

UAD 3.6 Appraisal Readiness

1 Property Components & Structural Data

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| ☐ | Roof Details | Exact installation year, manufacturer and material type, and any warranties or replacement receipts. |
| ☐ | HVAC Systems | Installation date, make and model for the heating and cooling units. |
| ☐ | Square Footage (GLA) | An independent blueprint or tax record validating Gross Living Area. Keep non-conforming space — basements, unpermitted additions — listed separately, not folded into the total. |
| ☐ | Foundation Type | Clear specification of the foundation (slab, crawlspace, full basement) and any engineer certifications. |

2 Upgrades, Additions & Permits

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| ☐ | Remodeling Records | Itemized list of kitchen and bathroom renovations with specific completion dates (MM/YYYY) and material costs. |
| ☐ | Permit Documentation | Copies of local building permits and certificates of occupancy for additions, electrical work, structural corrections or solar installations. |
| ☐ | ADU Clarification | Proof of legal zoning compliance, whether utility meters are shared or separate, and how the unit is accessed. |

3 Energy Efficiency & Green Features

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| ☐ | Solar Documentation | Ownership status — owned outright vs. third-party leased — alongside system capacity and output. |
| ☐ | Energy Efficiency Certificates | Home Energy Rating System (HERS) certificates, Energy Star ratings, or verification of specialized insulation. |
| ☐ | Window & Door Specs | Manufacturer specs proving double-pane insulation or impact-resistant installation. |

4 Transaction & MLS Alignment

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| ☐ | Property Type Matching | Confirm the MLS designation matches the actual structure — a manufactured home cannot sit in the listing as modular or site-built. |
| ☐ | Concession Breakdowns | Clean itemization of financial concessions, buyer-agent compensation, closing-cost assistance and repair credits written into the contract. |
| ☐ | Attachment Verification | Boundary details confirming whether the unit is a genuinely attached townhome or a detached layout. |