

# Independent Appraisal Group

P.O. Box 1612, Lake Havasu City, Arizona 86405 Real Estate Appraisers ~ Property Tax Consultants  
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**This is considered a letter of Engagement and notice of Terms and Conditions for this appraisal assignment.**

**We have received your faxed/e-mailed order for the property listed below. Thanks! We would like to inform you of our terms and conditions. Please fill in any pertinent information not already on your order form, sign the bottom, and fax it back to us. We need this back before we can accept and begin work on this order.**

Date Ordered \_\_\_\_\_ Due Date Needed \_\_\_\_\_ Payment will be made by \_\_\_\_\_.

**The client will accept full financial responsibility for the appraisal assignment even if the appraisal is ordered COD.  
We will collect COD as a courtesy to the client only.**

**Subject Property:**

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

Legal Description: Tract \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Assessor's Parcel # \_\_\_\_\_

Owner / Buyer \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Access: \_\_\_\_\_ Phone#: \_\_\_\_\_

**The Intended Use of the Appraisal is to determine an opinion of market value for:**

Sale / Purchase       Refinance       Establish Value       Other \_\_\_\_\_

Sales Price \_\_\_\_\_ New Construction? \_\_\_\_\_ Is Lot Included? \_\_\_\_\_

For a sale, please provide a copy of purchase contract or escrow instructions. For proposed construction, please provide plans and specifications. Please include any pertinent information including but not limited to settlement charges, loan fees, discounts to sales price, payment of condo/PUD fees, interest rate buy-downs or other below market rate financing, credits or refunds of the borrower's expense, absorptions of monthly payments by someone other than the home buyer, assignment of rent payments, and non-realty items that were also included in the transaction.

**Circle Forms Needed and Fee (Appraisal fees may change due to the complexity of the appraisal assignment) :**

URAR (Form 1004) - \$425      Manufactured Housing (Form 1004C) - \$525      Land Appraisal – Call for Quote

Multi-Family (Form 1025 2-4 units): Duplex - \$600      Triplex - \$650      Fourplex - \$700

ERC – Relocation - \$650      Final inspection (442) – Local \$75      Out of town \$100

Rent Schedule (Form 1007) and Operating Income Statement (Form 216) start at \$100 each, call for quote.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The client will accept full financial responsibility for the appraisal assignment even if the appraisal is ordered COD. We will collect COD as a courtesy to the client only.

If the order is C.O.D. the client understands that the appraisal, and no information about the appraisal, will be released until payment has been received. If payment is a check, the check MUST clear the bank – which can take up to 10 days or more - before any information or the appraisal will be released. Returned checks will be charged a minimum of \$35.00. Money orders and cash are preferred methods of C.O.D payment.

Appraiser reserves the right to refuse service to anyone. Appraiser also reserves the right to cancel the appraisal order due to unprofessional acts by the lender/client including but not limited to verbal attacks, unethical comments, etc. Should the order be canceled, the same cancellation fees will be applied. See below.

There will be no charge for a canceled order if the appraiser has not yet observed the property. If the property has been observed, there will be a minimum \$100.00 charge to cancel the order. Depending on the actual status of the appraisal this fee will be changed accordingly.

All appraisal fees are "Due upon Receipt". Accounts not paid after 90 days will be charged \$50.00 late fee and will be charged for any Attorney, legal, collection, or processing fees necessary to collect unpaid amounts at a minimum of \$200.00.

There is a fee for all professional services rendered.

Appraisal fees may change due to the complexity of the appraisal assignment.

Additional comps required will require additional fees.

Update to an Appraisal: New assignment that incorporates by reference a previous assignment with new effective date and photos, prepared for original Client only.

Conversion from one lender/client to another is considered a new assignment and will have a new effective date, and will be charged a new fee as long as a client relationship no longer exists between the original client and the appraiser.

Conversion from one form to another will be done only upon written request and will be charged additional fees accordingly. If a specific form is needed, make sure it is in writing above in the comments as we will not be responsible for the wrong form being ordered and completed.

Single family rental properties usually require a rent schedule and operating income statement. If you need them, you have to order them. Do not assume we will do them.

The appraisal report will be delivered only to our client and we will not discuss the specific results of the appraisal with others or provide copies of the report to others – including the homeowner/borrower.

If the appraiser is required by the lender/client to appear in court as a result of making the appraisal, the lender/client will be obligated to pay the appraiser for time required to appear in court including but not limited to prep time and travel expenses.

In compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), the engagement and compensation of the appraiser in this assignment will not be contingent upon developing or reporting predetermined results, opinion of value, or direction of value, attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of the appraisal assignment.

In compliance with the USPAP Advisory Opinion 19, "comp checks", "pencil searches", "ballpark figures", etc will not be offered.

If you have requested us to stop if the stated value cannot be reached, it is important for you to know that we will have performed an appraisal when we stop. Therefore, we must do all the things required by USPAP just the same as if we did not stop. The bottom line is that we will have to do all of the work regardless of the value estimated. For that reason you will still have to pay the full appraisal fee unless prior arrangements have been made.

This appraisal will be prepared for the client named below and is for the sole and exclusive use of named client. We request that you seek our written authorization before releasing the report to any other party.

**Submission of this order form represents acceptance of the terms and conditions set forth here and full financial responsibility for this appraisal assignment regardless of loan closing or cancellation of the loan process. Any exceptions should promptly be discussed with the appraiser prior to the commencement or completion of this appraisal process.**

**We will proceed with the preparation of this appraisal upon receipt of a signed copy of this letter. If you have any questions about anything contained in this letter please give us a call.**

**Lender/Client (Intended User)** \_\_\_\_\_ **Name of Person Ordering** \_\_\_\_\_

**Lender Address** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_

**Ship to E-Mail** \_\_\_\_\_

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

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_