

# New Requirements

**Please review carefully as some of our requirements have changed.**

For bank regulatory purposes, the cost of the appraisal is to be included in the report or a copy of the invoice/receipt provided to the applicant is to be submitted along with the report.

You may submit the appraisal electronically through our website at: [HomEquityBank.ca/Appraisers](http://HomEquityBank.ca/Appraisers) (deal number is required).

All appraisals must be on the Appraisal Institute of Canada, residential report format (refer to [aciweb.com](http://aciweb.com) for more information regarding this format).

**Appraisal must be made out to HomEquity Bank.**

**Due to bank regulatory requirements, the following changes are now in effect:**

- 1 Cost of the Appraisal** - Is to be included in the report or a copy of the paid invoice/receipt provided to the applicant is to be submitted along with the report.
- 2 All Rooms** - In the subject property are to be viewed and accessed.
- 3 Interior Photos** - All rooms including basement must be provided.
- 4 Days on Market (DOM) Comparables** - Include # of days (excessive dates are to be accompanied with explanation, i.e. over-valued properties, seasonality).
- 5 Private Sales** - No more than 1 private sale should be used and it should not be the most comparable comp to the subject property (where applicable).
- 6 Properties Under Construction** - Must be at least 97% complete.
- 7 Outbuildings** - Interior and exterior photos are to be provided.
- 8 Structural Integrity** - Any structural issues (i.e. foundation, water, cracks, etc.) must have applicable photos and comments attached to report.
- 9 Deferred Maintenance** - A list of the work along with associated costs to the scope of work is to be included.
- 10 Cost Approach** - is required on all reports (with the exception of condominium/strata properties).
- 11 Mobile Homes** - if it is not on a permanent foundation, additional commentary is required (i.e skirted, tires removed, etc.).

# New Requirements

Please review carefully as some of our requirements have changed.

## Please do not proceed if any of the following applies:

- The client cannot provide payment at the time of inspection and another payment arrangement has not been pre-arranged.
- There is an underground oil tank.
- The subject property is located in a Flood Fringe, Zone or Plain.
- The property is zoned Commercial. (HomEquity Bank will consider homes zoned as commercial/residential).
- Any of the rooms cannot be inspected. All rooms must be viewed.
- Properties under construction not at least 97% complete.

## For ALL HomEquity Bank appraisals the following apply:

- Pictures are required of both front and rear of the property along with a street scene.
- All rooms must be viewed and accessed.
- Interior photos of all rooms (including those in the basement) to be provided.
- The final value must only be attributed to the house, basic garage (if applicable) and up to a maximum of 10 acres of land (see "Acreage" section).
- Do not include the value of any outbuildings such as sheds or guest homes.
- The interior of all outbuildings must be inspected and photos provided.
- Legal description.
- Lot and Site sizes: All measurements must be reported in imperial units, including lot size (frontage and depth).

- Electrical amperage (breakers/fuses).
- Age of roof/material. If almost at life expectancy, further comments are required.
- The cost approach is required on all reports with the exception of condominium/strata properties.
- Percentage complete – Construction must be at least 97% complete.
- Sales history – Comment on known agreements for sale, prior sales or listings in the last year.
- If the home has "UFFI", please indicate such but you may proceed with appraising the property.
- Structural Integrity (Foundation cracks, water seepage/staining, etc) if evident, additional comments and pictures are required.
- Deferred Maintenance - if known, please provide estimated costs associated with scope of work.
- If the property has a High Land Value, further comments are required regarding the contributing factors (i.e. zoning, re-zoning, acreage, future redevelopment potential, etc.).
- Life expectancy of the property.
- Must indicate heat source.
- Must indicate reasonable exposure time.
- Must indicate subject is owner-occupied.

## Water Source:

- If type is Well: Type of well is required (i.e. drilled, artesian, cistern\*, etc.).
- If type is Lake Intake\*: please indicate if there is an Ultraviolet (UV) Filtration System in place.

# New Requirements

Please review carefully as some of our requirements have changed.

## Comparables:

- Minimum of 3 comparable sales to be provided.
- DOM: All comparables must include the total number of days listed on the market. If DOM are excessive please provide an explanation (i.e. over-valued properties, seasonality).
- Sale Dates: Anything older than six months should be time adjusted or an explanation regarding market conditions is required.
- No more than one private sale should be used and should not be the most comparable comp to the subject property (where applicable).
- Include a map showing the location of the comparables in relation to the subject property.
- Photos of all comparable sales are required.

## Fuel Type (if oil):

- Location: Please indicate the location of the oil tank (inside the home or outside, - above or below ground).
- Please indicate the age of the oil tank. The manufacturing date is stamped on newer oil tanks.

## Acreage:

- If the subject property has acreage, the number of acres must be indicated.
- Maximum acceptable acreage is 160 acres.
- If more than 10 acres, the final value must include the home and 10 acres only. Additional acreage and any outbuildings are not to be included in value.
- If there are any animals/livestock on the property, please indicate the type and approximate number.

## Condominiums:

- Please provide the number of units in the subject complex.
- If the building is subject to any special assessment, details should be included in the Comments.

## Mobile Homes:

- Client must own the land (leased land or rental pads not acceptable).
- Please provide the Serial Number, Year, Make and Model of the mobile home if available.
- Comments are required if the mobile home is on a permanent foundation or not mobile (i.e. tires removed/skirted etc.).
- Mobile Home Registry number is required in the province of British Columbia.

**Incomplete appraisals will not be accepted.**