



# ORDER FORM

## ACTIVE INTERNAL INFO

File Number \_\_\_\_\_  
 Appraiser \_\_\_\_\_  
 Date Given \_\_\_\_\_  
 Source \_\_\_\_\_  
 Fee \$ \_\_\_\_\_  
 Appt Date \_\_\_\_\_ Time \_\_\_\_\_

## LENDER INFORMATION

Company Name \_\_\_\_\_  
 Ordered By \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-Mail \_\_\_\_\_

### LENDER NAME THAT WILL APPEAR ON THE APPRAISAL

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ ZIP \_\_\_\_\_

## PROPERTY TYPE

Single Family  Two Family  
 Three Family  Four Family  
 Condo  PUD  Land  
 Other \_\_\_\_\_

## APPLICANT INFORMATION

Name(s) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone #(s) \_\_\_\_\_

Sale Amount of Sale \$ \_\_\_\_\_

Broker's Name \_\_\_\_\_ Phone \_\_\_\_\_

(The *entire* offer to purchase and condition report must be provided. If this is not provided, it will delay completion of the appraisal.)

Refinance Estimated Value \$ \_\_\_\_\_

## TYPE OF LOAN

Fannie Mae  Freddie Mac  
 FHA – FHA # \_\_\_\_\_  
 VA  In House  
 Other \_\_\_\_\_

## PAYMENT TYPE

COD  Invoice  
 (If paying by invoice, the following *payment guarantee* must be filled out)

\_\_\_\_\_  
 Authorized Agent Signature

\_\_\_\_\_  
 Printed Name Signed Above

\_\_\_\_\_  
 Date

### WE ACCEPT THE FOLLOWING



**TYPE OF FORM TO USE** – This is a condensed list of the forms that can be used. We offer many more. If you would like a form that is not listed, simply write it in the *Other* line. Feel free to contact us with any questions.

- URAR [FORM 1004][03/05]  Old URAR [10/94]
- Small Income [FORM 1025][03/05]  Old Small Income [10/94]
- Condo [FORM 1073][03/05]  Old Condo/PUD [10/94]
- Exterior-Only [FORM 2055][03/05]  Old Desktop Quantitative [9/96]
- Manufactured Home [FORM 1004C][03/05]
- Land
- One Unit Field Review [FORM 2000][03/05]
- Two to Four Unit Field Review [FORM 2000A][03/05]
- Other \_\_\_\_\_

## ADDITIONAL NOTES

USPAP APPRAISAL STANDARD  
 REGARDING SALES PRICE  
 AND ESTIMATED VALUES:  
 "Your request is acknowledged, but it is important for you to be aware that we must develop an appraisal before we can tell you whether the property will support the value indicated or the sales price indicated. It is also important for you to be aware that your statement of that amount with this request for services does not in our view, establish a "condition" for our office performing the appraisal. If you intend it to be a condition for performing the assignment, we cannot accept the assignment because it violates our professional ethics."