



## ARIZONA BOARD OF APPRAISAL

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Phoenix, Arizona 85007  
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Email: info@azboa.gov  
Website: www.azboa.gov

June 13, 2013

Mr. Michael D. Shores  
1614 E. Saltsage Drive  
Phoenix, AZ 85048

Re: Board of Appraisal Case No. 3457

Dear Mr. Shores,

As you know, the Board received the above-referenced complaint against you for an appraisal you performed of a single family residence located at 13125 W. Solano Drive, Litchfield Park, AZ 85340-8376 with an effective date of value of July 23, 2007.

The Board met on November 27, 2012 and May 17, 2013, to consider the matter. In reviewing the matter, the Board considered the complaint, your response thereto, and the appraisal. 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 failed to adjust for the quality of construction differences between the subject and one or more of the comparable sales. Overall, the comparables you selected were superior to the subject. In addition, you failed to discuss the fact that the subject was located in a gated community and the comparables were not. Finally, you indicated to the Board that you were unable to locate the workfile and that it could have been purged. The Board was concerned that you had purged the workfile prematurely; nevertheless, you were unable to produce the workfile.

The Board finds that your appraisal development and reporting violate the following standards of the Uniform Standards of Professional Appraisal Practice (USPAP), 2006 edition:

**Standards Rule 1-1(a); Standards Rule 1-2 (a); Standards Rule 1-4(a); Standards Rule 2-1(b); 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 fifteen (15) hour USPAP course (with an exam). 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.

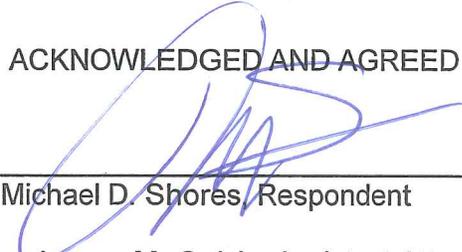
If you agree to accept this letter of due diligence, please execute this document by your signature below. Please return the original signed document to the Board at 15 South 15<sup>th</sup> Avenue, Ste. 103A, Phoenix, Arizona 85007, on or before June 28, 2013. If you do not return this original document 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



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Michael D. Shores, Respondent

\_\_\_\_\_  
Date

7/10/13

c. Jeanne M. Galvin, Assistant Attorney General  
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