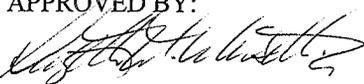


R/W MANUAL CHANGE

RWMC- 225

PROCEDURAL HANDBOOK  
 (1984 Edition)

RWPH-\_\_\_\_-\_\_\_\_-\_\_\_\_  
 TRANSMITTAL#\_\_\_\_

TITLE: APPRAISALS	APPROVED BY:  SUZETTE M. MUSETTI	DATE ISSUED: <b>JAN 10 2013</b>
SUBJECT AREA: CHAPTER 7 - APPRAISALS	ISSUING UNIT: OFFICE OF APPRAISALS AND LOCAL PROGRAMS	
SUMMARY OF CHANGES: Updates Form RW 7-9.		

**PURPOSE**

This manual change updates Form RW 7-9, "Appraisal." It also transmits this form from the Department's Caltrans Electronic Forms System (CEFS) to Chapter 7 Appraisals in the Right of Way Manual.

Listed below are the changes made to the CEFS form:

- Formatted the Fields in the form to be more flexible in its use.
- Included scroll-down choice to select "Blank," "Primary," or "Alternate" type of appraisal.
- Revised "KP (P.M.)" to "P.M."
- Added "Proj. ID" to reflect the terminology used in the Advantage system.
- Updated the "Instructions" pages.

**BACKGROUND**

The CEFS version was revised to be more user friendly for use by the Local Agencies and consultants. At the time of revision, additional boxes were also added to reflect reporting options in the Right of Way Manual.

**EFFECTIVE DATE**

Immediately.

**MANUAL IMPACT**

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

**REVISION SUMMARY**

<u>Chapter</u>	<u>Remove Old Pages</u>	<u>Insert New/Revised Pages</u>
	Remove the following in its entirety:	Replace with the following in its entirety:
7 - Forms	RW 7-9 (REV 9/2002), (REV 05/2008)	RW 7-9 (REV 12/2012)

**APPRAISAL**

RW 7-9 (REV 12/2012)

**CONFIDENTIAL**

This document contains personal information and pursuant to Civil Code 1798.21 it shall be kept confidential in order to protect against unauthorized disclosure.

**NOTE:** Instructions for completion of this form are contained on the following pages.

APN	F.P. #	PARCEL NO.
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Report No.	Date	Reg/Dist	Co	Rte	P.M.	Exp Auth	Map No.
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Owner:  Proj. ID:

Property Address:  Locale:

Zone:  Present Use:  Best Use:

Entire Property: Land: \$  Imps. \$  Total: \$

Possible Hazardous Waste (Include underground tanks):  Yes  No

Date Acquired:  DTT: \$  Consideration: \$

Total Prop. Area:   Full  Part (Include Access Rts.)  Yes  No

Market Value of Required Property: \$

Land:

Inspected Dates: \_\_\_\_\_ By: \_\_\_\_\_

(2) (4)  
**INSTRUCTIONS**  
RW 7-9 (REV 12/2012)

APN (1)	F.P. # (3)	PARCEL NO. (5)
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Report No.	(6) Date	Reg/Dist	Co	Rte	(7) P.M.	Exp Auth	Map No.
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Owner: (8)	Proj. ID: (9)
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Property Address:	Locale: (10)
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Zone: (11)	Present Use: (11)	Best Use: (11)
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Entire Property: Land: \$ (12)	Imps. \$ (12)	Total: \$ (12)
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Possible Hazardous Waste (Include underground tanks): <input type="checkbox"/> Yes <input type="checkbox"/> No	(13)
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Date Acquired: (14)	DTT: \$ (14)	Consideration: \$ (14)
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Total Prop. Area: <input type="checkbox"/> Full <input type="checkbox"/> Part (Include Access Rts.) <input type="checkbox"/> Yes <input type="checkbox"/> No	(15)
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Market Value of Required Property: (16)	\$
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Land:

(17)

Inspected Dates: (18)	By: (19)
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**INSTRUCTIONS FOR COMPLETION OF FORM RW 7-9  
(See Section 7.04.04)**

The following will be included on the Appraisal Page as appropriate:

- (1) Enter the Assessor's parcel number.
- (2) The word "Primary" or "Alternate," if alternate appraisals are included.
- (3) The Federal project number.
- (4) (a) The word "Revised" with date of submission.
- (b) The remark "Revises and supersedes the parcel appraisal in Appraisal Report No. \_\_\_\_\_ dated \_\_\_\_\_" for Revised Parcel Appraisals included in the report.
- (c) In addition to (a) and (b) above, cross reference split parcel numbers.
- (d) On merged parcels, add the remark "Revised (date) merges with Parcel \_\_\_\_\_ and supersedes the parcel appraisal in Appraisal Report No. \_\_\_\_\_ dated \_\_\_\_\_."
- (5) When parcels with a mutual owner are appraised together as a larger parcel, the upper margin of the recapitulation page (Form RW 7-9) will reference all parcels in the appraisal group. Each higher numbered parcel (if separate appraisal pages RW 7-9 are used) will reference the lowest number-"see also Parcel \_\_\_\_\_."
- (6) The date will be the date of the Appraisal Report. This date will not be changed in submission of Revised Appraisal Pages. It will be changed in a Revised Parcel Appraisal.
- (7) The Post Mile (P.M.) may be shown to the lowest tenth of a mile but not lower than the project limit.
- (8) Show the vested owner's name. The use of the terms "et ux," "et al" is satisfactory. An employee of the Department of Transportation will be shown with Civil Service Class, place of employment and Division of the Department.
- (9) EFIS: Advantage Project ID
- (11) A description of specialized zoning should be included in the appraisal. Property use descriptions should be specific and not zoning classification.
- (12) Entire property values will be omitted for full acquisitions and may be estimated or omitted in small partial acquisitions from large holdings with no severance damages. Land value should be shown in site valued land or when the entire area has been calculated.
- (13) Note the existence or absence of possible hazardous waste, including underground tanks.
- (14) The date the deed was recorded, the amount of the documentary transfer tax and the consideration shall be shown if the property was acquired within the five years preceding the date of the appraisal. The date of an unrecorded contract of sale should be shown if within five years. If no transfer has taken place within the last five years, show "over five years" after the heading Date Acquired. (NOTE: See Section 7.02.03.00 if a sales data page is required.)
- (15) Access rights restriction requirements will be marked for all partial acquisitions.
- (16) This will be the total of land, improvements and net damages. This amount will include proposed excess land and improvements, and improvements pertaining to the realty. This amount will not include advertising structures shown in the Summary of Outdoor Advertising Structures, furniture proposed for possible purchase, or Construction Contract Work. Construction Contract Work will, however be carried forward separately to the Parcel Summary Page.

Pertinent information may be typed directly under the headings (and subheading if appropriate) if space allows. If not, enter the total valuation for the heading and refer to supplemental pages for further details. Enter the word "None" and zero value if appropriate.

- (17) Land - show breakdown by subparcel and indicate value/square foot or acre.

- Improvements
  - Relocation in Lieu of Purchase
  - Improvements Pertaining to the Realty
- Damages Less Benefits
  - Severance Damages
  - Benefits
  - Net Severance Damages or Benefits
- Totals for Right of Way and Excess
- Construction Contract Work
- Rental Rate, Actual and Economic
- Outdoor Advertising Structures (See Summary)
- Access Openings

# INSTRUCTIONS

RW 7-9 (REV 12/2012)

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(18) Dates Inspected

(19) Names of Appraisers

If excess property is proposed for acquisition, values for Right of Way and Excess should be assigned in separate columns under each heading in accordance with Manual Section 7.03.06.00.

Main headings 17 will be included in all appraisals. (See Section 7.07.14.00 regarding breakout of owner vs. tenant or lessee owned improvements.)

Sub-headings Improvements, Damages Less Benefits, Totals for Right of Way and Excess and Construction Contract Work will be included in all appraisals of partial acquisitions.

Sub-heading Rental Rate, Actual and Economic will be included in appraisals which include improved properties and rented unimproved properties. On tenant-occupied properties, the actual rental rate and the estimated economic rental rate will be shown. For improved owner-occupied properties, an estimate of the economic rental rate will be shown.

Sub-heading Outdoor Advertising Structures will be included for parcels with outdoor advertising structures listed on the Summary of Outdoor Advertising Structures.

Sub-heading Access Openings will be included in all partial acquisitions with any proposed access openings - permanent, temporary or locked gate.

Heading 18 will show the dates the property was inspected by the appraiser(s).

Heading 19 will show the name(s) of the appraiser(s) who made, or revised, the appraisal.

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