



## **Appraisal Order/Engagement**

*Advanced Appraisal Associates, Inc.*

**Mokena and Oak Forest, IL**

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Information Typically Requested to Perform the Assignment on a **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 Purpose \_\_\_\_\_

Full Appraisal  Restricted Use  Full Property Access  Limited Access  No Access

Current Market Value  Retrospective Date \_\_\_\_\_  Owner Occupied  Leased

In-Place Leases or Rent Roll/Tenant List (if leased)  Expenses/IRS Schedule E  Plat of Survey or Site Plan

Architectural Plans  Property Inspection Report  Contractor's Sworn Statement  Title Policy

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

**Condition- Fair** **Avg** **Good** **New** Recent Updates/Renovations or Needed Repairs

List Them or Any Known Costs \$ \_\_\_\_\_

**Name or Entity of whom we are providing services for or who will be our Client:**

Individual Owner/Corp./Bank/Lender or Attorney/Agent \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Signature or Initial \_\_\_\_\_ Date \_\_\_\_\_

Appraisal Fee: Please note Pre-Agreed Fee \_\_\_\_\_

C.O.D. (Collect Fee at time of inspection)  (Sent prior to appraisal release)  Bill Client

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 Advanced Appraisal, 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 separate agreement and an additional pre-agreed hourly rate. We are able to accept payment via check, cash or credit cards onsite, on our website or over the phone.