**TEMPLATE LETTER  
LETTER OF ENGAGEMENT**

**[Appraiser Firm Name]**

**[Appraiser Firm Address]**

**[Date]**

**[Client]**

**[Address]**

Re: Appraisal Request

[Brief description of property or assignment]

Dear **[\_\_\_\_\_\_]:**

***[Appraisal firm name or appraiser name, if no firm entity]*****(“Appraiser”)**agrees to provide anappraisal of the above-mentioned property according to the following terms. Please refer to the Appraisal Services Agreement and the Terms and Conditions, which are expressly incorporated herein by reference and made a part of this agreement. This Engagement Letter, the Appraisal Services Agreement and the Terms and Conditions shall be collectively referred to as “Agreement.”



1. **Specifications of the Appraisal.**

**Subject Property:** *[Property address or legal description.]*

**Property Type:** *[Existing / Proposed / Single family residence / Condominium / Multi family residence - xx units / Manufactured home / Office - xx SF/ Retail - xx SF/ Industrial - xx SF / Vacant land / Subdivision – xx lots/ Agricultural land / Other]*

**Interest to be Valued:** *[Description. For example: fee simple/leased*

*fee/leasehold.]*

**Additional Property to be** [*None / Furniture, fixtures and equipment /*

**Valued:** *Machinery and equipment / Trade fixtures /*

*Business enterprise value / Housing subsidy /*

*Bond financing / Favorable seller financing /*

**

\*NOTICE: Nothing herein shall be construed as legal or professional advice. Parties must retain and consult with legal counsel or obtain other appropriate professional advice in the preparation of these types of documents. The Appraisal Institute does not assume any responsibility or liability for any services performed pursuant to these materials nor does it make any representation or warranty that these materials contain terms and conditions appropriate to any particular appraisal assignment.