



Appraisal Order/Engagement

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Information Typically Requested to Perform the Assignment on an **Attached or Detached Residential Single Family, 2-4 Unit, Vacant Land, Apartment, Mixed-Use Building, Industrial or Commercial Property:**

Property Address _____

City _____ PIN #(s) _____

Contact/Access Information _____ Phone (____) _____

Single Family 2-4 Unit Condo Townhome Apartment/Mixed-Use Commercial/Industrial Vacant Land
Bedrooms _____ Baths _____ Basement _____ Partial _____ Full _____ Finished _____ Garage _____

Possible Purchase Possible Listing Estate Divorce or Other _____

Full Appraisal Restricted Use Full Property Access Limited Access No Access

Current Market Value Retrospective Date _____ Owner Occupied Leased

In-Place Lease Agreements or Rent Roll/Tenant List (if leased) Plat of Survey or Site Plan

Architectural Plans Certified Residential Home Inspection Contractor's Sworn Statement Title Policy

An old Appraisal of the property A Current Sales Contract Price \$ _____ Date _____

Any recent, proposed improvements or updates to the property **Condition-Fair** **Avg.** **Good** **New**

Recent Updates/Renovations or Needed Repairs _____

Any Known Costs \$ _____

Name of whom we are providing services for
Or our Client: Individual/Corp./Bank/Lender/Attorney/Agent _____

Address _____ City _____

Phone (____) _____ Fax (____) _____

Email _____

Signature _____ Date _____

Appraisal Fee: Please note Pre-Agreed Fee _____
 C.O.D. (Collect Fee at time of inspection) Bill Client (Sent prior to appraisal release)

Please mark any and all items that are known or available. We understand that many of these items may not be applicable or available. If you have any or some of these items, it can help expedite and assist in the appraisal process. Be advised, this signed order begins the appraisal process which includes research, observations of the property and the valuation process, by signing this form the Company and/or individual placing the order agrees to all fees associated with the appraisal and process. If there are any questions or concerns by the Appraiser assigned to the order, the client will be promptly informed. Fees are due at the time of inspection or prior to appraisal release, unless a previous agreement, or long time relationship has been established. All appraisals completed are not contingent upon value conclusions reached, loan closing or pre-determined expectation. The signed order form acts as a contract for services performed and rendered. Please understand, that the fee agreed is based on the appraisal, scope of work for the agreed assignment only and does not include any court testimony or appearance in. Any possible testimony or appearances would be based on a retainer and an addition pre-agreed hourly rate. We are able to accept credit cards onsite, on our website or over the phone. Electronic PDF files of your appraisal will be sent upon completion. A hard copy will only be available upon agreement.