



# USPAP Q&A

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*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.*

## **Appropriate Workfile Retention and Access Arrangements**

### **Question:**

USPAP requires an appraiser who is not in custody of his or her workfile to make “appropriate” retention and access arrangements; what does this mean?

### **Response:**

The Record Keeping section of the ETHICS RULE states, in part:

*An appraiser must have custody of his or her workfile, or **make appropriate workfile retention, access, and retrieval arrangements with the party having custody of the workfile.** (Bold added for emphasis)*

There are a number of ways an appraiser who works for or with another party can ensure that the assignment workfile is retained so that the appraiser may access the workfile. The following is a common example: an appraiser and his employer or colleague agree that the workfile will remain in the employer’s or colleague’s custody for the duration of the requisite retention period and that the appraiser will have access to the workfile. In practice, having such an agreement in writing could prove beneficial to all parties if access and retrieval arrangements are subsequently called into question.

## **Can Access to a Workfile Be Denied?**

### **Question:**

Two appraisers perform an appraisal assignment together. Appraiser A retains the workfile and Appraiser B has made access and retrieval arrangements. Are there any conditions under which USPAP allows Appraiser A to deny Appraiser B access to the workfile?

**Response:**

No. USPAP does not set conditions for workfile access and retrieval. USPAP does not address the intent or reasons of the appraiser seeking access as conditions for allowing or disallowing workfile access and retrieval.

**Proper Analysis of Agreement of Sale****Question:**

I understand that Standards Rule 1-5(a) requires the appraiser to analyze an agreement of sale (if available in the normal course of business). What constitutes proper “analysis?”

**Response:**

The term “analyze” is not defined in USPAP because it does not have a special meaning within the document or in Standards Rule 1-5. The term is used based on its English language meaning as found in common dictionaries.

The extent of the analysis performed to comply with the requirements of Standards Rule 1-5(a) is part of the scope of work decision. The acceptability of the appraiser’s analysis is judged in the same way that any other scope of work decision is judged. For more information, please see the SCOPE OF WORK RULE, Advisory Opinion 28, *Scope of Work Decision, Performance, and Disclosure*, and Advisory Opinion 29, *An Acceptable Scope of Work*.

*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 15<sup>th</sup> Street, NW, Suite 1111  
Washington, DC 20005**

**(202) 624-3044**

**(202) 347-7727 fax**

**[john@appraisalfoundation.org](mailto:john@appraisalfoundation.org)**