



Letter of Agreement

Ms. Redacted:

On 29 SEP 15 we spoke pertaining to the appraisal of selected personal property items in the Estate of Sir William the Bartender. I agreed to examine the personal property on 14 OCT 15 at the decedent's rooms at The Colonnades senior living facility in Charlottesville, Virginia. The Intended Use of the appraisal will be for Estate Settlement. The opinions of value will be based on Fair Market comparables.

Be advised of my following policies:

- I must adhere to the ethical standards of the American Society of Appraisers (ASA).
- The *Uniform Standards of Professional Appraisal Practice* (USPAP) are in effect.
- Valuation opinions must be based on available market comparables.
- The final report is held in confidence unless you state otherwise.
- A copy of the report is kept on file for five years as per USPAP regulations.
- Photographs will be made of the evaluated property.
- Professional services are billed at the hourly rate of \$150.00, plus expenses.
- *The report will be forwarded to you upon receipt of final payment.* In the case of a Court action, this eliminates the possibility of any misconception that the valuations were influenced by the client withholding compensation until after the report met with his/her approval.

After assessing this assignment on site, I estimate the report will take \_\_\_\_\_ hours to complete. An invoice for services rendered will be mailed to your office upon completion.

APPRAISER:

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CLIENT:

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Appraiser's  
Signature \_\_\_\_\_

Client's  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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