



A PRACTICAL CHECKLIST

For Cleaner Property Data &
Smoother Appraisals in the Era
of UAD 3.6 & DD 2.0

UAD 3.6 does **not** create new MLS rules for agents. It **does** require appraisers to report more structured data.
Your accurate MLS listing often becomes their best verification source.

PREPARING YOUR MLS LISTING

1

Square Footage & Levels

Separate:

- Above-grade finished by sqft by level
- Below-grade (even partially) sqft
- Nonstandard areas such as ceiling below 7'
- Upload a floor plan if available and note any known sqft differences from public records

2

Basement / Lower Level

- Total basement sqft
- Finished vs. unfinished area
- Walk-out vs. interior access
- Rooms/baths in basement and any non-conforming spaces (e.g., no egress)

3

Renovations & System Updates

Note major items with approximate year:

- Kitchens, baths
- Roof, windows, siding
- HVAC, electrical, plumbing
- Additions, finished basements/attics, major remodels

4

Rooms, Beds & Baths

- Make counts match photos, floor plan, and remarks
- Clarify full vs. half baths and where they are located
- For multis: give **unit-by-unit** beds/baths, approx. sqft and rents if known/allowed

5

Accessory Structures & Site Features

Call out and briefly describe:

- Garages (attached/detached, # bays, finished/heated)
- Barns, sheds, shops, RV/boat parking
- Pools, spas, decks, patios, porches, fencing
- ADUs / guest houses / secondary dwellings
- Solar (leased vs. owned)

6

Condition & Quality - Be Specific

Use facts, not just adjectives:

- "Kitchen remodeled 2021: cabinets, counters, appliances"
- "Roof replaced 2019"
- Note obvious deferred maintenance or damage
- Avoid only "updated," "luxury," or "high-end" without details

7

Photos That Match the Story

Clear, current photos of:

- Front, back, and street
- Main living areas, kitchen, all baths
- Basement/finished lower level
- ADUs/secondary units and garages/outbuildings
- Significant views (positive or negative)
- Major condition issues where appropriate

8

History & Deal Terms (if allowed)

- Original list date and price; all price changes; under-contract date
- Note seller concessions and included personal property when permitted

9

Known Issues / External Influences

Disclose items that affect value or marketability:

- Shared/private road, road, or HOA fees
- Flood zone or known past flooding
- Busy roads, nearby commercial/industrial, rail, power lines
- Easements, encroachments, unusual lot shape/topography
- Zoning quirks or legal non-conforming use

AT THE APPRAISAL INSPECTION

1

Bring Missing Info & Clarifications

Any details not fully captured in MLS:

- Floor plan and updated sqft measurements
- Recent improvements (what, when, permits/contractor if known)
- Clarifications on basement finish, ADUs, accessory structures, solar (leased/owned)
- Correct any known errors in public records or prior listings

2

Provide Market Context (Without Pushing a Number)

A short CMA with **truly similar** sales and pendings:

- Same general competitive area
- Similar size, age, condition, and features

Any relevant off-market or “pocket” sales with basic details

Brief notes on buyer activity:

- Approx. showings, offers, and typical buyer feedback

3

Ensure Full, Safe Access

Make sure the appraiser can see:

- All finished rooms and levels
- Basement and, if relevant, crawlspace
- ADUs, guest houses, and any rental units
- Garages, barns, shops, sheds, and other outbuildings
- Attics, if finished, or if mechanicals are located there

Have areas unlocked, lights on where possible, and pets secured

4

Keep the Conversation Professional

Focus on **facts and data**, not a target value:

- Do: explain features, upgrades, and neighborhood context
- Don't: say “we need X to make this work.”

Provide your info packet and be available for questions; then allow the appraiser to complete their work.

BEST PRACTICE:

If you know it, put it in the MLS and share it at or before the inspection. Information that surfaces after the appraisal is completed is often too late to avoid questions, delays, or revision requests.



For more appraisal tips for you and your customer, go to www.axis-amc.com