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COVID-19 PROCEDURAL PROTOCOL FOR INTERIOR APPRAISAL INSPECTIONS

(Effective 3/16/2020; revised 3/23/2020; 4/15/2020; 4/22/2020 and 7/1/2020)

In an effort to help slow the spread of COVID-19, I am following the recommendations by the WHO, the CDC and other government agencies. Governor Pritzker enacted an *Executive Order* in the State of Illinois effective 3/21/2020. This order identifies real estate appraisers as *Essential Businesses and Operations*. It may be viewed at: <https://www2.illinois.gov/Documents/ExecOrders/2020/ExecutiveOrder-2020-10.pdf>

I am taking many precautions on every interior appraisal inspection that I do and have modified my appraisal inspection process during this unprecedented time. I am practicing social distancing to protect myself, as well as the homeowner and their family against the spread of COVID-19.

I take my temperature several times a day. I do not currently have a fever, have a cough or exhibit any other symptoms of COVID-19 at this time. If something changes between now and the appointment, I will cancel immediately. I promise that I will not enter the home if I have any symptoms. I ask that the homeowner offers me the same courtesy.

Typically, I dress in a professional manner when visiting homes, in a business casual attire. At this unprecedented time, I may dress more casually, so that I may be able to launder my clothes daily, instead of frequent dry cleaning.

Usually when I arrive at the home, I remove my coat and shoes and sit down at a table where I may interview the homeowner for 10 to 20 minutes. I am modifying this practice by taking the following procedures.

- I will schedule a "pre-appraisal interview" where I can ask several questions about the home on the telephone. I typically do this in person, but I am taking this precaution to safely communicate with the homeowner to minimize our face-to-face interaction in the home.
- I am asking that the homeowner prepare a **list of improvements** that have been completed to the home since purchase and e-mail them to me. (Or discussed on the phone). I prefer not to handle or exchange paper.
- I will ask for a **Plat of Survey** if it can be located. I use this document for the legal description, lot size dimensions, location of any easements and encroachments, as well as the measurements of the home. I am asking that this document is scanned, or if access to a scanner is not available, a picture is taken and emailed or texted to me. I prefer not to handle or exchange paper.

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- I will apply a hand sanitizer at the front door before entering the home. The CDC guidance does not suggest gloves to be worn during my visit, but if requested, I will carry with me disposable latex medical gloves and wear them in the home. I will put on a mask to cover my nose and mouth.
- When arriving at the home, I will not be shaking hands and I will not hand out my business card (I am more than happy to text it to the homeowner).
- I will need access to all rooms in the home I am appraising.
 - I will be cordial, but I will always keep the recommended 6+ feet social distance while inside of the home.
 - I request that the homeowner and family either temporarily vacate the home or move to areas of the home to distance from me, so I may be as efficient as possible.
 - Per client requirements, I will be taking pictures in every room in the home.
 - I may take additional photos while in the home to capture my “note taking” in photos and reduce the time I might otherwise be taking handwritten notes.
 - My appraisal inspection is visual - I am not a home inspector, therefore I am not testing appliances, running water, flushing toilets, touching thermostats, etc.
 - It is appreciated that all doors are open to all rooms in the home, (including closet doors, basement doors, the garage door), as I pledge not to touch anything while in the residence, including doorknobs, etc.
 - Please turn on all interior lights. To present the home in the most positive image, the pictures I take will turn out better with interior lights on.
 - I use a laser measuring device to measure interior walls.
 - I will be able for a follow-up interview outside of the home, in the garage or yard, or on the telephone immediately following my visit inside of the home.

If I follow these procedures, I can be in and out in as efficient of a manner as possible. Please do not assume I am rushing. I have been a full-time appraiser for over 30 years and have inspected thousands of homes and can conduct my inspection thoroughly in a short period of time.

Thank you for your understanding. These measures have been taken to protect your family and mine.

Respectfully,

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Illinois Certified Residential Real Estate Appraiser

