QUICK START · HOW-TO 15

Finishing: the writing, QC Shield and Before you export

What's left before I export?

1. **The approaches**
   Did you develop the cost approach? Yes, and you finish it in TOTAL or Appraise-It Pro. No, and it asks why. Income Approach works the same way.
2. **Reconciliation**
   Every answer here is yours, and nothing drafts it: the market value condition, your final opinion of value, and your reasonable exposure time.
3. **Revision History and Certifications**
   Has the client or borrower asked you to reconsider the value? Then prior services, any certification of your own, intended users and scope.
4. **NarrativePilot**
   Under Your paragraphs, drafts in teal from what is already in your report. Tap the pencil, edit, and tap Save. Save it unchanged, and you have kept it.
5. **QC Shield**
   Stops: the file is not complete without these. Reviewers ask: fix it, or tap Correct as is with one line of reason. Yours to confirm: drafts not kept yet.
6. **Time Out**
   It reads back each value as it goes in the file. Tap each one when it is right, then tap Go to export.
7. **Before you export**
   Drafted, not kept yet, with a count. Look them over, then tap Keep all. Tap any line, and it takes you there.

THE ONE THING THAT TRIPS PEOPLE UP

Before you export is a check, not a wall. Export anyway sends the file as it stands, but a draft you did not keep stays out of it, and anything still open gets flagged in your program. So keep what is right first.

ALWAYS YOURS

Never drafted: Reconciliation, your final opinion of value and your exposure time, and in NarrativePilot, Adjustment Commentary, Comp Selection Rationale and Reconciliation. QC Shield never reviews your value, ratings, adjustments, selection and weighting, highest and best use, or reconciliation.

Source: Appendix A-1 URAR Delivery Specification v1.4, 1300.0002 (26.005 Reconciliation, Reason for Exclusion, Conditionally Required when the cost approach was not developed): "a reason why the specific valuation approach was not developed." Appendix C-1 URAR with Report Field IDs v1.3, p. 43, 29.052: "Additional Appraiser Certifications cannot be contrary to the original Appraiser Certifications."