

## **THE LETTER OF ENGAGEMENT FOR SERVICES.**

**THIS AGREEMENT IS BETWEEN ELIOTT SCHULTZ APPRAISAL SERVICES AND THE CLIENT NAMED AT THE BOTTOM OF THIS PAGE.**

1. ALL REQUEST FOR SERVICES SHALL BE ORDERED ON THE APPROPRIATE REQUEST FORM PROVIDED BY THIS COMPANY AND SHALL BE CONSIDERED AN AGREEMENT FOR THE SERVICES REQUESTED 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 COMPLETION 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, NAIFA OR OTHER APPROPRIATE STANDARDS INCLUDING CONDUCT OF BUSINESS. ALL REPORTS WILL BE MADE WITH THE INTENT TO COMPLY WITH APPROPRIATE STANDARDS.
5. ALL PURCHASE REQUEST WILL INCLUDE A COPY OF THE SALES AGREEMENT INCLUDING ANY CONCESSIONS, CONDITIONS OF SALE, GIFTS TO BORROWERS, OR PERSONAL/NON APPRAISED PROPERTY INCLUDED IN THE SALE. IT SHALL ALSO INCLUDE THE TRANSFER DISCLOSURE STATEMENT WHEN APPROPRIATE
6. ALL FEES ARE NON-REFUNDABLE IN COMPLIANCE WITH ETHIC 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 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. PERSONAL CHECKS ARE ACCEPTED FROM BORROWERS, SELLERS, THIRD PARTIES OR AGENTS HOWEVER PERSONAL CHECKS ARE SUBJECT TO UP TO A 10 DAY HOLD ON THE REPORT TO ALLOW THE CHECK TO CLEAR. MONEY ORDERS, PAY PAL OR CASH ARE ACCEPTED AND WILL GIVE DELIVERY ASAP.
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 OR DATA 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. MY CLIENT IS THE ONLY ENTITY WHO THE APPRAISER CAN DISCUSS THE APPRAISAL WITH.
16. ALL APPRAISALS ARE MADE AT FAIR MARKET VALUE UNLESS OTHERWISE REQUESTED AT THE TIME OF THE ORDER.
17. IT IS UNDERSTOOD THAT THIS APPRAISER IS NOT A MECHANIC, CONTRACTOR, HOME INSPECTOR, ENVIRONMENTAL INSPECTOR, WATER SAFETY/AVAILABILITY OR OTHER KIND OF PROFESSIONAL THAT WOULD DETERMINE THE WORKING CONDITION, LEGALITY OR SAFETY OF THE PROPERTY OR ANY OF ITS COMPONENTS.
18. IF NO INSPECTION OF THE PROPERTY IS MADE THEN IT IS ALSO UNDERSTOOD THAT ANY CONDITION OR AMENITY STATEMENTS THAT ARE MADE ARE SUBJECT TO VERIFICATION AND UNDER THE EXTRAORDINARY ASSUMPTION THAT THEY ARE TRUE.

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

I DO HEREBY CERTIFY THAT I AM AUTHORIZED TO AGREE TO THE TERMS OF THIS AGREEMENT FOR THE CLIENT NAMED ON THE SERVICE(S) REQUESTED FORM.