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FORMS AND REPORTS REFERENCED IN HANDBOOK 4150.2

HUD-92005:	Description of Materials
HUD-92541:	Builder's Certification
HUD-92544:	Builder's Warranty
HUD-92563:	Roster Appraiser Designation Application (to be updated)
HUD-92802:	Application and Request for Manufactured Home Lot and/or Site Preparation

Homebuyer Summary and Valuation Conditions Form

Marshall and Swift Form 1007

Freddie Mac 704 Form: Second Property Value Analysis and Report

R.S. Means & Company Repair and Modeling Cost Data Book or the Home-Tech Remodeling and Renovation Cost Estimator

Use of Materials Bulletin No. 100, Subject: HUD Building Product Standards & Certification Program for Solar Water Heating Systems-August 15, 1993

Marshall & Swift Cost Handbook - New & Proposed Construction

Marshall & Swift Guide to Construction Costs

Form FW 68: Land Appraisal Report

Uniform Standards of Professional Appraisal

Permanent Foundation Guide for Manufactured Housing

CABO Model Energy Code, 1992 Ed., Residential Buildings

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Permanent Foundation Guide for Manufactured Housing

CABO Model Energy Code, 1992 Ed., Residential Buildings

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FOREWORD

PURPOSES OF These are the purposes of this Handbook:
HANDBOOK

- o Provide guidance for appraisers on how to appraise existing, proposed and new construction of one- to four-family homes for which mortgages are to be insured by FHA.

- o Introduce appraisers to the environment of greater accountability associated with recent HUD reforms.

HOME BUYER On June 1, 1998, HUD launched the HomeBuyer Protection Plan. The
PROTECNON Plan reforms the appraisal process to ensure that home buyers
PLAN seeking FHA-insured mortgages receive accurate

and complete appraisals of the homes they seek to purchase. If homebuyers do not receive adequate appraisals, they may have to make extensive repairs to make their homes habitable. As a result of the additional financial burden, they may default on their FHA-insured mortgages.

THE NEW HUD VALUATION CONDITIONS FORM As part of the HomeBuyer Protection Plan, HUD has revised the Valuation Conditions (VC) Form. This new form:

- o Requires submission of valuation condition information for all appraisals
- o Transforms the former VC form into a series of "yes-or-no questions" based on readily observable physical conditions of the subject property
- o Summarizes the information on the physical condition of the property for the Homebuyer

THE PERFORMANCE MEASUREMENT FRAMEWORK Another significant change reflected in this Handbook is the introduction of performance measures for appraisers. The performance measurement framework is designed to achieve improvements in the performance and professionalism of appraisers on the FHA Register.

HUD will measure appraiser performance in the following five performance categories:

- o Appraisal process
- o Appraisal reporting
- o Valuation conditions
- o Maintaining state licensure
- o Responsiveness to field review

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As part of this new framework, HUD will develop statistical indicators to identify poor appraisals and appraisers, and will inform appraisers of its enforcement efforts.

ENFORCEMENT AND SANCTIONS In addition to providing clear sanctions, HUD has enhanced enforcement efforts by creating an Enforcement Center. The Enforcement Center will provide administrative support for the management of the sanction process.

RESOURCES Questions and comments can be sent electronically to REAC's Internet website at reacone@hud.gov

The Help Desk will be available beginning on May 5, 1999 Monday through Friday from 7:30 a.m. to 8:00 p.m. EST for questions. The telephone number is (888) 245-4860.