

# 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: \_\_\_\_\_

<i>Loan Type: (circle one)</i>	<i>Conventional</i>	<i>FHA</i>	<i>Investment Prop.</i>
<i>Property Type: (circle one)</i>	<i>Single Family</i>	<i>Condo</i>	<i>Multi #Units</i>
	<i>PUD</i>	<i>New Construction</i>	<i>Manuf Home</i>
<i>Form Type: (circle one)</i>	<i>1 Family Full (1004)</i>	<i>2-4 Family Full (1025)</i>	<i>1 Family FHA</i>
	<i>2-4 Family FHA</i>	<i>2055: Exterior Only</i>	
	<i>Final Inspection (442)</i>	<i>Recertification of Value (ROV)</i>	
	<i>Rent Survey/OIS Field Review</i>	<i>Desk Review</i>	

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

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

### 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 schedules are available on-line or by request.

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.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**THANK YOU FOR YOUR BUSINESS**  
**Please FAX to 732-223-3375**

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