

**Property Prosource™ Appraisal Order or go to [www.propertyprosource.com](http://www.propertyprosource.com)**

Order Start date: \_\_\_\_\_

FAX to 608-687-8177

**STEP 1 Property Identification** (Note: **Bold printed** items are most important)

**Current Legal Owner:** \_\_\_\_\_ **Tel.:** \_\_\_\_\_

Buyer (if applicable): \_\_\_\_\_ Tel.: \_\_\_\_\_

**Inspection Contact:**  see legal owner or \_\_\_\_\_ **Tel.:** \_\_\_\_\_

**Subject address:** \_\_\_\_\_

Directions: \_\_\_\_\_

**STEP 2 Identify Appraisal Client**

**Business Name & Contact Person:** \_\_\_\_\_

(responsible for pmt)

**Address:** \_\_\_\_\_ **Tel.:** \_\_\_\_\_

Email: \_\_\_\_\_ (Required for instant electronic delivery) Fax: \_\_\_\_\_

**Intended Use of Appraisal:** (Check All that apply to assist appraiser in determination of scope of service)

- Property Being Sold  Ownership decisions (selling price etc.)  
 Financing Refinancing & related  Legal settlement of \_\_\_\_\_  
 Anyone besides the client need to use appraisal?  Other \_\_\_\_\_

Please Note All users: \_\_\_\_\_

**STEP 3 Determine Appraisal Needs**

**Basis of Appraisal**  As-Is or  As Proposed including: \_\_\_\_\_

**Report Selection:** (choose one)

- Land Appraisal Form (land only, typically no buildings or limited bldg. improvements)  
 Single Family Home Form (with or without excess land) use Form# \_\_\_\_\_ (if known)  
 2-4 Family Form (residential duplex to fourplex)  
 Other or Not Sure (Please advise) Land size?: \_\_\_\_\_ Buildings?: \_\_\_\_\_

- Add it on:**  2<sup>nd</sup> Market Underwriting for fixed rate loan?  
 Must have Cost Approach even if appraiser determines that it is not necessary  
 Needs Operating Income Statement for Rental property (Usually @ \$50 extra)

**STEP 4 Delivery Instructions**

**Payment:**  Owner/Borrower to Pay @ Door  Bill Client @ Completion of appraisal

**Delivery instructions** (email preferred):  Same email as above or  email to \_\_\_\_\_

Delivery date desired: \_\_\_\_\_  I need \_\_ hard copies delivered to: \_\_\_\_\_

**STEP 5 Background: for property Purchase (If Applicable)**

**Pending Sales:** Planned Closing Date: \_\_\_\_\_  
Major items included in sale: \_\_\_\_\_

- No Pending Sales per \_\_\_\_\_  
 Pending Sale \$ \_\_\_\_\_  
 Currently on the market since \_\_\_\_\_  
Original Asking price \$ \_\_\_\_\_

**Please fax or email purchase agreement when available**