

# PARTNERS APPRAISAL GROUP, INC.

Residential Real Estate Appraisers  
Phone (732) 223-3373 Fax (732) 223-3375  
2679 Route 70, Suite G, Manasquan, NJ 08736

## WE COVER ALL OF NEW JERSEY

Appraisal Engagement Letter

Please prepare an appraisal on the following property, conforming to the guidelines of the Uniform Standards of Professional Appraisal Practice (USPAP).

### COMPANY INFORMATION

Company Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_ AM/PM

Company Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Name: \_\_\_\_\_ Loan Officer Name: \_\_\_\_\_

E-mail Appraisal To: \_\_\_\_\_

Does Lender Have Approved List? (Yes/No/Unkn) If Yes, Lender's Name: \_\_\_\_\_

Does Lender Allow Trainees? (Yes/No/Unkn) If Yes, Does Supervisor Need to Sign as Present At Inspection? (Yes/No/Unkn)

### PROPERTY AND BORROWER INFORMATION

Borrower Name: \_\_\_\_\_ Borrower Phone # for COD: \_\_\_\_\_

Access Contact: \_\_\_\_\_ Access Phone #: \_\_\_\_\_

Property Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Loan Purpose (circle one): Refinance Purchase Equity

Sale Price: \_\_\_\_\_ Or Estimated Value: \_\_\_\_\_ Mortgage Amount: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### ORDER INFORMATION

**Loan Type:** (circle one) Conventional FHA Investment Prop.

**Property Type:** (circle one) Single Family Condo Multi\_#Units

PUD New Construction Manuf Home

Vacant Land Co-Op Lease Hold Ownership

**Form/Job Type:** (circle one) 1 Family Full (1004) 2-4 Fam Full (1025) 1 Family FHA

2-4 Family FHA 2055: Exterior Only Rent Survey(1007)/OIS(216)

Cert of Comp(1004D) FHA Final Insp Recert of Value(ROV)

Field Review Desk Review Comp Search

**Rush Order:**(circle one) RUSH(2 Day Turn) add\$100 SUPER RUSH(1 Day Turn)add\$200

Other: \_\_\_\_\_

### PAYMENT INFORMATION

**Billing Information (check one):** Collect payment from Borrower: \_\_\_\_ or Invoice You: \_\_\_\_

We prefer COD payment when possible. We will arrange payment with your borrower if COD is desired. We accept **all major credit cards, cash, or money order** payments. If we are directed to invoice you and/or your company, you will be held responsible for payment. Late fees are issued on all invoices over 60 days old. Fee schedule available on-line or by request. Fees may be charged for cancellation of this appraisal order.

**Person Ordering Appraisal Please Sign Here:** \_\_\_\_\_

(I agree to the terms stated above)

### Credit Card Information (Required if paying with a credit card)

Credit Card Type (circle one): Visa MasterCard American Express Discover

Name as it appears on the card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Credit Card Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I authorize Partners Appraisal Group, Inc. to charge above credit card the entire appraisal fee for services rendered. Services are non-refundable. Fees may be charged for cancellation of this appraisal order.

**Signature for Credit Card:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**THANK YOU FOR YOUR BUSINESS**