



www.valuationpartners.com
info@valuationpartners.com

Appraisal Engagement

This document both engages your valuation services and defines the scope of the appraisal assignment. Each order placed, as well as all completed files will include a copy. We insist on proper transparency in our relationship and expect that each party understands the value added services afforded by each of our roles in the appraisal process. Fees disclosed are done so with the knowledge that each of us has vital obligations and functions in the valuation process. Typically the following applies:

Duties performed by the field appraiser include:

- Order tracking
- Administrative support necessary for proper communication with Valuation Partners.
- Maintaining E & O coverage if required
- MLS and other data services in areas of your operation
- Transportation costs
- Report preparation
- Pre- and post-delivery quality control
- Remain current on requirements of local laws and regulations

Duties performed by Valuation Partners include:

- Sales & marketing
- Client services and customer relationship management
- Pre- and post-delivery quality control – including full representation of client and industry requirements
- Exception management (delays, rescheduling appointments, problem solving)
- Appraisal archiving and document handling
- Electronic interface integration (RealEC, FNC, etc.) for appraisal reporting, and delivery
- Technology enhancements
- Market value dispute management
- Firewalls to assure appraiser independence
- Accounting (payables and receivables)
- Tracking compliance with industry guidelines and managing client special instructions
- Risk management (total Quality Assurance, warranties, Service Level Agreements (SLA's), etc.)
- Performance improvement systems and practices
- Innovation and product development
- Complementary Products
- Resources and market data
- Unlimited Flood map searches provided to our vendors at no cost
- Online free training and education, supporting continuous improvement



www.valuationpartners.com
info@valuationpartners.com

Purpose

You are instructed to estimate the Market Value as requested on the order form of the real estate identified. We insist that this be done in an independent unbiased manner as prescribed in our policy on appraiser independence.

Scope

By acceptance of this assignment you agree to comply with the Policies and Procedures attached to the appraisal order including all lender client instructions. Our policies are guided by USPAP, FIRREA, the Home Valuation Code of Conduct (HVCC), the Federal Interagency Appraisal and Evaluation Guidelines of 1984, FHA Mortgagee letter 2009-28, and other applicable state and federal laws, regulations, and guidance.

Diligence

All analyses will be performed in a competent and workmanlike manner. Reporting will comply with Uniform Standards of Professional Appraisal Practice (USPAP). You are to follow the Statement of Work and Production requirements found on the Valuation Partners website throughout the conduct of this assignment. Acceptance of this assignment implies your acknowledgement of these requirements and commitment to comply in all respects.

Client and Intended Users

Our client is identified on the order. Valuation Partners is an agent of our client with responsibility to oversee the valuation process on their behalf, particularly in regards to quality control.

Payment for Services rendered

Terms for payment are net 30 days from the completion to our client of your finalized report. Our web platform creates an authorization for payment once your report is accepted eliminating the need for invoicing by the vendor.

Your fee for services rendered is \$200.00



*MV FEE IS 4.7% OF FEE CHARGED
(MY CUSTOMARY FEE IS \$425)*

Our total fee to the Client is \$425.00



FEE TO CLIENT