



# AUTHORIZATION TO PREPARE APPRAISAL REPORT

(California Business & Professions Code §11321)

Prepared by: Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Broker \_\_\_\_\_ Email \_\_\_\_\_

DATE: \_\_\_\_\_, 20\_\_\_\_. Prepared by \_\_\_\_\_.

**TO:**  
 Appraiser \_\_\_\_\_  
 Appraisal Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Email \_\_\_\_\_

**FROM:**  
 Agent \_\_\_\_\_  
 Broker/Lender \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Email \_\_\_\_\_

### 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 (TDS) disclosure statement [See ft Form 304]
      - at listing agent's office \_\_\_\_\_
      - at Broker/Lender's office \_\_\_\_\_
    - c.  home inspector's report on the subject property
      - at listing agent's office \_\_\_\_\_
      - at Buyer's agent's office \_\_\_\_\_
      - at Broker/Lender's office \_\_\_\_\_
3. The type of appraisal requested:
  - drive by,  full appraisal, or  \_\_\_\_\_
  - 3.1 The type of appraisal report requested:
    - desk review,  field review,  value range analysis, or  \_\_\_\_\_
4. Your 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,  mobilehome, or  \_\_\_\_\_
  - 5.2 Owner's/Borrower's name \_\_\_\_\_
    - 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 a Borrower's funds.
  - \_\_\_\_\_
- 8.1 It is anticipated the amount of your fee will be \$ \_\_\_\_\_.

9. Further instructions: \_\_\_\_\_  
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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\_\_\_\_.