24.103(d)). All persons performing such valuations must be qualified to perform an appraisal, even if they are on staff. The regulations at 49 CFR 24.103(d)(2) only require contract "fee" appraisers to be state licensed or certified. Staff appraisers are not required to possess such qualifications, however, they must be qualified. In most circumstances, staff appraisers possess a state appraisal license or certification, even though they are not required to do so by regulation.*

Notwithstanding the foregoing, the DuPage NSP requires that appraisers also be listed on the FHA appraiser roster.

### **Selection Criteria:**

Individuals or firms will be selected based on materials submitted in response to this RFQ, as well as possible follow up interviews. The following criteria will be utilized to determine each applicant's qualification and should be submitted in a format so that the following four categories are clearly delineated:

Experience	Please provide information and documentation regarding experience (minimum of five years), education, training, certification, licensing, designations, proof of listing on the FHA appraiser roster, and other qualifications for producing appraisals acceptable to HUD. Each appraiser shall at a minimum have five years experience, be state licensed or certified in accordance with Title XI of the Financial institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.), and listed on the FHA appraisal roster.
Capacity	Please provide information and documentation as to the ability to provide appraisals, acceptable to HUD, in a timely manner.
Cost	Please provide the appraisal cost of each initial appraisal and the cost of a subsequent re-appraisal of the same property, if needed.
Minority and/or Women's Businesses	Qualifications submitted by documented minority or women's business enterprises will be given special consideration.

**Submissions:**

Submissions will be accepted beginning April 1, 2009 and continue through May 15, 2009. Submissions may be hand delivered, mailed, faxed, or e-mailed to:

DuPage Community Development Commission  
421 N. County Farm Road, Room 1-700  
Wheaton, IL 60187  
Attn: Carrol Roark  
Phone: 630-407-6605  
Fax: 630-407-6601  
[carrol.roark@dupageco.org](mailto:carrol.roark@dupageco.org)

**ATTACHMENT A**  
**CERTIFICATE OF APPRAISER**

I hereby certify:

That on \_\_\_\_\_ date(s), I personally made a field inspection of the property herein appraised, and have afforded the owner or a designated representative the opportunity to accompany me on this inspection. I have also personally made a field inspection of the comparable sales relied upon in making said appraisal. The property being appraised and the comparable sales relied upon in making this appraisal were as represented in the appraisal.

That to the best of my knowledge and belief the statements contained in the appraisal herein set forth are true, and the information upon which the opinions expressed therein are based is correct; subject to the limiting conditions therein set forth.

That I understand that such appraisal may be used in connection with the acquisition of property for a project utilizing U.S. Department of Housing and Urban Development funds.

That such appraisal has been made in conformity with appropriate laws, regulations, and policies and procedures applicable to appraisal of property for such purposes; and that to the best of my knowledge no portion of the value assigned to such property consists of items which are noncompensable under the established law of said State.

That any decrease or increase in the fair market value of real property prior to the date of valuation caused by the project for which such property is acquired, or by the likelihood that the property would be acquired for such project, other than that due to physical deterioration within the reasonable control of the owner, was disregarded in determining the compensation for the property.

That neither my employment nor my compensation for making this appraisal and report are in any way contingent upon the values reported herein.

That I have no direct or indirect present or contemplated future personal interest in such property or in any benefit from the acquisition of such property appraised.

That I have not revealed the findings and results of such appraisal to anyone other than the proper officials of the acquiring agency, DuPage Community Development Commission, or officials of the U.S. Department of Housing and Urban Development and I will not do so until so authorized by said officials, or until I am required to do so by due process of law, or until I am released from this obligation by having publicly testified as to such findings.

That I have not given consideration to, or included in my appraisal, any allowance for relocation assistance benefits.

That my opinion of the fair market value of the property to be acquired as of the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ is \$ \_\_\_\_\_ based upon my independent appraisal and the exercise of my professional judgment.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_