

A-1 Appraisal Associates
P.O. Box 2035
Ellijay, GA 30540
Ph. 706-635-8634
Fax 706-635-8632

NEW CLIENTELE APPRAISAL AGREEMENT

Dear Valued Client,

In order to insure quality customer service and to forge a mutually beneficial working relationship with new clients, our company policy states the following:

Payment for the first three appraisals completed for new clientele be collected prior to the inspection.

Each request includes the loan officer's name and contact information

After a working business relationship is established, payment for outstanding invoices must be submitted within 30 days of the date of the invoice.

After the appraisal inspection has been completed, a mandatory inspection trip fee of **\$100** will be incurred regardless of cancellation circumstances. In the event that the order was COD, the client becomes responsible for the collection of the inspection fee.

In agreement to the terms identified above, please complete the following information:

I _____ of _____ certify that I have read the terms and conditions specified above and will adhere to the policies and information requested thereof. A fee of \$ _____ has been determined in communication with A-1 Appraisal Associates, and any questions regarding my company's payment of outstanding invoices should be directed to Name: _____ (person responsible for managing payables) Email: _____

Loan Officer's Signature _____

Mortgage License # _____

Thank you for your cooperation in this matter, we look forward to working with you!

Documents to Provide in Addition to Request

Please check the following items being provided in addition to the appraisal request.

***denotes required documents**

- *Sales Contract. (must be signed by both parties)**
Appraisals will not be completed (on pending sales) without the sales contract being in our office. See disclosure statement below.
- Warranty Deed**
- Plat**
- *Plans for new construction with all exterior dimensions**
- *Specification of material used in new construction**
- *Cost of new construction or repairs to existing properties**

Sales Transaction Disclosure Statement: I _____ of _____ certify that I have disclosed to the appraiser all pending agreements to the sale of the subject property of which I am aware and have supplied all applicable written agreements.