This is an update to the 2012-10-E UAD Completion Requirements circular published August 9, 2012, and contains new information about Uniform Appraisal Dataset (UAD) reporting requirements. This circular, which updates prior issuance, includes an overview of some of the primary UAD field completion requirements necessary to successfully submit the appraisal and avoid Draft Not Acceptable (DNA) status.

Government Sponsored Enterprises (GSEs - Fannie Mae and Freddie Mac) have specific UAD appraisal field reporting requirements that must be adhered to on appraisal assignments subject to UAD requirements. These requirements have also been adopted by the U.S. Department of Housing and Urban Development (HUD) on applicable interior inspection appraisal forms for Federal Housing Administration (FHA). Bank of America has adopted UAD standards on form 1004/70, 1073/465, 2055, and 1075/466 appraisal assignments to ensure consistency in the application of underwriting and automation rules.

### UAD Completion Requirements

#### Completeness Rules

The requirements outlined in this circular will be enforced with automated completeness rules when UAD is required. Completeness rules are used to ensure specific appraisal field compliance. If not satisfied, the appraisal will be flagged as Draft Not Acceptable (DNA) and will require resubmission with appropriate revisions.

**Note:** Due to conflicts and lack of clarity with various UAD fields, our completeness instructions will be revised periodically to coincide with updates provided by the GSE’s.

#### UAD Required Appraisal Assignments

When UAD is required, the following statement should appear at the top of the engagement letter:

*This report must be completed in compliance with the Uniform Appraisal Dataset (UAD).*
New Information
UAD Rules to be Released 2/9/2013

On February 9, 2013, new rules to enhance UAD compliance for current rules already active and communicated previously will be set to Draft Not Acceptable (DNA) for all applicable appraisal products. If there are any questions regarding these rules or for examples of proper UAD formatting, please refer to LandSafe’s UAD and Other Tips for Successful Appraisal Submission job aid link at the end of this circular.

➤ Condition Description: The condition description field must include an overall condition rating of C1; C2; C3; C4; C5; or C6. The description field must also indicate whether or not there has been any material work done to the kitchen and bathrooms in the prior 15 years.

- If work has been completed, the level of work and time frame (selected from the drop down) is to be provided followed by a semi colon (;) and the description of condition of improvements.

- If work has not been completed, the text “No updates in the prior 15 years” (selected from the drop down) must be provided followed by semi colon (;) and a description of the condition of the subject’s improvements.

For example:

C4; No updates in the prior 15 years; [enter description of property condition]

C3; Kitchen- updated less than one year ago; Bathrooms-remodeled-one to five years ago; [enter description of property condition]

C2; Kitchen- not updated; Bathrooms-remodeled-less than one year ago; [enter description of property condition]

Note: Semi colons (;) are required between the condition rating, the work completed entry and the description of the subject’s condition entry. Periods, dashes, colons and commas are not allowed.

➤ Utilities (Gas, Water, Electric, and Sewer): When a utility is not present, no boxes (Public or Other) are to be checked and the word “None” must be entered into the description field. If other is checked, a description of the utility must be provided.

New Information
Condominium Unit Number

UAD requires a unit number to be provided for condominiums. The field cannot be left blank. If the unit number is not available within the physical address or the legal description a dash (-) is to be inserted in the Unit # field for the subject and the comparables. House number, unknown, none or blank are not acceptable.
The correct entry for comparable field when the Unit # is not known:

-, city, state, zip

Condo Address Format for the Subject and Comparables:

Software vendors have recently released updates due to condominium address formatting errors. In order to prevent reports from going into Draft Not Acceptable (DNA), please verify you are utilizing the most recent software update. Please review recent Announcement for additional information.

New Information
Net Adjustment Total

If the error message below is received for a report in ‘Draft Not Acceptable’, the sum of the individual adjustments for the comparable noted do not equal the net adjustment amount. To verify, manually add together the adjustments. This typically occurs when the total is rounded. Any rounding must be done to the individual adjustments and not the total. Please contact your software vendor for resolution.

Error Message Example:
The net adjustment amount must be provided in whole dollars and must be the sum of the adjustment amounts.

New Information
Listing Information - Subject

If the “Yes” box is checked indicating the subject is currently offered for sale or has been offered for sale in the twelve months prior to the effective date of the appraisal, the following information is required:

DOM (Days on Market), Offering Price (original listing price and a history of price changes, if any), Offering Date(s), and data sources used. If the data source is MLS, the abbreviated MLS organization name followed by the # sign and the specific listing identifier is required.

Correct format is:
DOM followed by whole number up to 4 digits or Unk, a semi colon (;) and text entry including offering price, offering date in mm/dd/yyyy format and data sources used (see example below).
Please note:
- The text entry must include the listing price with dollar sign ($). Unknown is not acceptable.
- The required formatting must be entered in the appropriate field on page 1. It cannot be carried to an addendum.
- A semi colon (;) is required between DOM entry and the text. A colon, period, dash, comma or any other punctuation is not allowed.

If the answer is “No” the subject is not currently listed for sale or it has not been listed in the prior 12 months, the data sources used must be provided (see example below).

**Example of Prior Listing Comments:**

<table>
<thead>
<tr>
<th>Is the subject property currently offered for sale or has it been offered for sale in the twelve months prior to the effective date of this appraisal?</th>
<th>Yes  No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report data source(s) used, offering price(s), and date(s).</td>
<td></td>
</tr>
<tr>
<td>DOM 47: The subject was listed for sale on 07/28/2011 for $550,000 and currently pending sale at $500,000.</td>
<td></td>
</tr>
</tbody>
</table>

**Contract – Subject**

When a purchase transaction is indicated, the first appropriate Sale Type must be selected from “REO sale”, “Short Sale”, “Court ordered sale”, “Estate sale”, “Relocation sale”, “Non-arms length sale” or “Arms length sale” followed by an explanation of the analysis of the contract.

If the subject’s purchase contract was not analyzed, an explanation must also be provided. If the appraisal report is for a purchase transaction, whether or not the contract was reviewed, the field cannot be left blank.

Please note:
- To ensure compliance, utilize the drop down for selection of sales type.
- The required formatting is case sensitive (cannot be in all upper case) and must be entered in the appropriate field on page 1. It cannot be carried to an addendum. If not using the drop down for selection of sales type, the descriptions must be entered exactly as shown below (lower and upper case as shown):
  - REO sale
  - Short sale
  - Court ordered sale
  - Estate sale
  - Relocation sale
  - Non-arms length sale
  - Arms length sale
Example of Contract Analysis Comments – If “did” box is checked:

X did [ ] did not analyze the contract for sale for the subject purchase transaction. Explain the results of the analysis of the contract for sale or why the analysis was not performed. Arms length sale. The signed copy of the purchase contract was reviewed. Additionally, the price and terms were confirmed with the listing agent.

LandSafe Tips for a Successful Submission

Click on the following link to obtain the most recent UAD and Other Tips for a Successful Appraisal Submission job aid. This is the most comprehensive reference source for UAD compliance and the most recent version will be available in the link in the Engagement Letter and in future communications. **We recommend saving the link as a “Favorite” on your computer for ease of reference.**

Link to Revised Fannie Mae and Freddie Mac UAD Standards

Read the UAD Specification Appendix D. Field-Specific Standardization Requirements to see GSEs Appendix D, which contains a description of the field-specific requirements. Review GSE’s Uniform Appraisal Dataset Update released on June 19, 2012 for new Appendix D information.

Questions

Please contact the Resolution Customer Assistance Team at 1.800.341.6033.