

Request Quick Desktop Summary Appraisal Instructions

Please only fill in the areas that represent the item you wish to be appraised. **All orders must accompany a signed and dated Appraisal Agreement – on page 3 -4.**

Once you have filled out the forms that best suits the appraisal requested, send all information via email or fax to us – to process your request promptly.

We require the following items that ONLY pertain to your order.

- ✓ **Copy of the Item's Bill of Sale; receipt or otherwise proof of ownership,**
- ✓ **Picture of the VIN/SERIAL NUMBER, MODEL IDENTIFICATION.**
- ✓ **Picture of the front, back, right side and left side of the item(s),**
- ✓ **Full Descriptions of the asset, describe in paragraph form for each view sent.**
- ✓ **Summary or reason for the Appraisal request.**
- ✓ **A copy of the most recent Appraisal, if applicable.**

You can email pictures of each item (at least 2 images per item), one being the VIN/SERIAL a must.

For One or more items – our fee schedule is the following:

- Our fee is \$ **195** plus - HST, equaling \$ **220.35** for **1 to 5 items**
- Our fee is \$ **295** plus - HST, equaling \$ **333.35** for **6 to 24 items**
- Our fee is \$ **495** plus - HST, equaling \$ **559.35** for **25 to 50 items**

Please pay online thru our NEW shopping website. If you are paying by a certified check or money order, make it out to APPRAISAL ONTARIO IN TRUST. Once we have received the funds, we will send you the Appraisal Certificate & report.



REQUEST & AUTHORIZATION
 Personal Property Appraisal CCPPA

TODAYS DATE: _____

APPRAISALS • LIQUIDATIONS • AUCTIONS • ASSET INVESTIGATIONS • RISK ASSESSMENT • ASSET RECOVERY

Please E-Mail Images & Form to : *info@appraisalontario.com*

FAX BACK TO: (888) 489-9219

IMAGES REQUIRED in order to Accurately Appraisal Personal Property:

1. **Photos of both Exterior/ Interior of the subject item(s):**
 (Must be at least 640 X 480 in size - FRONT - BACK - RIGHT SIDE - LEFT SIDE of both INSIDE - OUTSIDE (VIEWS TO BE CLEAR))
2. **Photo of the Odometer / Hour Meter:**
 (Must be at least 640 X 480 in size - VIEW TO BE CLEAR)
3. **Photo of the VIN# - HIN# - Serial#:**
 (Must be at least 640 X 480 in size - VIEW TO BE CLEAR)

CLIENT'S INFORMATION

First Name: _____ Last Name: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: Home: (_____) _____ - _____ Work: (_____) _____ - _____

E-Mail Address: _____ FAX: (_____) _____ - _____

VEHICLE TO BE APPRAISED – ALSO PLEASE FILL OUT INSPECTION FORM

ITEM 1:
 SERIAL/VIN #

ITEM 2:
 SERIAL/VIN #

ITEM 3:
 SERIAL/VIN #

ITEM 4:
 SERIAL/VIN #

ITEM 5:
 SERIAL/VIN #

If you need more than 5 items, please make copies of this page and attach to your request.

**PERSONAL PROPERTY APPRAISAL ENGAGEMENT
- AND -
INDEMNITY AGREEMENT**

This letter is to confirm my understanding of your request to appraise the following property by way of a: **DESKTOP Summary Report**

The following parameters of this engagement are also based upon our previous communication. Appraiser is to use the approaches to value he/she feels is applicable, or a blending thereof, in determining value.

Date of Value: Date of Signing Agreement

Intended Use: INSURANCE, LAWYER, DIRECTORS

Intended Users: CLIENT, INSURANCE AGENT, LAWYER, DIRECTORS

Type of Value: (FMV), (OLV), (FLV)

You have requested that I prepare a Summary Appraisal Assignment as defined by the Uniform Standards of Professional Appraisal Practice:

- 1 The Appraisal Report will not be given to any other party without the Appraiser's approval.
- 2 The Appraiser will report the type of value requested by the client by researching the market and industry, apply the appropriate approaches to value, and provide a written report of his findings.
- 3 The Appraiser is indemnified against any and all problems that may arise from the use of this report. You agree to indemnify and hold us harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorney's fees, to which we may become subject in connection with this engagement. You will not be liable for our negligence.
- 4 You agree that, in the event we are judicially determined to have acted negligently in the execution of this engagement damages shall be limited to an amount not to exceed the fee received by us for this engagement.
- 5 Our liability for injury or loss, if any, arising from the services we provide to you shall not exceed \$1,000 or our fee, whichever is greater. There shall be no punitive damages. Increased liability limits may be negotiated upon your written request, prior to commencement of our services, and your agreement to pay an additional fee.
- 6 Your obligation for indemnification and reimbursement shall extend to any controlling person of Your Business Name, including any director, officer, employee, subcontractor, affiliate or agent.
- 7 If in the future the Appraiser is called on to testify in court or at deposition regarding the written report, the Appraiser will be paid the going hourly rate charged by the Appraiser to cover professional time, the gathering of materials, reviewing the case and preparing for testimony along with other expenses incurred. The Appraiser(s) will also be paid the going fee per hour along with reimbursements for testimony if subpoenaed as a witness in a subsequent litigation by any party and such testimony involves the work we performed pursuant to this agreement. If we are ordered by a provincial to permit the subsequent inspection and/or reproduction of files, records, and other documents relating to work performed by us pursuant to this agreement, it is agreed that we may comply with these orders without prior notice to the client.
- 8 If called on to defend this report to any other party, the Appraiser's expenses and hourly rate will be billed on a monthly basis or as incurred.
- 9 The client will shoulder the responsibility of legal costs incurred by the Appraiser when defending this Appraisal.
- 10 Client agrees that the Limiting Conditions, as stated in the report, will be acceptable with the level of work and detail of work to be performed as outlined in the Scope section of the report. A sample of the Scope Section has been provided and received by the client.
- 11 Only the larger items of the assets will be appraised using the whole range of Appraisal methodology. The balance of smaller support items will be valued by way of industry depreciation standards and historical metrics. These smaller items will be valued and reported in bulk.
- 12 In the unlikely event of a dispute, the parties under the terms of this agreement shall be subject to arbitration. Arbitration shall be conducted in the city of residence of the Appraiser.
- 13 The Appraiser certifies that he/she has/had not appraised or otherwise had involvement with the property hereby being appraised in the last three years.

As a result of our previous communication, and at your request, I will report this Summary Appraisal Assignment according to one of the report formats outlined in Standard Rule Eight of the Uniform Standards of Professional Appraisal Practice. Specifically, you have requested that the assignment be reported as a Summary Report Format. I have determined that the chosen report format is consistent with the nature of the assignment and the intended use of the report.

**PERSONAL PROPERTY APPRAISAL ENGAGEMENT
- AND -
INDEMNITY AGREEMENT - CONTINUED**

- 1) **REPORT ONLY** - The report will be stamped Certified and recognized by Canadian Bank and Financial Institution; Canada Revenue Agency, and all leading Insurance Companies. Payment will be a small retainer up front and balance due upon delivery of the report.

- 2) **REPORT and SALE of ASSETS** - Similar to the above, with a small deposit as attached to this agreement – but with the acknowledgement and signed agreement that we would be your agent to sell all items appraised. The remainder of the costs of the inspection would be deducted from the proceeds of the sale of the items. We would enter into this agreement where we will be our responsibility for the private sale; public auction and advertising management services. To make it simple, from start to finish we would handle everything from the date forward or signing the agreements. The commission for the sale of the assets could be negotiated, but usually since we are appraising the assets – we normally charge 5 percent commission.

(Signature above of requested payment option)

Option 1: See above proposal

(Signature above of requested payment option)

Option 2: See above proposal

The final report will be available within 1-2 weeks of execution of the assignment. The **APPRAISAL FEES are unconditionally guaranteed**. This is your authorization to act on our behalf of preparing a Personal Property Appraisal.

We hereby agree to protect, reimburse, hold harmless and indemnify you against any and all losses, claims, damages and costs which may be made against you or suffered by you by reason of you acting under this direction, and to pay invoices upon receipt and indemnify you for any and all legal costs incurred by you in the defense of any claims for damages as aforesaid, and for services performed under this direction. The attached proposal has been accepted, acting as the terms and conditions of this Appraisal Engagement Agreement.

I/WE also AGREE to ALL the terms and Conditions outlined in the Appraisal Report. Interest of 1.50% per month (18% per annum) will be charged on unpaid accounts and are subject to the Privacy and Penalty of Fine Conditions of the Report).

Thank you for the opportunity to be of service. Please sign and date this engagement letter and return the original to our office.

Date

Date

Appraiser

Client

