

Dear Mr./Mrs. [permit holder]:

I have received your written notice of intent to seek a second appraisal of the typical lot that represents your grouping, which is [Lot # _____, in the _____ Tract]. I am providing guidance and specific steps that you will need to follow in obtaining your second appraisal.

1. First, be aware that **you are responsible for cost of the 2nd appraisal.**
2. The appraiser you select must:
 - a. Meet the same general State certification requirements as the first appraiser;
 - b. Have experience in appraising vacant, recreational use lands;
 - c. Have the same or similar professional qualifications as the appraiser who prepared the first appraisal; and
 - d. Be approved in advance by the assigned Forest Service review appraiser.

The first appraiser, Mr. Appraiser, is a State Certified General Appraiser and holds the MAI designation from the Appraisal Institute and/or the ARA designation from the American Society of Farm Managers and Rural Appraisers. Consequently, your selection of a second appraiser is required to be a State Certified General Appraiser, hold a professional designation similar to that held by the first appraiser, have verifiable experience in completing appraisals of similar type property, and completed acceptable Yellow Book (*Uniform Appraisal Standards for Federal Land Acquisitions*) training.

Please coordinate your selection of the second appraiser with the Forest Service Review Appraiser, reviewer's name at phone number.

3. After your appraiser selection is approved by reviewer's name and prior to starting the second appraisal, your appraiser must agree to and sign the formal *Assignment Agreement* (see last page of the enclosed appraisal specifications).
4. A pre-work meeting and joint property inspection of the typical lot will need to be coordinated with reviewer's name and your selected appraiser. Note: you have one year from the date of your notification letter [insert date of notification letter: , 2009] to complete and submit your second appraisal to the Forest Service for review.
5. The second appraiser must follow the same instructions and specifications as the first appraiser (one additional requirement, see step 7). Reviewer's name will coordinate with you in providing these instructions and specifications to the second appraiser.



6. The second appraiser must use the same date of value as used in the first appraisal [insert date of first appraisal: , 2008].
7. As noted on the first page of the enclosed appraisal specifications, the second appraiser is required to prepare a separate document identifying any material differences in fact or opinion between the first appraisal report and his/her second appraisal report. The second appraiser shall provide this document to the assigned Forest Service review appraiser. Note: a copy of the first appraisal will be provided to the second appraiser from either the permit holder or the Forest Service to allow him/her to complete this requirement. Also, this requirement of a separate document is not intended to be an appraisal review of the first appraisal, but if the second appraiser elects to comment on the quality of the first appraiser's work, then he/she must comply with Standard 3 of *Uniform Standards of Professional Appraisal Practice (USPAP)*.
8. After the second appraisal has been completed, you (as the permit holder) may elect to submit a copy of it to the Forest Service authorized officer and request that it be reviewed by the assigned Forest Service review appraiser.
9. After the appraisal review is completed, a copy of that report will be provided to you by the assigned Forest Service review appraiser. If your second appraisal is approved by the Forest Service review appraiser, you may submit a request for a reconsideration of your base fee to the authorized officer within 60 days of the date of the appraisal review report.
10. Within 60 days of the receipt your request for reconsideration of the base fee, the authorized officer will:
 - a. Review the first appraisal and review.
 - b. Review the results of the second appraisal and review.
 - c. Review the separate document from the second appraiser, which identifies the material differences in fact or opinion between the first appraisal and the second appraisal.
 - d. Establish a new base fee in an amount that is equal to the base fee established by the first or the second appraisal or is within the range of values, if any, between the first and second appraisal.
 - e. Notify you of the amount of your new base fee.

If you have any questions regarding the second appraisal and review process, please contact

reviewer's name at **phone number**. Should you have questions about your fee or questions pertaining to permit administration, please contact **[permit administrator]** at **phone number**.

Sincerely,

AUTHORIZED OFFICER

Enclosure

Cc: **assigned reviewer's name**