**Real Estate Appraisal Letter of Engagement**

**Date:**

**Dear [Enter Appraiser Name Here]**

This letter engages you to complete a market value appraisal of the subject property identified as [enter IVIS Number] [Enter Project Name] located at [Enter Location Here]. The property must be appraised to its market supported economic highest and best use. The current owner is identified as: [Enter current ownership information]. This property is currently being used as [Enter Current Use].

The intended use of the report is to provide an opinion of market value for the subject property as of the date of value. Please refer to the attached Statement of Work (SOW) for the appropriate definition of market value. Unless otherwise instructed, the date of value is the date of the last property inspection and must be no later than 30 calendar days prior to the submission of the completed appraisal report. The OVS review appraiser may approve, in advance, other conditions in writing related to the date of value.

This appraisal must conform to the Uniform Standards of Professional Appraisal Practice (USPAP) [and/or the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA), 6th Edition.]

The sole client for this assignment is the Office of Valuation Services (OVS) and this is a condition of the assignment.

The intended users of the appraisal report are the OVS, [Enter Acquiring Agency] and [Enter Private Party or their representative as appropriate]. Please note that the described valuation services will have payment issued directly through and by [Enter Private Party Name] after review of the appraisal report by OVS. Terms and conditions of payment for the assignment are those agreed upon, in writing, by the private party and the appraiser prior to commencement of the assignment. Please see Payment section below which identifies the party responsible for payment.

Your point of contact to coordinate access to the property is:

Contact: [Enter Name]

[Enter Title]

Address: [Enter Address]

[Enter City, ST, ZIP]

Phone: [Enter Phone #]

Email: [Enter email]

Discussions with this or other parties shall be limited to only those necessary to provide a USPAP [and/or UASFLA] compliant appraisal report. Only the assigned OVS review appraiser can modify appraisal instructions and this must be done in writing.

The target date of delivery of the initial appraisal report to the OVS review appraiser will be negotiated between the private party, the appraiser, and the [Enter Acquiring Agency]. OVS must be notified of the negotiated delivery date once there is agreement among the parties. After review by OVS, you will be required to submit one final report and [##] copies to the OVS review appraiser, [Enter Name] as specified in the SOW.

 **Payment**

Upon notification that the appraisal review by OVS is complete, an original invoice is to be sent to the private party representative. **Payment is the sole responsibility of the private party identified below**. Neither the U.S. Department of the Interior, the Office of Valuation Services (OVS), nor the [Enter Acquiring Agency] is responsible for payment for this appraisal assignment.

Contact for [Private Party]

Contact: [Enter Name]

Address: [Enter Address]
Phone: [Enter Phone #]
Email: [Enter email]

If you have any questions about this assignment, please contact me at the number below.

Sincerely,

[Enter OVS Review Appraiser]

Office of Valuation Services

[Enter Address]

Phone: [Enter phone #’(s)]

Email: [Enter email]

Cc: [Realty Specialist], [Private Party Contact]

Encl.