RURAL HOUSING SERVICE
Multifamily Housing Appraisal Assignment Guidance
Section 515 Transfer of Ownership Only (No Rehabilitation)
(Version Apr 2023)

IMPORTANT NOTE TO APPLICANT: The appraisal must be submitted with the application. If an appraisal is submitted prior to the application submission, it will be returned to the applicant.

Background: Rural Housing Service (RHS) provides direct and guaranteed loans to eligible applicants for multifamily housing (MFH) properties. In support of these programs, RHS requires the services of qualified persons or firms to provide appraisals of subsidized MFH properties. All appraisals must be in compliance with the current edition of the *Uniform Standards of Professional Appraisal Practice* (USPAP) and USDA Rural Development (RD) RHS Multifamily Housing appraisal requirements set forth in: 1) *CFR-Title 7-Part 3560-Subpart P-Section 3560.751 to 3560.753* and 2) *Handbook-1-3560-Chapter 7-Security Requirements.* A copy of the requirements can be found at the following links:
1) *7 CFR 3560, Subpart P (Appraisals)*
2) *HB-1-3560 Chapter 7 (Security Requirements)*

MFH appraisals for transfer of ownership without rehabilitation will typically be ordered by the owner/applicant. In these instances, the party who engages the appraiser should be named as the client, is responsible for payment of the appraisal services, and must supply the appraiser with the necessary information to complete the appraisal in accordance with RD/RHS requirements. USDA Rural Development must be identified as an intended user of the appraisal.

As used within this assignment guidance, Value #'s are reflective of Attachment 7-C of Handbook 1-3560 "Quick Reference of Values to Request". The Values should be cited exactly as they appear in further sections of this guidance.

Subject Property: The appraiser must identify the location, total number of units, property characteristics, consolidated status, RD restrictive use status, and other pertinent information regarding the subject property within the appraisal report. A full and complete discussion of the subject in both its "as-is" condition and its "prospective" value upon closing of the transfer.

No rehabilitation will occur in the transfer of ownership without rehabilitation. Prospective valuation will recognize any changes in the budget and/or changes in rates and terms of RD financing.

Budget: As discussed in further sections of this guidance, in accordance with RD Handbook 3-3560:

> Proposed (upon date of transfer) Project Budget**.** Required for all transfers without rehabilitation. Purchaser's proposed project operating budget covering the operation following the transfer. This budget form – RD 3560-7 or FIN1000 (or purchaser's budget addressing all the income and expense items as identified on these forms) should set forth the project's current Rural Development approved budget in the "Current Budget" column and the projects' proposed budget upon closing of the transfer in the Proposed Budget column.

The income approach to value should be based on analysis of the most current approved budget for the "as-is" valuation analysis and on the proposed budget for the "prospective" valuation analysis.

Both the current and the proposed budgets should be obtained from the appraiser's client. Copies of the budgets, used by the appraiser in performing the income approach, must be included in the appraisal report.

Professional Qualifications: All multi-family housing appraisals submitted to Rural Development must be performed and prepared by a licensed State Certified General Appraiser within the state in which the subject property is located. A copy of the appraiser's license shall be included in the addenda of the appraisal report.

The appraiser must have the specialized knowledge and experience necessary to be competent to appraise subsidized housing. The appraiser must understand RD MFH programs, value types and definitions, real property rights and intangible property, use restrictions, pertinent property tax considerations, and

methods for valuation of various types of favorable financing involved in the appraisal of subsidized multi-family housing.

Client and Intended Users: The appraiser must understand and agree that USDA Rural Development is not the appraiser's client but must be named as an intended user. All reports must be addressed to the client. The intended users are USDA Rural Development and any other parties identified by the client. Other intended users may have reporting requirements that differ from those of Rural Development. Requirements that differ may appear in the same appraisal report. Rural Development's Review Appraiser will identify any review questions, issues and/or concerns regarding the appraisal which will be forwarded to the owner/applicant by appropriate RHS staff, unless the owner/applicant authorizes RD appraisers to directly communicate with the appraiser per USPAP confidentiality requirements.

Property Contact: The appraiser's client should provide the appraiser with the project contact information in most cases.

Project Information: The appraiser's client must provide the appraiser with property specific data relevant to the assignment. Specific data to be provided to the appraiser is identified in Attachment A to this guidance.

Confidentiality: The appraiser must keep all information and materials furnished by the client, RHS, the owner/applicant, and/or property contact regarding the subject property confidential, as required by *USPAP*. The appraiser may use such information only in connection with performance of the assignment. The appraiser must agree to prevent the unauthorized disclosure, misuse, or alteration of the confidential information. Any information obtained through public sources is not considered confidential information.

Nondiscrimination: Appraisals of RHS properties must comply with the Fair Housing Act and its amendments. According to the Act, it is unlawful for an appraiser to use factors that are discriminatory on the basis of race, color, religion, sex, handicap, familial status, or national origin in the sale, rental, leasing, or financing of housing.

Assumptions, Hypothetical Conditions, and Limiting Conditions: All extraordinary assumptions, hypothetical conditions, and limiting conditions must be clearly and accurately disclosed within the appraisal report. A statement that the use of the extraordinary assumptions and/or hypothetical conditions might have affected the assignment results, as required by Standard Rule 2-2 (a), must be included. Unless specified by RHS, hypothetical conditions must be agreed upon prior to their use as part of the valuation process. Extraordinary assumptions included within the appraisal must be reasonable and are subject to additional clarification, if necessary, at the request of RD.

Potential Environmental Hazards: The appraiser must note any suspected environmental hazards, including issues external to the property that could adversely impact the property's value. Examples of environmental hazards would include damaged asbestos-containing building materials, underground storage tanks, chemical leaks, spills, or staining of ground surfaces, or on-site waste disposal such as sludge, oil, paints, or chemical residues. If the appraiser observes any suspected environmental hazards, he/she must notify the client immediately and refrain from finalizing aspects of the appraisal that could be impacted until resolution of the issue(s) or until instructed otherwise.

<u>Americans with Disabilities Act (ADA)</u>: Appraisers must be familiar with the general provisions of the ADA because subsidized housing is a property type that is likely to be affected. The appraiser must consider what effect (if any) noncompliance with the ADA has on the value of the subject property. Any effect on value must be addressed and supported within the appraisal report. The property may have a self-evaluation/transition plan addressing ADA need within the property that should be requested from the client. If a self-evaluation/transition plan is obtained, a copy shall be included in the addenda of the appraisal report.

<u>Appraisal Report Formats</u>: The appraisal must meet USPAP requirements of an Appraisal Report as defined in USPAP Standard Rule 2-2 (a). Narrative formats are typical for most multi-family appraisals with the level of detail dependent on the scope of work and the requested appraisal values.

Appraisal Reports must include all financial data provided by the owner/applicant or RHS. Financial data includes current and prospective budgets, historical budgets, historical actual expenses and income, rent schedules, all loan debt balances, remaining terms, current rates, any favorable financing rates and terms, payment deferrals and the term of the deferral, restrictive use provisions (RUP) or restrictive use covenant (RUC), LIHTC restrictions, tax credits (federal and/or state), historical occupancy levels, number of rental assistance units (if any), section 8 housing assistance contract, and land use restriction agreement (LURA).

The project's current year and proposed (upon closing of the transfer) budgets as provided to RHS must be included in the appraisal report.

<u>Approaches to Value</u>: In compliance with USPAP and RD requirements, all three approaches to value (cost, income, and sales comparison) must be considered as part of the valuation analysis.

For some assignments, development of a particular approach to value may not be necessary. In such instance the appraiser must explain why exclusion of an approach to value is not necessary for credible assignment results as required by USPAP.

For Value #1, as defined below, Interest Credit Subsidy as well as any other favorable financing on all loans are to be valued and reported separately. The value of all intangible assets are to be reported individually and separately and are not to be added to any other value conclusion.

<u>Values Required by RHS</u>: RHS requires a valuation under both Values #3 and #4 as defined below, considering the subject property in its current physical condition; site (land) value considering the definition of market value as defined in #3 below; a "prospective Value #1" and an "insurable value", both prospectively upon completion of transfer; and reporting of Conventional Rents for Comparable Units (CRCU) in the subject's as-is physical condition.

Explanatory Notes:

- an "as-is" valuation under Value #3 as defined below, considering the subject property in its current physical condition;
- a valuation under Value #4 as defined below, considering the subject property in its current physical condition;
- a site (land) valuation considering the definition of market value as defined by Value #3 as defined below;
- a "prospective Value #1" as defined below, prospectively upon completion of transfer;
- an "insurable value" as defined below, prospectively upon completion of transfer;
- a reporting of Conventional Rents for Comparable Units (CRCU).
- For prospective Value #1, valuation of "Interest Credit Subsidy" as defined below in Appraisal Requirements #13.
- If applicable, value of favorable third-party financing (in both the as-is and prospective) as defined below in Appraisal Requirements #13.

The specific values required for RHS's intended use for this assignment must be referenced in the appraisal **exactly** as written below (being the bolded value definition and the parenthetical sentence immediately following the bolded type).

These definitions are taken directly from Handbook-1-3560, Attachment 7-C, which provides market values defined as follows:

#1 **"Prospective Market Value, Subject To Restricted Rents within 7 CFR Part 3560.752(b)(1)(i)".** (The appraiser must consider all restrictions and report the value of intangible assets individually and separately from the real estate. "Prospective Value", as defined by 7CFR 3560, Subpart P, means the forecasted value of the housing and related facilities as of a specified future date. For Agency appraisals, this date will typically be the projected completion date of proposed new construction or rehabilitation.)

A request for "market value, subject to restricted rents" means the appraisal will take into consideration any rent limits, rent subsidies, expense abatements, or restrictive-use conditions that will affect the property as a result of an agreement with the Agency or any other financing source. Each type of financing involved, including, but not limited to, interest credit subsidy, low-interest rate loans from other sources, tax-exempt bond financing, tax credits, and grants, must be valued individually and separately in the appraisal.

The income approach for Value #1 should be based on the proposed budget upon closing of the transfer for the "prospective" valuation analysis. The budget must be included within the appraisal report.

#3 **"Market Value within 7 CFR Part 3560.752(b)(1)(ii)"**. (Appraisal of the subject property is an "as-is" valuation. "As-is value" as defined by 7CFR 3560, Subpart P means the value of the housing and related facilities as of the effective date of the appraisal. It relates to what physically exists and is legally permissible at the time of the appraisal and excludes all hypothetical conditions. All restrictions and prohibitions currently existing must be considered.)

A request for "market value", means the appraisal will take into consideration the most probable price which a property should bring in a competitive and open market under all condition's requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

(A) Buyer and seller are typically motivated;
(B) Both parties are well informed or well advised and acting in what they consider their best interests;
(C) A reasonable time is allowed for exposure in the open market;
(D) Payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and
(E) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Highest and best use statement and analysis (7CFR 3560 Subpart P, 3560.753) The highest and best use is to be concluded for the subject site as though it was vacant, and for the subject property as improved, if improvements have been made. If the highest and best use of a subject property is for something other than MFH, the appraisal report must provide this information to the Agency for consideration in the loan process. In addition to being reasonably probable and appropriately supported, the highest and best use of both the land as though vacant and the property as improved must meet four implicit criteria. The highest and best use must be:

(1) Physically possible;
(2) Legally permissible;
(3) Financially feasible; and
(4) Maximally productive.

The income approach for Value #3 as-is, should be based on an analysis of the most current approved operating budget. The budget must be included within the appraisal report. See number #8 of the Appraisal Requirements as follows for additional information regarding the as-is operating budget.

Site (land) Value of the subject must be provided separately utilizing this definition.

#4 "**Market Value within 7 CFR Part 3560.752(b)(1)(ii), Premised Upon A Hypothetical Condition As-If Unsubsidized Conventional Housing in compliance with 7 CFR Part 3560.656(c)(1)(i)**". **(** In order to use this value, the property must qualify for prepayment incentives offers as set forth within the Code of Federal Regulations. Valuation under this hypothetical as if Unsubsidized Conventional Housing is to follow 7CFR 3560.656 or 7CFR 3560.659 (whichever is appropriate), conducted in compliance with 7CFR 3560, Subpart P. Valuation under the hypothetical should consider the subject in its physical condition as of the date of valuation. The hypothetical condition applies to any remaining RHS restrictions on the property. Any restrictions that may have been placed on the property by other entities should be considered)

A request for "market value, premised upon a hypothetical condition as if conventional housing" means the appraisal will take into consideration the most probable price which a property should bring in a competitive and open market under all condition's requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

(A) Buyer and seller are typically motivated;
(B) Both parties are well informed or well advised and acting in what they consider their best interests;
(C) A reasonable time is allowed for exposure in the open market;
(D) Payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and
(E) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Under this value definition, the appraiser is to develop a market rate pro-forma utilizing market rents, market-based expenses and a market-based capitalization rate with the property in its physical condition as of the effective date of the appraisal.

Insurable Value: – Insurable value is defined as: The value of the destructible portions of a property which determines the amount of insurance that may, or should, be carried to indemnify the insured in the event of loss. The estimate is based on replacement cost new of the physical improvements that are subject to loss from hazards, plus allowances for debris removal or demolition. It should reflect only direct (hard) construction costs, such as construction labor and materials, repair design, engineering, permit fees, and contractor's profit, contingency, and overhead. It should not include indirect (soft) costs, such as administrative costs, professional fees, and financing costs.

(Source HB-1-3560 Chapter 7)

(See Attachment 7-I.)

"Conventional Rents for Comparable Units (CRCU)": All reports must conclude Conventional Rents for Comparable Units (CRCU) for the subject's units.

CRCU is defined by RD as: "Market rents for comparable rental units in conventional housing located in the same geographic area as a particular Section 514, 515, or 516 project."

(Source: 7CFR 3560.11).

Competing rental properties from the same or closest most similar market as the subject property should be the basis for determining CRCU for the subject. Selection of rentals from dissimilar markets is not appropriate.

<u>"As-is Value" or "Prospective Value" within 7 CFR 3560.752(b)(2)</u>: An "as-is value" is assumed in Value #3. A "prospective value" is required in Value #1 above.

"As-is" and "Prospective" are further clarified as:

(i) "As-is value" means the value of the housing and related facilities as of the effective date of the appraisal. It relates to what physically exists and is legally permissible at the time of the appraisal and excludes all hypothetical conditions.

(ii) "Prospective value" means the forecasted value of the housing and related facilities as of a specified future date. For Agency appraisals, this date will typically be the projected completion date of proposed new construction or rehabilitation.

Prospective values for RHS purposes assume stabilization.

The discounted cash flow (DCF) method of valuation is generally not used as it does not often apply to typical Rural Development projects which have longer term restrictions. If the appraiser determines a DCF analysis is appropriate, the appraiser must document its applicability to this assignment, support all underlying assumptions, and all rates used as part of the analysis (discount and capitalization).

<u>Value of Interest Credit Subsidy</u>: The value of Interest Credit Subsidy must be provided on all requested "Prospective, subject to restricted rents" valuations. The Value of the Interest Credit Subsidy will be calculated based on HB-1-3560 Attachment 7-H attached.

<u>Value of Favorable Financing</u>: When third party financing on the subject project is determined by the appraiser to be favorable, the appraisal report must contain a narrative identifying each source of financing (example: RHS 538 guaranteed funding, HOME loans, FHLB funding, State Housing Authority funding, etc.) the amount and terms of each type of favorable financing must be described, and the present value of each type of favorable financing must be developed and reported individually and separately.

<u>Value of Tax Credits</u>: The value of Tax Credits if any, that have been awarded to the property or that are anticipated to be awarded to the property must be valued and reportedly individually and separately from the real estate.

<u>Appraisal Requirements</u>:

1. All appraisal reports must comply with the current edition of *USPAP*. Specifically, all reports must include all items required by Standards 1 and 2 of USPAP: The content of an Appraisal Report must be consistent with the intended use of the appraisal and include the following information:
   a) Identification of the appraisal report type,
   b) Identification of the client and any other intended users of the appraisal,
   c) Identification of the intended use of the appraisal,
   d) Description of the subject real estate,
   e) Identification of the real property interest (property rights) appraised,
   f) Identification of the purpose of the appraisal,
   g) Identification and definition(s) of the value type(s) reported,
   h) Identification of the effective date(s) of the appraisal and the date of the report,
   i) Description of the scope of work used to develop the appraisal,
   j) Disclosure of all assumptions, hypothetical conditions, and limiting conditions that directly affect the appraisal, including a statement that their use might have affected the assignment results,
   k) Description of the information analyzed, the appraisal methods and techniques employed, and the reasoning that supports the analysis, opinions, and conclusions; exclusion of the sales comparison approach, cost approach, or income approach must be explained,
   l) Description of the use of the real estate existing as of the date of value and the use of the real estate reflected in the appraisal,
   m) When an opinion of highest and best use was developed by the appraiser, summarize the support and rationale for that opinion,
   n) A signed certification in accordance with USPAP Standards Rule 2-3.
2. All reports must include an executive summary.
3. All reports must include a legal description of the subject property.
4. All reports must include original photographs of the interior and exterior of the subject property. Additionally, original photographs of all land comparable sales (if a site valuation is provided), comparable rentals and comparable sales are preferred, however, if photos from other sources are used the source of the photo must be identified within the appraisal.
5. At least one of each style of apartment in each building and at least one unit in the top floor of each building must be inspected, plus as many additional units as needed to provide an adequate representation of the condition of the facility. RD recommends a minimum inspection of 20% of each unit type.
6. All reports must (as applicable) include the following maps, showing the location of the subject:
   • Regional map
   • City map
   • Flood plain map
   • Land Sales map
   • Sales Comparables map
   • Rent Comparables map

7. All reports should include the following exhibits of the subject property:
   - Survey (if available)
   - Site plan
   - Aerial photograph
   - Floor plans with exterior dimensions
8. Income Approach Methodology: All analyses within the Income Approach must be well reasoned and supported. When the assignment is to conclude *market value, considering all restrictions in place (Value #3)*, the subject's current budget is to be used for the “as-is” valuation of the subject. A minimum of three year and up to a five-year actual income and expense history will be provided by the owner/applicant that will allow the appraiser to compare the current budget with the historical incomes and expenses of the subject. Any variance from the current budget, must be based on comparison with the minimum of three year and up to a five-year actual income and expense operating history of the subject and fully explained within the report.

   Prospective valuation of the subject (Value #1) must use the proposed budget which contains the subject's proposed rents, other income, vacancy, and operating expenses.

   All income and expense data used must be included in the addenda of the report.

   (Note: Any method that includes the use of *Note Rate Rent* as Potential Gross Income (PGI) in the Income Approach pro forma, to derive a value equal to the sum of the *market value, subject to restricted rents* plus the value of the interest credit subsidy, is NOT acceptable appraisal practice. Appraisers must NOT use Note Rate Rents in Rural Development Multi-Family Housing appraisals. Valuations should be conducted as described in the applicable value definition(s) contained within prior sections of this guidance.)

   Capitalization Rate: The capitalization rate selected for valuation of the subject by the income approach, must be derived from the most recent sales of similar properties in the local (or nearest similar) conventional apartment market. A base capitalization rate is derived from these sales which may then be adjusted qualitatively for factors related to specific benefits and/or restrictions applicable to the subject property. Support for the overall rate should be provided using other accepted methods such as development of the band-of-investment, debt coverage ratio formula, and regional investment criteria surveys, however primary determination of an appropriate OAR is to come from conventional market transactions as described above. Appraisers need to explain their rationale for their determination of the capitalization rate determined appropriate for the subject property.
9. A market rent adjustment grid showing specific adjustments in percentages or dollar amounts must be included and be well supported by data summarized in the report.
10. All appraisals of existing properties must include a discussion of deferred maintenance and any health and safety issues present at the subject property. The appraiser should determine, based upon market data, if the deferred maintenance or health and safety items have an effect on the “as-is” value of the subject. A complete explanation of any adjustment, or lack of adjustment, should be fully documented within the report.
11. Remaining Economic Life (REL): All reports must include a well-supported estimate of the REL of the subject property upon closing of the transfer.
12. Exclusion of rental units from valuation. The owner/applicant must provide appraisers with instructions and supporting information on any rental units that do not, or will not, produce rental income at the time of the appraisal.

13. Favorable Financing: When third party financing of the subject project is determined by the appraiser to be favorable, the appraisal report must contain a narrative identifying each source of financing (example: RHS 538 guaranteed funding, HOME loans, FHLB funding, State Housing Authority funding, etc.) the amount and terms of each type of favorable financing must be described, and the present value of each type of favorable financing must be developed and reported individually and separately.

    Valuation of "Interest Credit Subsidy" from Section 515 loans (upon closing of the transfer) should be consistent with Attachment 7-H, Guide for Valuation of Interest Credit Subsidy, Chapter 7 of HB-1-3560.
14. A copy of this *Appraisal Assignment Guidance* must be included in the addenda of the appraisal report.

Review of Appraisal: Appraisal reports are subject to review by Rural Development. Appraisers must be prepared to discuss their analyses, opinions, and conclusions and provide additional written support, clarification, and a revised appraisal if requested.

A revised report addressing all of the Rural Development Reviewer's questions, comments and/or issues is required within 10 business days of issuance of the notification document by Rural Development. Any additional fees and/or costs associated with revisions or responses must be discussed with the appraiser's Client, however revision of the appraisal addressing any items in the RD notification document are required.

It is extremely important that all comments from the RD reviewer be addressed in the appraiser's response. Upon receipt of the response / revised appraisal report, the review process will continue, and a determination will be made of whether the revised appraisal is or is not acceptable for agency use.

If no response from the applicant's appraiser is received, the RD review process will be concluded, and a determination will be made of whether the original appraisal is or is not acceptable for agency use.

Accountability: The engaged appraiser must inspect the subject property and be prepared to discuss the appraisal report. A staff appraiser or associate may participate in the appraisal assignment and must either sign the report or be identified in the appraiser's certification by name as having provided significant professional assistance. If a staff appraiser or associate has provided significant professional assistance in preparation of the report, the staff appraiser or associate is to be present during any discussion of the assignment. The engaged appraiser must sign the report in all instances.

The appraiser's valuation process must be transparent to and understandable by RHS staff. If the pro forma income, vacancy, expenses, or capitalization rate, are not adequately supported, the RD Review Appraiser may request the appraiser make corrections and or clarifications that provide the necessary support. If a response from the appraiser is not received or does not adequately correct, clarify, or address the concerns of RD, the appraisal report may be found unacceptable for agency use.

USDA RD must be expressly excluded from any exculpatory language limiting the appraiser's liability that may exist in the appraisal report.

Defense of Appraisal: The appraiser may be requested to defend the appraisal in court or in Rural Development's appeals process. This would constitute a consulting assignment that would be negotiated separately from the original appraisal assignment.

<u>Submittal</u>: Submit appraisal and any revisions in a searchable .pdf format to the appraiser's client who is then responsible for submitting the appraisal to RHS.

Direct questions regarding:

Project Information: Appraiser's Client

Appraisal Guidance Questions: SM.RD.PSSCustomerService@usda.gov

<u>Note(s) for the appraiser</u>:

1. Contact the Client to obtain/confirm the additional information you need to complete the appraisal per this Appraisal Assignment Guidance and any additional information you determine appropriate.

<u>Attachments Follow</u>

Attachment A

Property & Transaction Information
Section 515 for a Transfer of Ownership Only (No Rehabilitation)

<u>Information that must be provided by the owner or applicant to the Appraiser</u>:

1. Project Name, Address and Property Contact Information
2. Legal Description of Subject Property (ies).
3. Current rent roll(s).
4. Operating History
   a. Minimum of three year and up to a five-year occupancy history
   b. Minimum of three year and up to a five-year actual income and expense history
5. Project Information: # of Units and Unit types
   a. Existing Basic Rents
   b. Proposed Basic Rents
   c. Low Income Housing Tax Credit (LIHTC) maximum tenant rents (if applicable).
6. Number of Phases of the Subject Property
7. Is the subject project currently consolidated with another project? If yes describe.
8. Current transaction documentation:
   a. Current Owner
   b. Proposed Owner
   c. Proposed Project Name
   d. Purchase Agreement
9. Will the project be consolidated with another project or other projects? If yes describe.
10. Financing Information: Sources and Uses (SAUCE)
    a. Existing RD Loan(s) amount, rates, and terms
    b. Proposed RD Loan(s) amount, rates, and terms (new terms for assumption of existing loan(s)) The terms of any RD debt that is to be deferred should be provided to the appraiser.
    c. Existing Third-party Loan(s) amount, rates and terms
    d. Proposed Third-party loan(s) amount, rates and terms
    e. Tax credit amounts (if applicable)
    f. Grant(s) (if applicable)
11. Project Budget Information (RD Form 3560-7 and/or FIN1700):
    a. Current RD Operating Budget – for HB-1 3560, Attachment 7-C, Value #3
    b. Proposed (Prospective) RD Operating Budget – need – for HB-1 3560, Attachment 7-C, Value #1
    c. Minimum of three year and up to a five-year actual income and expense history
12. Restrictive Use Provisions (RUPs), Restrictive Use Covenant(s) (RUCs), Land Use Restrictions (LURA) Information:
    a. Date RUPs/RUCs did expire
    b. Date RUPs/RUCS will expire
    c. LURA terms, expiration
    d. Any other restrictions placed on the property by any entity other than RHS
13. Rental Assistance (RA) units at project
    a. Existing RA
    b. Proposed RA
14. HUD Housing Assistance Payments (HAP) contract if existing or proposed for the subject.
15. Date Project was placed in service
16. Capital Needs Assessment (CNA)
    a. CNA "As-Is" if available.
    b. CNA "Post Transfer" if available.
    c. Transition Plan if available

NOTE: If this transfer is part of a portfolio transaction, assignment guidance will be required for each project included within the portfolio. A list of all projects within the portfolio should be provided to the Appraiser and the separate list should be included in each of the individual appraisal reports for reference.

If as part of the transfer, properties are to be consolidated, a separate valuation for each project in its "as-is" condition is necessary. Prospective valuation must consider whether the consolidated properties are contiguous or whether they are non-contiguous.
Prospectively, contiguous properties are to be appraised together considering one prospective budget. Non-contiguous properties must be valued separately considering a separate prospective budget for each project.

ATTACHMENT 7-H

GUIDE FOR VALUATION OF INTEREST CREDIT SUBSIDY

Interest Credit Subsidy

Interest credit is a form of federal assistance available to eligible borrowers that reduces the effective interest rate of a loan. The USDA Rural Housing Service (RHS) offers direct loans with very favorable terms for affordable housing in the Rural Rental Housing Program (Section 515) and the Farm Labor Housing Program (Section 514). Section 514 and 515 permanent loans for new construction and subsequent loans for rehabilitation include interest rates as low as 1 percent. These loans are made at a “note rate” of interest, but a “basic rate” of interest to the borrower is typically 1 percent. A monthly mortgage payment is calculated at the note rate of interest, and the loan is amortized at the note rate of interest, but the borrower's actual mortgage payment is based on the basic rate of 1 percent. The difference between the note rate payment and the basic rate payment is the *interest credit*. The borrower is effectively subsidized with an income stream represented by the monthly *interest credit* that is available for the term of the loan.

In appraisals of Section 514 and Section 515 Multi-Family Housing properties, valuation of the *interest credit subsidy* (favorable financing) is part of the assignment when the *market value, subject to restricted rents*, must be concluded. When *interest credit subsidy* is the only favorable financing involved, the security value, on which the loan is based, has two components: 1) the *market value, subject to restricted rents*, of the real estate, and 2) the value of the *interest credit subsidy*. The present value (PV) of the *interest credit subsidy* can be calculated with a financial calculator using a simple discounted cash flow if three variables are known: payment (PMT), discount rate (i), and period (n). Determination of each of these three variables is discussed below.

Methodology for Valuation of Interest Credit Subsidy

The first variable to consider, which is input as payment (PMT) in a financial calculator, is the income stream that accrues to the borrower from the savings in mortgage payments resulting from the *interest credit*. With the RHS direct loan, the borrower typically will make 360 monthly mortgage payments based on an interest rate of 1percent. Without the RHS direct loan, the borrower would have to obtain alternative conventional financing at a significantly higher market interest rate, resulting in higher monthly mortgage payments. Therefore, the borrower's income stream is equal to the difference between the monthly mortgage payment that would have been required at the conventional rate of interest and the actual mortgage payment at the reduced rate. (It should be noted that the USDA note rate of interest cannot be used to calculate the higher conventional payment because this rate does not represent a mortgage interest rate available to the borrower at the time of the appraisal.)

The second variable used in the calculation is the discount rate (i). The discount rate to be applied to the income stream is simply the alternative conventional mortgage interest rate. This is the rate of interest at which the borrower would have had to pay if a conventional loan had been obtained, so this is the rate at which the borrower saves with the favorable financing. The conventional mortgage interest rate is extracted from the subject's lending market.

The third variable to determine is the period (n) over which the income stream is to be discounted. The loan term, or remaining loan term, is known at the time of the appraisal. Although the borrower might hold the property for a holding period less than the loan term, the income stream from the favorable loan is available for the period of the loan. The *interest credit subsidy* should be valued according to the actual terms of the loan, so the appraiser should discount the income stream over the term of the loan. For new construction, the loan term is 30 years for a Section 515 loan and 33 years for a Section 514 loan. The appraiser should use these terms for the period of the loan. For an existing property, the remaining loan term, which should not exceed the estimated remaining economic life of the property, should be used for the period of the loan.

The value of the *interest credit subsidy* from RHS direct loans on most existing properties can be calculated by subtracting the monthly debt service at the below-market rate of interest from the monthly payment at the current rate offered for conventional loans and discounting the difference by the current conventional interest rate over the remaining loan term. For RHS direct loans on proposed new construction, an additional step is required if the amortization period is longer than the loan term. With conventional financing, a loan with a term of 30 years is amortized at the end of the 30-year term. However, with a RHS direct loan that has a loan term of 30 years and an amortization period of 50 years, a large balloon payment is due at the end of 30 years. The PV of the balance of the RHS direct loan at the end of the 30-year loan term (the PV of the balloon payment) must be subtracted from the present value of the 30-year income stream to derive the value of the *interest credit subsidy*.

Example Problem and Solution

The following example problem is used to illustrate the method for valuing the *interest credit subsidy*.

Problem:

A Section 515 direct loan of $1,000,000 is offered by USDA Rural Development with a term of 30 years and an amortization period of 50 years. The loan is to be amortized at the USDA note rate of interest of 6.0%, but the base rate of interest to the borrower is 1.0%. At the end of the 30-year loan term, a balloon payment is due. Alternative conventional financing includes a 30-year loan term, completely amortized after 30 years, and an interest rate of 7.0%. What is the value of the "interest credit subsidy" or below-market financing?

Solution:

The loan amount in the example problem is $1,000,000. With conventional financing, the monthly payment at 7.0% interest, amortized over 30 years, would have been $6,653.02. This payment can be calculated on an HP-12C calculator using the following keystrokes:

1,000,000 PV
7.0 g i
30 g n
Solve for PMT = -6,653.02

With the Section 515 direct loan and *interest credit*, the monthly payment, at 1.0% interest, amortized over 50 years, is $2,118.59 (calculated in the same way), but a balloon payment of $734,760 is due at the end of 30 years. The borrower makes a monthly payment based on a 1.0% interest rate. However, the loan is amortized at the note rate of interest at the time of the loan (6.0% in this example), as if the mortgage payment was the sum of the borrower's payment and the *interest credit* calculated by USDA. The balloon due at the end of 30 years on the RHS loan can be calculated on an HP-12C calculator using the following keystrokes:

1,000,000 PV
6.0 g i
50 g n
Solve for PMT = -5,264.05
30 g n
Solve for FV = -734,760

The difference in the payments at the two different interest rates is $4,534.43 ($6,653.02 - $2,118.59) per month. The borrower saves $4,534.43 per month due to the below-market financing. Without the benefit of the favorable financing (*interest credit subsidy*), the owner would pay an additional $4,534.43 per month, at an interest rate of 7.0%, over the projected holding period. The projected holding period for the subject property is the loan term, 30 years.

With the Section 515 direct loan, a large balloon payment is due at the end of the 30-year loan term, but a conventional loan would be fully amortized at the end of the 30-year loan term, and there would be no balloon. Therefore, to calculate the value of the *interest credit subsidy*, the present value (PV) of the balance of the RHS loan at the end of the 30-year loan term (the PV of the balloon payment) must be subtracted from the present value of the income stream resulting from the savings in the mortgage payments. The present value of the balloon payment is calculated by discounting the balloon payment ($734,760) by the current mortgage interest rate (7.0%) over the term of the loan (30 years). In this example, the PV of the balloon payment can be calculated with an HP-12C calculator using the following keystrokes:

734,760 CHS FV
7.0 g i
30 g n
Solve for PV = 90,527

The value of the *interest credit subsidy* is equal to the amount of the monthly debt service saved, discounted by the current conventional mortgage interest rate over the remaining loan term, minus the present value of the RHS direct or guaranteed loan balloon payment. The value of the *interest credit subsidy* for the subject property can be calculated with an HP-12C calculator using the following keystrokes:

4,534.43 CHS PMT
7.0 g i
30 g n
Solve for PV = 681,559
90,527 –
Value of interest credit subsidy = $591,032
The Value of the Interest Credit Subsidy is $591,000 (rounded)

Conclusion

When appraising existing properties, calculation of the value of the *interest credit subsidy* usually does not involve a balloon payment. Only valuation of the income stream is considered. The appraiser should obtain the current balance of the original loan from the Rural Development Office. The remaining loan balance and the remaining term of the loan are used to calculate the monthly mortgage payment at the current conventional interest rate. The appraiser should use the borrower's actual payment based on a below-market rate (usually 1%) that has been calculated by the Rural Development Office in this process. The difference in the payments at the two rates is then discounted at the current conventional mortgage interest rate over the remaining loan term to calculate the value of the *interest credit subsidy*.

The *interest credit subsidy* for a RHS original loan should be valued separately from the *interest credit subsidy* of any subsequent RHS loans. *Interest credit subsidy* should be valued separately from the *market value, subject to restricted rents*, of the real property.

ATTACHMENT 7-I

USDA Rural Development				
Insurable Value Calculation				
Property Name:				
Street Address:				
City, County, State, Zip:				
BASE COST				
Main Structure				
Sprinkler				
Other				
Adjustments and/or Multipliers				
TOTAL BASE COST PER SQ. FT				
Building Area Square Footage				
TOTAL REPLACEMENT COST NEW				
EXCLUSIONS	Per SF	Percent		
Excavations				
Foundations				
Site Work				
Site Improvements				
Architect's Fees				
Underground Piping				
TOTAL EXCLUSIONS				
INCLUSIONS				
Appliance Packages				
Patios / Balconies, etc.				
TOTAL INCLUSIONS				
CONCLUDED INSURABLE VALUE				
Total Replacement Cost New				
Less Total Exclusions				
Plus Total Inclusions				
CONCLUDED INSURABLE VALUE				