

LETTER OF ENGAGEMENT FOR APPRAISAL SERVICES

Date: _____

CLIENT / LENDER INFORMATION

Company Name: _____

Address Line 1: _____

Address Line 2: _____

Email / Phone: _____

APPRAISER / FIRM INFORMATION

Axios Appraisals

17-35 149th St

Whitestone, NY 11357

Email/Phone: _____

1. Subject Property & Order Details

• **Property Address:** _____

• **Property Type:** ☐ Single-Family ☐ Multi-Family (2-4 Fam) ☐ Condo ☐ Other: _____

• **Transaction Type:** ☐ Purchase ☐ Refinance ☐ Investment Property ☐ Other: _____

• **Property Rights:** ☐ Fee Simple ☐ Leasehold ☐ Other: _____

• **Borrower / Owner Name:** _____

2. Scope of Work & Appraisal Requirements

The appraiser will develop and communicate a credible opinion of the market value for the subject property. The assignment will be executed under the following structural requirements:

• **Inspection Type:** ☐ Full Interior & Exterior ☐ Exterior Only ☐ Desktop / Other

• **Reporting Form(s) Needed:** ☐ 1004 ☐ 1025 ☐ 1073 ☐ 216 ☐ 1004D ☐ Other: _____

• **Value Condition:** ☐ AS IS ☐ Subject to Completion / Repairs

• **Standards:** Prepared in strict compliance with the Uniform Standards of Professional Appraisal Practice (USPAP) and applicable state licensing regulations.

3. Property Access Contact

The appraiser will coordinate scheduling and physical entry directly with the designated point of contact:

• **Contact Name:** _____

• **Phone Number:** _____ **Email:** _____

4. Fees and Payment Terms

- **Appraisal Fee:** A flat fee of \$ _____ is established for the completion of this assignment.

PAYMENT TERMS & UPFRONT COLLECTION:

Axios Appraisals is authorized and required to collect the full appraisal fee amount noted above DIRECTLY FROM THE BORROWER / POINT OF CONTACT upfront, prior to or at the exact time of the physical property inspection. No reporting analysis, fieldwork, or release of documentation will proceed without secured payment.

5. Timeline and Delivery

- **Inspection Scheduling:** Axios Appraisals will initiate contact to schedule within _____ business days of receiving this executed agreement.
- **Estimated Delivery:** The completed appraisal report bundle will be delivered electronically to the Client within _____ business days following the physical inspection, subject to timely property access.

6. Acceptance of Engagement

By signing below, the parties agree to the scope, fee structure, collection terms, and reporting frameworks outlined above.

Lender / Authorized Representative Signature

Date: _____

Axios Appraisals Authorized Signature

Date: _____