

****Appraisal Request / Letter of Engagement ****

Salvatore & Associates Inc.

Residential Real Estate Valuation Services

www.salvatore-appraisals.com

Order Date ____/____/____

Date Report Needed ____/____/____

Requested by: Name, address, phone etc. for whom this report is being requested for; (This will be the Client named in the report).

Name _____ Cell # _____ Other# _____

Address: _____

Property to be appraised:

Type: – Single Family Home – Condominium – 2-4 Family – Investment – Other _____

Address _____

City _____ Zip Code _____ County _____

Property Access Contact: (Please furnish all available contact numbers to expedite scheduling)

Contact Person Name(s) _____ Cell # _____

Special contact requests, instructions or ad's contact number(s): _____

Purpose of Appraisal

– Purchase – Divorce Settlement – Estate Planning – Buyer's appraisal – Tax Appeal – Setting a home's sale price

– Investment property – Insurance Settlement – Other _____

Fee - \$ _____

Payment in full is due prior to or at the time of the appraisal inspection (when the appraiser visits the property). All sums due hereunder are payable in the county of the Appraiser's residence. The agreed upon fee for this assignment is subject to change should conditions, forms, type of property, fees/tolls etc, arise. In such case, we will notify you to discuss and revise the fee, if necessary which will then be mutually agreed upon in writing prior to the completion of this assignment. Orders cancelled after the inspection but prior to the assignment being completed are subject to 50% of the original assignment fee. The assignment is considered complete when it is e-mailed to the requesting "Client" or their representatives. Appraisal inspection appointments require a minimum 3 hour cancellation or reschedule notice to the Appraiser, if not; a trip fee of \$85.00 is applicable. Due diligence will be taken with respect to the due date requested however subject to change due to unforeseen circumstances or conditions beyond the control of the Appraiser, therefore if a firm due date is required this must be noted in writing at the time of the request to allow for the acceptance based on this condition. The Appraiser's fee is in no way based on the opinion of value of the appraised property nor whether any transaction, conclusion, disposition or determination contemplated in conjunction with the subject property and this assignment is consummated and all sums herein are due and payable regardless of the amount of the amount of the opinion of value. It is mutually agreed herein that in the event that Appraiser is called upon voluntarily or otherwise to testify in court or deposition regarding the Appraisal Report herein, Client is responsible to pay Appraiser an additional sum of \$100 / hr including travel time and outside expenses.

The Requestor signing below will be known as the Client for whom the Appraisal Report is to be completed on behalf of and thus agrees to the above noted conditions for this appraisal assignment.

Signature of requestor (Client) _____ Date ____/____/____

Printed name of requestor (Client) _____

E-Mail completed report to (Client) _____

Complete & E-mail [to ksalvatore@icloud.com](mailto:ksalvatore@icloud.com)