

Client Information

Reference: _____
Name: _____ Phone: _____
Company: _____ Fax: _____
Address: _____ Email: _____
City/State/Zip: _____ Desired Finish Date: _____

Order & Property Information

Report Type: _____ Address: _____
Est. Value: _____ City/State/Zip: _____
Lender: _____ Property Type: _____
APN: _____ Occupancy: _____

Inspection Contact & Payment Information

Contact Name: _____ Payment Method: _____
Phone 1: _____ Fee: _____
Phone 2: _____
Email: _____

Notes & Additional Information

In the event that the subject property ***is inspected*** and the estimated value cannot be reached, a minimum CANCELLATION FEE of \$150.00 will be assessed to cover trip charges and inspection fees. LENDERS should verify that estimated values are realistic when ordering the appraisal. According Administrative Code for Real Estate Appraisers Board, USPAP Sec 2-3, appraiser's compensation cannot be contingent upon pre-determined values. The appraiser will notify the loan office if the property's value is less than 5% of the estimated value.

In the event that the appraiser arrives at the property and the property is unavailable for inspection (due to incomplete construction, missing repairs, missed appointments, lack of property access, etc.), a TRIP FEE of no less than \$75.00 and no more than \$100.00 will be assessed, according to the property's distance from our office.

Signature / Print Name_____
Date