



## Real Estate Appraisers Program Procedures

The following outline provides information and procedures for authorized public agencies to use the Real Estate Appraisers Program. Authorized public agencies include state agencies, counties, cities, towns, school districts and other political subdivisions of the State.

1. Selection of Real Estate Appraiser Consultants:
  - 1.1. Construction and Properties (CAP) Programs Manager issues a solicitation letter to Certified General Appraisers registered with CAP outlining desired Appraisal services.
  - 1.2. Interested Appraisers respond as directed in the solicitation; expressing their desire to serve as Certified General Appraisers and submitting the appropriate documentation requested in the solicitation.
  - 1.3. CAP Programs Manager reviews the submissions to ensure compliance with the request and state law.
  - 1.4. CAP Programs Manager issues and maintains contracts of selected Appraisers.
2. Request for Real Estate Appraiser Consultants:
  - 2.1. Using Agency determines the need for an Appraiser and sends a completed CAP Form M302, which includes an agency contact person's name, telephone number and brief project description, to [cap@omes.ok.gov](mailto:cap@omes.ok.gov).
  - 2.2. CAP Programs Manager reviews the list of available Appraiser suitable for the scope of the project, location, and cost.
  - 2.3. CAP Programs Manager notifies the appropriate Appraiser with information, including plans, drawings and/or specifications, if any, requesting a fee proposal for services from the Appraiser.
  - 2.4. Appraiser submits a fee proposal to the Using Agency's contact and CAP Programs Manager.
  - 2.5. Using Agency indicates their approval by sending CAP a copy of the finalized proposal, a completed CAP Form M701, a requisition for the proposal cost, and a purchase order made to CAP in the amount of 7% of the fee proposal.
3. Upon receipt of the required documents, CAP completes the following administrative functions:
  - 3.1. CAP invoices the Using Agency for the 7% fee to cover CAP administrative costs.
  - 3.2. CAP Contract Officer executes Purchase Order and Program Manager issues the Purchase Order and Notice to Proceed to the Appraiser.
  - 3.3. Appraiser sends appraisal report to CAP Programs Manager and/or Project Manager or others, as designated.
4. Payment Application and Invoicing Process:
  - 4.1. Appraiser submits progress invoices and invoice affidavits (CAP FORM G109C/G129Ce) for work performed to CAP Programs Manager and/or Project Manager at [cap@omes.ok.gov](mailto:cap@omes.ok.gov) for approval.
  - 4.2. CAP Programs Manager and/or Project Manager reviews invoices for approval.
  - 4.3. CAP Programs Manager processes invoices and forwards to Using Agency for payment.

All CAP Forms can be accessed from the CAP website [http://www.ok.gov/DCS/Construction\\_&\\_Properties/index.html](http://www.ok.gov/DCS/Construction_&_Properties/index.html)