



Phoenix, Arizona 85007
(602) 542-1558 Fax (602) 542-1598
Email: info@azboa.gov
Website: www.boa.az.gov

August 7, 2014

Mr. Peter Manning
7205 E. Superstition Springs Blvd.
#2156
Mesa, AZ 85209

RECEIVED
AUG 12 2014

AZ Board of Appraisal
15 S. 15th Ave., Suite 103A
Phoenix, AZ 85007

Re: Board of Appraisal Case No. 3659

Dear Mr. Manning,

As you know, the Board received a complaint against you for an appraisal you prepared on a single family residence located at 7004 E. Hobart Street, Mesa, AZ with an effective date of value of October 25, 2013.

The Board held an Informal Hearing on July 18, 2014, to consider this matter. You appeared personally and on your own behalf. In considering this matter, the Board reviewed the complaint, your response thereto, the appraisal, the workfile, your testimony and the Investigative Review.

The Board concluded that you did not identify the subject garage properly and failed to analyze the subject's addition and its impact on the functional utility of the floor plan. In addition, you failed to employ recognized appraisal methodology in utilizing comparable sales of superior quality, age, site improvements and location without adequate analysis or adjustment. This resulted in an appraisal report that was misleading. All five comparable sales photos are taken from ARMLS with no disclosure. Finally, you did not disclose the fee paid by the AMC in the Scope of Work.

The Board finds that your appraisal development and reporting violate the following standards of the Uniform Standards of Professional Appraisal Practice (USPAP), 2012-2013 Edition:

Standards Rule 1-1(a); Standards Rule 1-2 (e)(i); Standards Rule 1-4(a); Standards Rule 2-1(a); Standards Rule 2-2(b)(iii) and (b)(viii); and A.R.S. §§32-3635(A) and (B) and 32-3673(B)

Pursuant to Arizona Administrative Code (A.A.C.) R4-46-301 and the Board's Substantive Policy Statement #1, the Board considers these violations to amount to a Level II Violation. In lieu of further proceedings, and pursuant to Arizona Revised Statutes (A.R.S.) §32-3632(B) and A.A.C. R4-46-301(C), the Board is willing to resolve this matter with a letter of due diligence, if you agree to remedy these violations through exercising greater due diligence in future appraisal practice.

A letter of due diligence is a disciplinary action and is a matter of public record in your Board file and may be used in any future disciplinary proceedings. By signing below, you acknowledge that you have read and understand this letter of due diligence.

Mr. Peter Manning
August 7, 2014
Page 2

You have the right to consult with legal counsel regarding this matter, and have done so or choose not to do so.

By signing this letter of due diligence, you are voluntarily relinquishing your right to an informal hearing, formal hearing, and judicial review in state or federal court with regard to the matter herein.

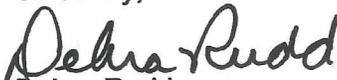
Upon signing this letter of due diligence and returning it to the Board, you may not revoke acceptance of this letter of due diligence. In addition, you may not make any modifications to this letter of due diligence. Any modifications to this letter of due diligence are ineffective and void unless mutually approved by you and the Board.

If any part of this letter of due diligence is later declared void or otherwise unenforceable, the remainder of the letter of due diligence in its entirety shall remain in force and effect.

If you fail to comply with the terms of this letter of due diligence, the Board may properly institute proceedings for noncompliance, which may result in suspension, revocation, or other disciplinary and/or remedial actions. By signing this letter of due diligence you are agreeing that any violation of this letter of due diligence is a violation of A.R.S. § 32-3631(A)(8), which is willfully disregarding or violating any of the provisions of the Board's statutes or the rules of the Board for the administration and enforcement of its statutes.

If you agree to accept this letter of due diligence, please execute this document by your signature below. Please return the original signed document to the Board at 15 South 15th Avenue, Ste. 103A, Phoenix, Arizona 85007, on or before **August 29, 2014.**

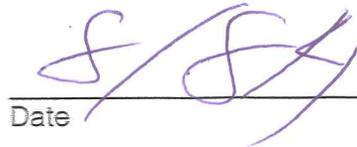
Sincerely,


Debra Rudd
Executive Director


9/2/14

ACKNOWLEDGED AND AGREED


Peter Manning, Respondent


Date

Jeanne M. Gavin, Assistant Attorney General