



## ARIZONA BOARD OF APPRAISAL

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June 25, 2013

Ms. Shannon J. Jonas  
3997 S. Kerly Drive  
Yuma, AZ 85365

Re: Board of Appraisal Case No. 3509

Dear Ms. Jonas,

As you know, the Board received the above-referenced complaint against you for an appraisal you performed of a single family residence located at 10435 S. Avenue 14E, Yuma, AZ with an effective date of value of August 21, 2012.

The Board met on June 14, 2013, to consider the matter. In reviewing the matter, the Board considered the complaint, your response thereto, the appraisal, the workfile and the Investigative Review. At the conclusion of its consideration, the Board voted to offer you the opportunity resolve this matter with a letter of due diligence.

The Board concluded that you utilized an extraction method to arrive at the site value estimate. This methodology is appropriate for newer construction with minimal depreciation of any type however the subject is 19 years old and the local market is experiencing external obsolescence with improved properties selling below construction costs. Improved comparable selling prices are all below \$76/SF. Thus, this method is not appropriate with those conditions. Furthermore, cost figures are quoted from Marshall & Swift. However, average quality construction is approximately \$80/SF, not \$65/SF. The subject is approximately 1 acre with fencing, landscaping and storage. The site improvements value of \$2,500 appears low. In addition, improved comparable selling prices are all below construction costs, indicating external obsolescence. Based upon MLS information and photos, the adjustment for quality/condition to Comparable 1 appears low and Comparable 2 warrants adjustment. Generally, cost figures do not reflect the information in cited source; land value is based upon methodology that is not appropriate for the age of the subject, failure to identify external obsolescence and quality and condition adjustments were not recognized when warranted. Finally, you stated that in developing the Cost Approach, you consulted with various builders/contractors in the area but that information was not contained in your workfile.

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 1-4(a); Standards Rule 1-4(b)(i), (ii) and (iii); Standards Rule 2-2(viii); and Standard Ethics Rule---  
Recordkeeping**

Pursuant to Arizona Administrative Code (AAC) R4-46-31 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 these matters with this letter of due diligence, if you **successfully complete a seven (7) hour course in the Cost Approach. The education must be completed within six (6) months from the date of this letter as shown at the top of the first page.** A list of approved remedial and disciplinary education courses is on the Board's website for your convenience in locating the appropriate course. The education **may not be used toward your continuing education requirements for renewal during your next licensing period.** Proof of successful completion of the required course must be promptly submitted to the Board within **fourteen (14) days** of taking the coursework.

**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. 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.

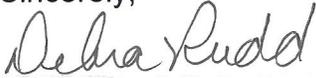
If any part of this letter of due diligence is later declared void or otherwise unenforceable, the remainder of the letter of due diligence in its entirety shall remain in force and effect.

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.

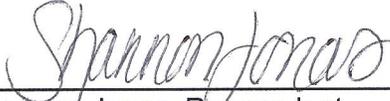
If you agree to accept this letter of due diligence, please execute this document by your signature below. Please return the original signed document to the Board at 15 South 15<sup>th</sup> Avenue, Ste. 103A, Phoenix, Arizona 85007, on or before **July 10, 2013**. If you do not return this original document on or before the specified date, the Board may conduct further proceedings, including but not limited to a formal hearing before the Office of Administrative Hearings.

Sincerely,



Debra Rudd  
Executive Director

ACKNOWLEDGED AND AGREED



Shannon Jonas, Respondent

7/8/13

Date

c: Jeanne M. Galvin, Assistant Attorney General  
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