

ENGAGEMENT LETTER

Date _____
Lender/Client _____
Address _____

RE: Appraisal of _____

Dear _____,

Pursuant to your request, we are happy to submit a proposal for the appraisal of the property located at _____

The appraisal shall be prepared for _____
and is for the sole and exclusive use of _____
We request that you seek our written authorization before releasing the report to any other party.

The purpose of this appraisal is to estimate the market value of the property. The legal property appraised would be the _____ interest. The property will be valued as of _____

The appraisal will be prepared in accordance with the Uniform Standards of Professional Appraisal Practice. Attached to this letter you will find a copy of our Statement of Limiting Conditions and Appraiser`s Certification which are attached to all appraisals prepared by this office. Please review and initial each attached page and return the executed copy to us indicating your acceptance and approval of our Limiting Conditions and Appraiser`s Certification.

The estimated completion date of the appraisal is _____
We can only complete the appraisal by this date if we receive from you in a timely manner any relevant information needed for the preparation of the report. In order to complete this appraisal, the following information will be needed:

We will furnish you with _____ copies of the appraisal report. Our fee for this appraisal will be \$ _____
This fee does does not include the cost of certain expenses that may be incurred in the preparation of the report.
If expenses are not included, a bill for these expenses will be provided to you upon completion of the report.

- A retainer in the amount of \$ _____ must be paid to this office before we can commence the preparation of this report.
- A bill for the \$ _____ appraisal fee will be presented and immediate payment will be requested at the time the report is completed.
- A bill for the appraisal fee of \$ _____ along with any other expenses incurred will be presented to you along with the completed report.

We will proceed with the preparation of this appraisal upon receipt of a signed copy of this letter and an initialed copy of the Statement of Limiting Conditions and Appraiser`s Certification. If you have any questions about anything contained in this letter or in any of the attachments, please give us a call.

Sincerely,

Engagement Letter Accepted:

(client signature) (date)