

APPRAISAL REQUEST FORM

www.TerryHigginsAppraisals.com

Email: TerryHigginsAppraisals@outlook.com

COMPLETE THIS FORM AND EMAIL TO ABOVE

TODAY'S DATE:

COMPANY NAME:

ADDRESS:

CITY: State: ZIP:

PHONE:

WHO SHOULD REPORT LIST AS CLIENT:

HOW SHOULD FINAL REPORT BE DELIVERED:

BORROWER:

CO-BORROWER:

PROPERTY TYPE TO BE APPRAISED

SINGLE FAMILY CONDO UNIT # FOR DUPLEXES OR MULTI FAMILY 2-4 UNITS CALL FIRST

ADDRESS CITY: ST: ZIP:

COUNTY: (CIRCLE ONE)

FULTON DEKALB COBB OTHER COUNTIES, CALL FIRST

IS THIS A PURCHASE OR A REFINANCE?

PURCHASE PRICE: \$ (attach sales contract)

OR REFINANCE

FOR ESTATES OR OTHER VALUATION TYPES THAT DO NOT INVOLVE CONVENTIONAL FINANCING, CALL FIRST

LOAN OR CASE NUMBER:

FHA N/A

REPORT TYPE: (CIRCLE ONE)

1004 1004D 1073 2055 2075

OTHER: NOT SURE? CALL!

WHOM SHALL WE CALL FOR ACCESS?

NAME:

PHONE:

OWNER AGENT TENANT

ALARM OR LOCKBOX? SUPRA BOX OR A COMBO?

WHAT IS LOCK BOX CODE

WHAT IS SUPRA 'CBS' CODE

WHAT IS SECURITY CODE FOR ALARM \*\*only for vacant properties\*\*

FOR INVESTMENT PROPERTY:

IS THIS SUBJECT TO REPAIRS? Y N
DO YOU NEED RENT AND INCOME? Y N
IS PROPERTY RENTED OR VACANT? R V
WHAT IS MONTHLY RENT? \$
WHAT'S INCLUDED IN MONTHLY RENT?
WATER SEWER TRASH ELECTRIC GAS CABLE

THIS SECTION IS FOR SPECIAL INSTRUCTIONS:

FOR APPRAISER TO ACCEPT ASSIGNMENT

I accept this assignment on (date) and will return the report to you as instructed herein business days after the inspection is performed.

The fee for this appraisal assignment is \$, due in cash or money order from borrower at the time of the inspection. If you are paying for the report, we expect payment within four days of delivering the report to you. The invoice for the appraisal will be transmitted with the report.

I will email you when the inspection has been scheduled. Once the inspection has been completed there is a \$100 cancellation fee.

We will not provide a copy of the report to anyone other than you, our client.

Terry Higgins, CREA
Certified Appraiser, Georgia License CR240343
Certified Residential Appraiser, Florida License RD2395

FINE PRINT: Per Ethics Rules of USPAP "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 appraiser's opinions and specific to the assignment's 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. And all assignments completed are due upon delivery and must be paid for regardless of the outcome.