

AUTHORIZATION TO PREPARE APPRAISAL REPORT

(California Business & Professions Code §11321)

NOTE: This form is used by a loan broker or lender when processing a mortgage application, to authorize an appraiser to prepare an appraisal report for a specific property.

DATE: _____, 20____. Prepared by _____.

TO: Appraiser _____ Appraisal Company _____ Address _____ _____ Phone _____ Cell _____ Email _____	FROM: Agent _____ Broker/Lender _____ Address _____ _____ Phone _____ Cell _____ Email _____
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SECTION I:

1. Regarding Broker/Lender loan application number _____
 - 1.1 Borrower's name _____
2. This is your authorization to engage in the development of an evaluation for the property and prepare and deliver to Broker/Lender your appraisal report.
 - 2.1 To assist you in this effort, the following checked reports are known to be available:
 - a. comparable properties and subject's amenities at Broker/Lender office.
 - b. the property owner's condition of property Transfer Disclosure Statement (TDS) [See **RPI** Form 304]
 - at Seller's agent's office _____
 - at Broker/Lender's office _____
 - c. home inspector's report on the subject property
 - at Seller's agent's office _____
 - at Buyer's agent's office _____
 - at Broker/Lender's office _____
3. The type of appraisal requested:
 full appraisal, drive by, or _____
 - 3.1 The type of appraisal report requested:
 desk review, field review, value range analysis, _____
4. The contact person you are to call to set up the day and time for your visual inspection of the property is
(Name) _____ (Phone) _____
5. The subject property is located at _____
 - 5.1 SFR, condo, two-to-four residential units, land, mobile home, or _____
Home Phone _____ Cell Phone _____ Work Phone _____
6. Borrower's purpose for the loan:
 purchase-assist funds, refinance, equity withdrawal, or _____
7. Your appraisal report and evaluation will be used in our analysis of the property as security sufficient in value as collateral for the loan applied for and for transmittal to Lender who will fund or purchase the loan. Also, Borrower is entitled to a copy of your appraisal report and evaluation.
8. Your fee for your evaluation and appraisal report will be paid:
 on delivery of your report by Broker/Lender on behalf of Borrower.
 by the loan escrow company from Borrower's funds.

8.1 It is anticipated the amount of your fee will be \$_____.

9. Further instructions: _____

Submitting Loan Representative's Signature: _____

SECTION II:

FOR USE BY APPRAISER:

10. Please fill in the following and fax or email this form back to Broker/Lender indicated on page one.

10.1 Walk-through of the property is scheduled for:
Date _____ Time _____

10.2 Anticipated date of delivery of your appraisal report is _____, 20_____.