



ODOT APPROVED FEE APPRAISER LIST How to Apply

BACKGROUND:

According to the Code of Federal Regulations Title 49, Part 24.103, the Oregon Department of Transportation shall establish the minimum qualifications for fee appraisers engaged in any appraisal activities on transportation related projects. Accordingly, the ODOT Right of Way Section has established a list of approved fee appraisers who may bid on contracts to conduct appraisal activities. Inclusion on the approved list does not guarantee consideration for every appraisal contract offered for bid. Individual contracts may require differing areas of technical and geographical expertise and may be time critical. Fee appraisal assignments are made, as needed, by our Regional Appraisers directly with the individual who will perform the work, not with the firm.

QUALIFICATIONS:

ODOT standards require the following minimum qualifications for the appraiser:

- A college degree in Business Administration, engineering, agriculture, education or related fields; or,
- Five (5) years verified active experience in the real estate field leading to a basic knowledge of real property valuation; or,
- Any combination of such experience and college study to provide a total of five (5) years beyond high school graduation and experience of the types named.

You must also:

- Be an actively licensed or certified real estate appraiser in accordance with the current Oregon appraiser license laws; and,
- Have two (2) years experience in real property appraisal.

PROCESS:

To be considered for placement on the ODOT approved fee appraiser list:

- Complete and sign the ODOT Appraiser Resume (include references)
- Include samples of your appraisal work
- Return information to the ODOT Right of Way Section

(Summary sheets are acceptable for additional information, but all basic data requested should be entered in the space provided on the form).

You will note at the top of the *Appraiser Application* that there are two (2) separate programs for which you can apply. ODOT's *Eminent Domain* program involves the appraisal of property being acquired for public improvement projects. Those applying for this program must be able to demonstrate that they have a basic understanding of the fundamentals of eminent domain

appraising, such as partial takings, severance damages, special vs. general benefits, what constitutes the larger parcel, and what makes a Before and After appraisal. Previous appraisal experience with these types of issues, while not required, is highly regarded by ODOT.

Appraisers working for ODOT in the eminent domain program must be prepared to support their appraisals in court as the need arises. Appraisal revisions, supplemental services, and pretrial work may not exceed \$125 per hour. The rate for actual trial time while testifying, or on stand-by during trial, is not to exceed \$150 per hour. If you have blocked out time from your schedule for trial time or are on stand-by during trial at the request of the State's attorney, and the case is settled or otherwise terminated, you may charge to the nearest 1/2 day (4 hour) increment in excess of the time actually expended. This is to be billed at the appropriate rate and an acceptable justification statement must be submitted to the Region Appraiser. Resumes which indicate a higher rate will be included in our roster of approved fee appraisers; however, we do not have authorization to solicit proposals from these appraisers.

The second program is the *Management Home Purchase Program* where ODOT offers to purchase the residences of employees required to relocate when accepting a promotion or transfer to a management or executive service position. Appraisers applying for this program should have a strong background in residential valuation. We require that appraisals for this program be prepared using the **Employee Relocation Council** form, **ERC-2 Rev. 4/86**. In addition we require that ODOT approved Residential Comparable Sales Sheets be included in the report for each sale and listing utilized.

Please remember to include samples of your appraisal work. If you cannot include samples, please explain.

You can apply for one or both of these programs. Upon satisfactory verification of the references you provide and a review of your work samples, we will be notifying you of your inclusion on our approved list. Fee appraisal contract solicitations for proposals are made as needed by our Region Appraisers who will be notified at the time you are added to the approved list.

It is extremely important to the State of Oregon that only people qualified are hired to do ODOT fee appraisal work. In addition, ODOT requires that its fee appraisers fulfill all terms and specifications of the contracts. If these are not met as prescribed, ODOT reserves the right to remove the fee appraiser who failed to perform, from the ODOT fee appraiser list. Notice of removal will be provided in the event this becomes necessary.

If you have any questions or require additional information regarding this process, please call the ODOT Right of Way Section at 503-986-3600.

Return materials to:

**ODOT Right of Way Section
4040 Fairview Industrial Drive SE, MS-2
Salem, OR 97302**