

Brian Davis
Brian J. Davis and Associates
1303 Dover Rd
Bloomington, IL 61704
(309)6624070

[Date]

Engagement of the [appraisal/valuation] services of Brian J. Davis and Associates

Thank you for your interest in obtaining our services for an [appraisal/valuation] assignment. Every client is important to us and we strive to give each one the best possible and most professional service. Your formal engagement of our services begins when you sign and return this letter via fax or true copy delivery. If you have any questions about our services, the particular assignment as we understand it or as described herein, or this letter, please contact us at (309)6624070 or by e-mail to bjdavis@ourappraisal.com.

- I. [Person who ordered the assignment] asked us to complete the assignment described below. The appraiser who completes the report and signs it will be Brian Davis ("Appraiser" herein). Our client for this assignment will be [Name of lender]. Our final report and any requested status updates will be delivered to [Name of recipient] or other such person(s) as our client designates. Our final report includes our work product for this assignment and is the property of our client upon transmittal. No other person or entity is authorized to utilize or rely on our report or work product.

- II. The property to be appraised is:

[Location of property]

- III. The final report to be provided is: [e.g. URAR, Fannie Mae 2055]

- IV. The fee for this assignment is and the payment terms are: [Fee and payment terms]

- V. All Appraiser's work on this assignment including Appraiser's final report will be performed according to the Uniform Standards of Professional Appraisal Practice (USPAP) and the applicable laws of the state in which Appraiser is licensed. Your engagement of our services is an acknowledgement of the above and a representation by our client that:
 - a. No person acting on the behalf or under the authority of our client will suggest or insist that Appraiser's valuation standards and ethics as Appraiser understands and interprets them need not or should not be followed on this assignment; and
 - b. No person acting on the behalf or under the authority of our client will attempt to coerce, bribe, pressure, or otherwise influence Appraiser to act other than according to Appraiser's valuation standards and ethics as Appraiser understands and interprets them; and
 - c. Payment of the fee agreed upon and set out above will be made promptly before or upon delivery of the final report as described herein, regardless of the Appraiser's opinion of value and regardless of whether any mortgage loan contemplated in conjunction with the subject property and this assignment is consummated.

VI. The final report to be provided will include (but not necessarily be limited to):

<input type="checkbox"/> yes	<input type="checkbox"/> no	An interior inspection of the subject property
<input type="checkbox"/> yes	<input type="checkbox"/> no	A sales comparison approach with _____ comparables
<input type="checkbox"/> yes	<input type="checkbox"/> no	A cost approach
<input type="checkbox"/> yes	<input type="checkbox"/> no	An income approach
<input type="checkbox"/> yes	<input type="checkbox"/> no	Maps, photos and addenda
<input type="checkbox"/> yes	<input type="checkbox"/> no	Other:

You acknowledge that interior inspections of the subject normally involve setting an appointment with the occupant(s) of the subject, and Appraiser cannot guarantee that occupant(s) will agree to a timely inspection. If applicable, Appraiser will make all reasonable efforts to schedule an interior inspection as soon as possible.

You acknowledge that comparable properties to be included on the final report and in calculation of Appraiser's opinion of value will be selected by Appraiser in his/her best judgment as a professional.

VII. Limitations or additions to the Appraiser's scope of work unique to this assignment and not otherwise described herein are agreed to be only as follows (if applicable):

[Limitations]

VIII. Post-assignment communication about Appraiser's final report not of a billing or administrative nature will be made between Appraiser and our client. As part of our effort to provide superb customer service,

Appraiser may be available to answer questions or address concerns on the part of third parties not our client. But by engaging our services you acknowledge that Appraiser is only required, post-assignment, to cooperate with formal appraisal reviews conducted on our client's behalf, and other responsibilities as may be set out in USPAP or state law.

- IX. This engagement letter, including any limitations or special conditions described in Section VII, describes the complete assignment and our and Appraiser's complete responsibilities. Work not described herein may be at an additional fee and will not be undertaken without a separate engagement letter.

Again, thank you for engaging our services. We look forward to serving you promptly, professionally and meeting your valuation needs thoroughly.

For: Brian J. Davis and Associates	For: First name Last name
Print:	Print:
Title:	Title:
Date:	Date:

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