

# LENDER APPRAISAL ORDER FORM

ELIOTT SCHULTZ APPRAISAL SERVICE  
661-947-7420 OFFICE 661-947-5477 FAX  
37472 OXFORD DR PALMDALE CA 93550

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ PHONE# \_\_\_\_\_

METHOD OF PAYMENT: PAID IN ADVANCE  COD

LENDER/CLIENT SHOULD SHOW AS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LENDER CONTACT NAME \_\_\_\_\_

LENDER PHONE# \_\_\_\_\_ FAX# \_\_\_\_\_

DELIVERY E-MAIL ADDRESS: \_\_\_\_\_

\*\*\*PURCHASE  REFI  2<sup>ND</sup>  PROPOSED  OTHER \_\_\_\_\_

REPORT: CONV  FHA  OTHER  REVIEW

LOAN/CASE# \_\_\_\_\_

BORROWER NAME \_\_\_\_\_

HOME # \_\_\_\_\_ OTHER# \_\_\_\_\_

PROPERTY TO BE APPRAISED \_\_\_\_\_

Circle and/or check one:

SFR  CONDO  UNITS  LAND  MANUFACTURED HOUSE

IN PARK MANUFACTURED HOUSE  OTHER \_\_\_\_\_

Circle and/or check one:

APPRAISAL REPORT TYPE: 2055I  2055D  1004  1025  2075  216/1007

1004C  1073  1075  1004D  2000  2000A

CONTACT FOR ACCESS: \_\_\_\_\_ # \_\_\_\_\_

- WILL NOT ENTER OCCUPIED PROPERTY WITHOUT ADULT ESCORT

COMBO LOCK  \_\_\_\_\_ PURCHASE PRICE \$ \_\_\_\_\_

ADDITIONAL COMMENTS \_\_\_\_\_

In accordance with the Ethics Rules of USPAP that reads "it is unethical for an appraiser to accept an assignment, or to have a compensation arrangement for an assignment that is contingent on any of the following: 1. the reporting of a predetermined value 2. A direction in assignment results that favors the cause of the client. 3. The amount of a value opinion 4. The attainment of a stipulated result or 5. The occurrence of a subsequent event directly related to the appraisers opinions and specific to the assignments purpose.

It is for this reason that all fees are non-refundable; regardless of value reported or conditions placed on the property for repairs or inspection.

PLEASE CALL THE BORROWER AHEAD OF TIME SO OUR CALL IS EXPECTED; REMIND THEM THAT ONLY CASH OR MONEY ORDERS ARE ACCEPTED FROM BORROWERS.

\*\*\*FOR ALL PURCHASES IT IS REQUIRED THAT A COPY OF THE SALES AGREEMENT AND T.D.S. BE MADE AVAILABLE TO THE APPRAISER FOR HIS FILES. ALL PROPOSED PROPERTIES REQUIRE A SET OF PLANS & SPECS AND COST ESTIMATES FOR CONSTRUCTION THAT WILL BE KEPT IN THE APPRAISERS FILE.\*\*\*

**THIS ORDER IS SUBJECT TO ACCEPTANCE BY THE APPRAISER AND THE TERMS OF THE ENGAGEMENT LETTER. BY ORDERING THIS APPRAISAL YOU ARE AGREEING TO BOTH THE ORDER AND ENGAGEMENT LETTER TERMS.**

**LETTER OF AGREEMENT FOR APPRAISAL SERVICES.**

- 1. ALL REQUEST FOR APPRAISAL SHALL BE ORDERED ON THE APPRAISAL REQUEST PROVIDED BY THIS COMPANY AND SHALL BE CONSIDERED AN AGREEMENT FOR THE APPRAISAL SERVICES AND IS MADE PART OF THIS AGREEMENT.**
- 2. THE FEE AND METHOD OF PAYMENT SHALL BE AGREED UPON PRIOR TO ACCEPTING ANY ASSIGNMENT BUT MAY BE SUBJECT TO REVISIONS AS THE RESEARCH PROGRESSES.**
- 3. THE REQUESTED TURN TIME SHALL BE AGREED UPON PRIOR TO THE ACCEPTANCE OF ANY ASSIGNMENT. THIS IS SUBJECT TO MY SCHEDULE AND THE AVAILABILITY OF THE PROPERTY TO BE INSPECTED. THE CLIENT SHALL BE ADVISED OF ANY DELAYS, NO INSPECTIONS WILL BE COMPLETED ON AN OCCUPIED PROPERTY WITHOUT AN ADULT ESCORT.**
- 4. IT IS UNDERSTOOD THAT THIS APPRAISER STRIVES TO COMPLY WITH ALL USPAP, FANNIE MAE, HUD OR OTHER APPROPRIATE STANDARDS INCLUDING CONDUCT OF BUSINESS. ALL REPORTS WILL BE MADE TO COMPLY WITH APPROPRIATE STANDARDS.**
- 5. ALL PURCHASE ASSIGNMENTS WILL INCLUDE A COPY OF THE SALES AGREEMENT INCLUDING ANY CONCESSIONS, GIFTS TO BORROWERS, OR PERSONAL PROPERTY INCLUDED IN THE SALE. IT SHALL ALSO INCLUDE THE TRANSFER DISCLOSURE STATEMENT.**
- 6. ALL FEES ARE NON-REFUNDABLE IN COMPLIANCE WITH EITHIC RULES OF USPAP.**
- 7. A \$100.00 FEE SHALL BE ADDED TO ALL CANCELLED OR MISSED APPOINTMENTS WITH LESS THEN 24 HOURS NOTICE. THE CLIENT SHALL BE RESPONSIBLE FOR THESE FEES IN CASE OF CANCELLATION. THE FEE IS ADDED TO ANY OTHER FEES ALREADY AGREED TO AND NO WORK WILL BE COMPLETED UNTIL PAID.**
- 8. ALL ORDERED APPRAISALS SHALL BE COMPLETED REGARDLESS OF VALUE OR CONDITION OF PROPERTY. IF AN ESTIMATE OF VALUE IS REQUIRED AHEAD OF TIME; COMPS ONLY CAN BE SENT. IF THE CLIENT DETERMINES THAT THEY DON'T WISH TO GO FORWARD PRIOR TO THE 24 HOURS PRIOR TO THE INSPECTION THEN NO FEE WILL BE INCURED. NO ESTIMATE OF VALUE CAN BE MADE PRIOR TO THE COMPLETED REPORT.**
- 9. NO PERSONAL CHECKS ARE ACCEPTED FROM BORROWERS, SELLERS, THIRD PARTIES OR AGENTS. ONLY MONEY ORDERS OR CASH ARE ACCEPTED. IF A PERSONAL CHECK IS RECEIVED A 10 DAY HOLD ON THE REPORT IS REQUIRED TO ALLOW THE CHECK TO CLEAR.**
- 10. ANY PROPOSED CONSTRUCTION PROJECT ORDERS MUST INCLUDE A COPY OF THE PLANS AND SPECS FOR THE APPRAISERS PERMANENT FILE ALONG WITH ANY COST ESTIMATES AND SALES CONTRACTS INVOLVED IN THE TRANSACTION.**
- 11. ALL RECONSIDERATIONS OF VALUES MUST BE IN WRITING ALONG WITH ANY COMPS THAT MAY BE CONSIDERED SUPERIOR TO THOSE USED IN THE REPORT. THE VALUE RECONSIDERATIONS MUST COME THROUGH THIS CLIENT.**
- 12. ALL CLIENT CONDITIONS FOR ALTERATIONS TO THE REPORT OR ADDITIONAL DATA OR INFORMATION MUST BE SUBMITTED IN WRITING FROM THE CLIENT. ANY REQUEST FOR EXTRA COMPS WILL INCUR EXTRA FEES, IF ADDITIONAL APPROPRIATE SALES ARE AVAILABLE.**
- 13. THE CLIENT IS RESPONSABLE FOR ALL COPIES OF THE REPORT TO THEIR CLIENT.**
- 14. ANY ORDERS FOR MANUFACTURED HOUSES WILL REQUIRE A COPY OF THE 433A FORM FROM THE CLIENT. IT CAN BE OBTAINED FROM THE TITLE COMPANY. A SAMPLE CAN BE PROVIDED.**
- 15. IN COMPLIANCE WITH USPAP; THE APPRAISAL MAY NOT BE REASSIGNED OR READDRESSED TO ANOTHER PERSON OR CLIENT. THE CLIENT IS THE ONLY ENTITY WHO THE APPRAISER CAN DISCUSS THE APPRAISAL WITH. THE REPORT WILL COME WITH A PASSWORD TO CONFIRM THAT THE REPORT WAS RECEIVED BY THE INTENDED CLIENT.**

**THE CLIENT HAS READ AND AGREES TO ACCEPT THE CONDITIONS AS SET FORTH ABOVE.**

**AUTHORIZED SIGNATURE**

**PRINTED NAME    TITLE**

**DATED**