

USPAP Q&A

Vol. 8, No. 9

September 2006

This communication by the Appraisal Standards Board (ASB) does not establish new standards or interpret existing standards. The ASB USPAP Q&A is issued to inform appraisers, regulators, and users of appraisal services of the ASB responses to questions raised by regulators and individuals; to illustrate the applicability of the Uniform Standards of Professional Appraisal Practice (USPAP) in specific situations; and to offer advice from the ASB for the resolution of appraisal issues and problems.

Trainee Access to Workfiles

Question:

I am a trainee appraiser and have been working with the same supervising appraiser for some time. Recently, my supervising appraiser told me that since I was only a trainee, I had no right to access workfiles on appraisals where I provided significant professional assistance. Is my supervising appraiser correct? Do trainees have no rights regarding access to workfiles?

Response:

As background, USPAP places workfile retention requirements on the *appraiser*. In assignments where more than one appraiser is involved (e.g. a trainee appraiser and a supervising appraiser) each appraiser shares responsibility for complying with the Record Keeping section of the ETHICS RULE.

Supervising appraisers should be aware that all appraisers, including “trainee appraisers,” must maintain access to workfiles for a minimum of five years. A supervising appraiser must not impede a trainee appraiser’s ability to access workfiles. Denying access to workfiles is a violation of the ETHICS RULE.

This Rule specifies the personal obligations and responsibilities of the individual appraiser. However, it should also be noted that groups and organizations engaged in appraisal practice share the same ethical obligations.

Updating a Prior Assignment with a Different Scope of Work

Question:

Several months ago I appraised a property using only a sales comparison approach. My client is now asking that I perform an update of my prior appraisal, but they now want me to include a cost approach. Does USPAP allow me to do this?

Vol. 8, No. 9

September 2006

Response:

Yes. "Update" is a business term; under USPAP, the second assignment from the same client is a new assignment with its own scope of work and the requirement to produce credible assignment results. Advisory Opinion 3, *Update of a Prior Appraisal*, states, in part:

*When developing an opinion regarding a property that was the subject of a previous assignment, the scope of work in the **new assignment** may be different from the scope of work in the prior one. (Bold added for emphasis)*

Therefore, the new assignment can be performed with a scope of work greater than that performed in the original assignment.

*Each year the ASB compiles the monthly USPAP Q&A into a publication entitled *Frequently Asked Questions, or FAQ's*. In addition to compiling the new FAQ's for the year, all of the FAQ's in the publication are reviewed and updated, if necessary, to ensure they represent the most recent guidance from the Board. *Frequently Asked Questions* is published as an adjunct to each edition of USPAP, and has become a valuable reference for appraisers, users of appraisal services, and regulators. The *Frequently Asked Questions* publication can be purchased for \$20.00 by visiting the "Foundation Store" page on The Appraisal Foundation website (<https://commerce.appraisalfoundation.org>).*

For further information regarding USPAP Q&A, please contact:

John S. Brennan, Director of
Research and Technical Issues

The Appraisal Foundation
1155 15th Street, NW, Suite 1111
Washington, DC 20005

(202) 624-3044
(202) 347-7727 fax