

Appraisal Take-In, Work Assignment, Contract Form

Appraisal Job # _____

Take-In Date: _____ Promised Pick-Up Date: _____

Type of Appraisal / Intended Use of Appraisal: _____

Number of Items Total for this Work Assignment: _____ Client Present During Evaluation: _____

PLEASE PRINT!

Client's Name: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Contact Number: _____ Home Cell: _____

Email: _____

Third Party Name / Sub-Client's Name: _____

Estimated Cost for Appraisal: _____ Final Total Billing Cost: _____

Total Number of Pages of Supporting Documents Supplied: _____

The Client understands that there will be an additional charge if Lab Reports and other Documentation are submitted after the completion of the assignment that the client wants considered and/or added into the report that there will be an additional fee of \$ _____ per Document. The client also understands that such additional documents added may and/or may not change various attributes listed within the report and the final Value Conclusion outcome may and/or may not change due to these additional documents. Client's Initials: _____

The Client knows and understands that if the Appraiser is subpoenaed to give a deposition and/or testify in any legal proceedings, then there will be additional fees associated with such work and services. Half Day and Full Daily Rates Apply along with transportation costs, drive time and other incurred expenses. Client's Initials: _____

Client's Signature: _____ Date: _____

Appraiser's Signature: _____ Date: _____

Itemized Inventory List of Items to be Appraised

Appraisal Job # _____ Client's Name: _____

Take-In Date: _____ Promised Pick-Up Date: _____

Number of Items Total for this Work Assignment: _____ Client Present During Evaluation: _____

_____ Discription: _____

Client's Stated Value Estimate: _____ Additional Documentation: _____ Take-In Photo: _____

_____ Discription: _____

Client's Stated Value Estimate: _____ Additional Documentation: _____ Take-In Photo: _____

_____ Discription: _____

Client's Stated Value Estimate: _____ Additional Documentation: _____ Take-In Photo: _____

_____ Discription: _____

Client's Stated Value Estimate: _____ Additional Documentation: _____ Take-In Photo: _____

_____ Discription: _____

Client's Stated Value Estimate: _____ Additional Documentation: _____ Take-In Photo: _____

_____ Discription: _____

Client's Stated Value Estimate: _____ Additional Documentation: _____ Take-In Photo: _____

Client's Signature: _____ Date: _____

Pick-Up Signature: _____ Date: _____

This is a very simple Two-Part Take-In Form that can be added to your web page so the Client can download it ahead of time and fill it in or you can print a copy out at the time of take in.

Once it has been filled out take your pictures and give them a quick copy of the Take-In Photos and then scan the completed Take-In Form and save a digital copy to the Client's Work File along with a saved copy of the Take-In Photos and then give them a printed copy of the scanned and signed Take-In Form.

You can go from simple to complex.